Hallbrook Primary School

Admissions Policy 2026-2027

Approved/reviewed by	
Hallbrook Local Governing Committee 15 October 2025	
Date of next review	October 2026
Publication:	Website-Statutory

This policy is reviewed annually to ensure compliance with current regulations.

Version	Date	Updated by	Summary of changes
V2	October 2025	Trust Business Manager	PAN by year added.

1. General Arrangements

1.1 Admissions Timelines

- 15 January Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers
- April to August Appeals process and outcomes
- August New intake starts at school

1.2 Arrangements for applications for places at the Academy will be made in accordance with Leicestershire County Council's co-ordinated admission arrangements; parents' resident in Leicestershire can apply online at: http://www.leics.gov.uk/online_application

1.3 Parents resident in other areas must apply through their home local authority.

1.4 This Academy will use the admissions timetable for primary schools.

1.5 Leicestershire County Council will make the offers of places on behalf of the Academy as required by the School Admissions Code.

1.6 All requests received after the closing date will be considered after this that have been received on time.

2. Published Admission Number (PAN)

2.1 The PAN for Year R is 30 if there are fewer applicants than places available all applicants will be admitted.

Year 1	30
Year 2	30
Year 3	30
Year 4	30
Year 5	30
Year 6	30

3. Special Educational Needs

3.1 Any child with an Education, Health and Care Plan that names the academy will be admitted.

4. Oversubscription Criteria

4.1 If there are more applications than places available, we will apply the oversubscription criteria and allocate places according to the order set out below:

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

• Copy of child benefit letter;
• Copy of current driving licence;
• Copy of registration at GP practice or hospital consultant.
c) Where a family has moved in with relatives or friends (including new to UK):
• A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
• A copy of most current council Tax bill from occupier;
• Stamped passport or visa;
• Boarding passes.
Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

1. Looked after children and all previously looked after children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

• A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
• Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
• Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

2. Pupils who live in the catchment area.

For the purposes of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim dual or equal residency. Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the

school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

The following are not generally accepted when allocating places in oversubscribed schools:

- Purchase of a second property when a previous property is retained.
- Rented accommodation when a previous property is retained.
- Offers or exchange of contracts on intended purchases.
- Informal living arrangements with friends and family.

3. Pupils with a sibling on roll at the time of application.

The term sibling relates to:

• brothers and/or sisters who share the same parent(s)
• a half-brother, half-sister or legally adopted child living at the same address
• a child looked after by a local authority placed in a foster family with other school age children
• a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

4. Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested.

When making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

a. The following list are the areas that are considered exceptional:-
b. (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
c. (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
d. (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

e. The Academy will make the decision during the processing period in consideration with relevant professional documentation.

5. The distance from the child's permanent home address to the school.

Priority will be given to the child living nearest the school. Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

5. Tie-break

5.1 Random allocation will be used if there is still identical ranking. Lots will be drawn and the process will be supervised by somebody independent of the school.

6. Withdrawal of Allocated Places

6.1 The academy may withdraw places once offered in the following circumstances:

2. Where it is determined that the place has been offered in error.
3. Where the offer was obtained through a fraudulent or intentionally misleading application.
4. Where the parent has not responded to the offer within a reasonable period of time (20 days).

7. Fair Access Protocol

7.1 Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The academy will comply with Leicestershire's Fair Access Protocol. This may mean admitting children above the PAN.

8. Admission of Children Below Compulsory School Age and Deferred Entry to School

8.1 Where a child is offered a place at the Academy:

- the child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

9. Admission of Children outside their Normal Age Group

9.1 The parents of summer born children may choose not to send that child to school until September following their fifth birthday and may request that they are admitted out of their normal age group. To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request for admission outside of the normal age group.

9.2 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for

their child to be considered for admission to a year group which is outside their normal age group, then they must:

- Complete the LA common application form or the in-year admission form, as appropriate.
- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

9.3 The Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

10. In-year / Mid Term admissions

10.1 Parents should apply using the local authority form.

10.2 If a place is available in the relevant year group it will be allocated. In determining whether a place is available, consideration will be given to whether the admission of a further child would prejudice the efficient provision of education and the efficient use of resources.

10.3 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days.

11. Over Subscription List

11.1 Any child refused a place at the school will automatically be put on the over subscription list unless a higher preference school has been offered. A waiting list will be maintained until 31 December in the admission year after which it will be cleared.

11.2 The list is maintained in the order of the oversubscription criteria. This means that names can move down the list if someone applies later but fits into a higher criterion.

11.3. There is no over subscription list for any other year group or for Year 7 from the end of the Autumn term of admission.

12. Children of UK Service Personnel

12.1 For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

- For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:
- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent request this.

13. Children Who Have Been Permanently Excluded Twice or Display Challenging Behaviour

13.1 Where a child has been permanently excluded from two or more schools there is no requirement for us to comply with parental preference for a period of two years from the last exclusion

13.2 We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 12.1 applies.

13.3 Where we receives an in-year application for a year group that is not the normal point of entry and we have good reason to believe that the child may display challenging behaviour we may refuse admission and refer the child under the Fair Access Protocol if the cohort has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and we consider that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

14. Exceeding the PAN

14.1 Infant classes must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances (excepted pupils).
Infant Classes (Reception, Year 1 and Year 2) must not exceed 30 children per teacher, unless an exception applies.
The exceptions, are:
a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
b) looked after children and previously looked after children admitted outside the normal admissions round;
c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
d) children admitted after an Independent Appeals Panel upholds an appeal;
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
f) children of UK service personnel admitted outside the normal admissions round;
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

14.1 Any admissions above the PAN will not constitute an increase to the PAN.

14.2 The PAN can be exceeded to admit the following:
- Looked After and Previously Looked After Children
- Children with an EHCP naming the school
- Children who are the subject of a successful appeal
- Children admitted through the Fair Access Protocol

14.3 The PAN may also be exceeded in the following exceptional circumstances:

- the admission of a child new to the area, who applies within 90 days of the move and where there is no other school place available within a reasonable distance (2 miles for primary aged children);
- re-posted UK service personnel;
- children who were given a place as the result of an error by the admissions authority;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- children with exceptional social, domestic or medical circumstances (but not where this would be a breach of the infant class size regulations).
- Siblings (but not where this would be a breach of the infant class size regulations).
- A requirement to create additional school places within the area because of population gain (but not where this would be a breach of the infant class size regulations).

15. Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

• change of address i.e. where the change of address is into the catchment of the school;
• new significant and material evidence has come to light in personal circumstances;
• a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
• there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

16. Appeals

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.
The decision of an Independent Appeal Panel is binding on parents and the admitting authority.
To appeal please go to the Leicestershire County Council website - https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online