



LONG FIELD SPENCER ACADEMY

Admissions 2025 - 26

Approving Body	Full Governing Body
Date Approved	by 26 th February 2024
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Long Field Spencer Academy Admissions

LONG FIELD SPENCER ACADEMY ADMISSION POLICY SHOULD BE READ IN CONJUNCTION WITH LEICESTERSHIRE COUNTY COUNCIL CHILDREN AND FAMILY SERVICES CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOL TRANSFERS AND THE CO-ORDINATED ADMISSION ARRANGEMENTS FOR MID-TERM TRANSFERS WHILST NOTING THAT THE ADMISSIONS AUTHORITY FOR THE SCHOOL REMAINS THE SPENCER ACADEMIES TRUST

The Spencer Academies Trust determines admission arrangements for each Academy within the Trust. The arrangements are implemented by the local governing body of each academy including matters relating to Fair Access arrangements.

Date of adoption: applies to admissions on or after 01:08:24

Date to be revised: revised annually (2 years in advance)

Person responsible: Principal

1.0 (a) Introduction

- The Published admission Number for Year 7 at Long Field Academy in September 2025 is 180. In all other academic years, the school will usually admit to the published admission number at the time when the year group was first admitted to the school.
- Children who have an education, health and care plan which names the school will automatically be allocated a place. The Governing Body cannot guarantee a place at the school for any other category of application.
- As Long Field is an academy, the admissions authority is The Spencer Academies Trust.

1.0 (b) Admissions Timeline Secondary Transfer

- 31st October Closing date for applications to the Local Authority (LA)
- 28th February Publication of appeals timetable on LA website
- 1st March (or next working day) National offer day for secondary school places
- April to August Appeals process and outcomes
- August New intake starts at school

2.0 Admissions Oversubscription Criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order, (as a combination) set out below, to decide which children to admit:

1st: Looked after children and Previously Looked After children, including 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.

2nd: Pupils who live in the catchment area.

3rd: Pupils who have exceptional circumstances either a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.)

4th: Pupils who will have a sibling/s attending the same school at the same time at the point that they are attending.

5th: Pupils who are attending a feeder school at the point of application.

6th: A child of a staff member of Long Field Spencer Academy. Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- (b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

7th: All other pupils

Tie breaker

If having applied the priority criteria, two or more applications have identical rankings lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or the governor of the school.

In cases where there is one remaining place available and the next child on the waiting list is one of twin or of other multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

(see the definitions section for more clarity and description of what the criteria will cover)

3.0 Definitions

Residence

For the purpose 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 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 purpose of the 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 of completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain 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 can not 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.

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 as 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 requests this.

Parental Proof of Residence

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;

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.

Sibling/s

The term sibling/s 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.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has day-to-day care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Looked after Children and Previously Looked After children

Children who are looked after and those children who were 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)

Exceptional Circumstances

If this criteria is selected 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 the school place.

The following list are the areas that are considered exceptional:-

- (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.
- (b) Children subject to Child Protection Plans and Child In Need Plans and the child can only reasonably attend one school.
- (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)

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

Late applications

- All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.
- In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

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.

Waiting List

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the admissions sub-committee for the duration of the co-ordinated admissions scheme. A position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. For in-year admissions the waiting list will remain open for the duration of three calendar months following the decision.

Being placed on the waiting list does not remove an applicant's right to appeal. It is important to note that the waiting list does not operate on a first come, first served basis and that places will be offered according to the over-subscription criteria (see above). Therefore, the waiting list will be ranked again each time a name is added.

Children who are allocated a place to the Academy in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

Right to Appeal

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>

Catchment area

The school's defined catchment area can be found on the school's website

Feeder School

Ab Kettleby Primary
Asfordby Captains Close Primary
Asfordby Hill Primary
Buckminster Primary
Frisby C E Primary (C)
Great Dalby Primary
Melton Sherard Primary
Melton St Mary's C E Primary
Melton Swallowdale Primary
Melton The Brownlow Primary
Melton The Grove Primary
Old Dalby C E Primary (C)
Scalford C E Primary (C)
Somerby Primary
St Francis Catholic Primary School
Thrussington Primary School
Wymondham St Peter's C E Primary (A)

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form through a child's home local authority via <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-secondary-school-place> For entrance to the school in Autumn 2025 the closing date of the coordinated admission scheme is 31 October 2024, preceding admission to secondary school. Places are allocated on 1 March 2025 which is National Offer Day.

In Year admissions

Parents who wish to apply for a place outside of the normal admissions round should do so by completing the in-year application through Leicestershire County Council's online application process via <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school>

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.

Admission of children outside the normal age group

Parents of children who have missed part of the school year (for example due to ill health) can seek places outside their normal age groups. The Academy will make decisions on a case by case basis about where to admit a child outside of their normal year of entry.

The Spencer Academy Trust has regard to the DFE admissions Code in respect of in-year application requests.

Appendix A Catchment Area

