



Admissions Policy 2027 to 2028

Tugby Church of England
Primary School

Agreed by the Local Governing Committee: 06/03/2026

Tugby CE Primary School Admissions Policy 2027-28

Introduction

Tugby CE Primary School is a school within Rise Multi Academy Trust. All admissions to the school are coordinated through Leicestershire admissions authority. In formulating this admissions policy, the Governors consulted with the trustees of Rise, local academies, Diocese of Leicester, Leicestershire County Council and the governing bodies of local community and voluntary controlled schools for which the Local Authority is the admission authority.

This policy is reviewed by the Governors each Spring in line with the legal timelines for admissions. The review will go out for consultation every 7 years unless changes need to be made earlier.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

Furthermore, the admissions practice in Rise MAT church schools reflects the [Vision of the Leicester DBE](#), which states:

***Inclusive:** Like Jesus himself, our schools are 'scandalously inclusive'. Children and families from all faiths and none are welcomed, respected and cherished. Serving the community in which they are placed, our schools exemplify, love your neighbour'.*

Department for Education guidance on admissions and appeals is contained in [The School Admissions Code \(2021\)](#) and the [School Admissions Appeals Code \(2022\)](#).

Aims

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Admission

Tugby CE Primary School serves the catchment area shown in the attached map – Appendix A

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to the admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups.

Our published admission number (PAN) for 2027 entry onwards is 15 pupils.

Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. In the event of insufficient places being available, places within a particular year group will be allocated in line with the criteria listed in this policy. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (2). If a child moves into the school's designated catchment area once allocation decision has been

made, they will not be offered a place in the school if the planned admission number for that year has been reached but will have the right to appeal.

The Local Authority common first-time on-line application form must be completed in the window from 1st September to the 15th of January each year. Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from www.leics.gov.uk/admissions).

We encourage a single start for first time admissions at the start of the autumn term for children aged four years of age. Expect where parents exercise the right for part-time entry or until the start of compulsory school age.

Children are offered a school place from four years of age, the autumn term following their fourth birthday. However, statutory school age is from the first time following their fifth birthday.

Making a First Time Admission Application (FTA)

Arrangements are made in accordance with the Local Authority's First Time Admissions Coordinated scheme. This means families must apply to the Local Authority where they live using the common Application Form (on-line or paper copy available from the Local Authority upon request).

- 15 January closing date for applications to the Local Authority (LA)
- 16 April (or next working day) National offer day for First Time Admissions and Infant/Junior Transfers: families will be informed by the Local Authority of the place given to their child.
- April to August Appeals process and outcomes
- August New intake starts at school

Parents who are resident in other areas must apply through their home Local Authority.

Leicestershire School Admission Service Tel: 0116 305 6684
admissions@leics.gov.uk

Late applications received after 15th January closing date but on or before 31st January

When Leicestershire LA considers applications that are received late for a good reason it may be possible in exceptional circumstances to accept the application as on time, e.g. when a single parent has been hospitalised, or a family are returning from abroad, supported by documentary evidence of the reason for the lateness which must be provided with the late application. Late applications (received after 15th January but by 31st January) for Leicestershire schools will be processed once all on time applications have been processed and Leicestershire Admissions will aim to issue a decision on National Offer date.

Late Applications

Any applications received after the 15th of January, where the exceptional circumstances do not apply (see above), will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

Late applications will not be offered a place within the school if the infant class has reached its maximum number of pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and planned admission number (PAN) for that year.

Priority and Oversubscription Criteria

Where the school received fewer preferences than there are available places, all pupils will be offered a place.

At the point of first-time admission, if there are more requests for places than available, places will be allocated up to the pupil admission number in accordance with the priority oversubscription criteria. All other outstanding requests will be refused subject to the provision relating to exceptional circumstances.

Tie Break

If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority.

If applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer, not an employee or governor of the school. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc.) are tied for the final place, we will admit such siblings even if this means exceeding the school's Pupil Admission Number.

Notification of a school place

Parents will be notified by Leicestershire admissions if a place is to be offered. The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme (3).

Special Educational Needs

In accordance with Section 43 of the Children and Families Act 2014, where a school is named in a child's Education, Health and Care Plan (EHCP), the school must admit that child. These admissions take priority over other applications and may result in the school exceeding its published admission number. Such pupils are treated as excepted under infant class size legislation.

Admission Criteria reference table (more detail is below)

Criteria	Description
1	Looked after children, or those who were previously looked after
2	Serious medical conditions or exceptional social or domestic needs
3	Siblings in school
4	Pupils who live within the catchment area
5	Children of serving staff
6	All other pupils based on distance

1. A child who is 'looked after (4)' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted or children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (5) or became subject to a residence order (6) or special guardianship order (7).
2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:

- A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
- A child whose parent has recently died or is suffering from a serious illness.
- A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem, and which is having significant effect on the child's health.
- A child with a serious medical condition which would make the preferred school particularly suitable.
- A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.

This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who will have an older sibling attending the school at the time of admission (8). (Older siblings include brothers or sisters, half brothers or sisters, stepbrothers or sisters, adopted children, fostered children, and children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
4. Pupils who live in the designated catchment (See map at appendix A). The child's place of residence is taken to be the parental home. Where children have parents that are separated/divorced and who live part-time at both homes, the address used is that of the parent who claims child benefit or the home where they live the majority of the time.
5. Children of serving staff at the school where the member of staff has been employed at the school for two or more years at the time of application.
6. All other pupils based on distance living nearest to the school measured using the LA's computerised mapping system. This mapping system uses a straight-line between a central geo-code point of the home address to the school main designated front gate.

Withdrawal of Allocated places

The Admitting Authority I has the right to withdraw the offer of a place if:

- (a) An error has been made.
- (b) The place has been obtained by fraudulent means.
- (c) A parent does not respond to an offer in the time specified.

This is regardless of numbers in the school and whether or not other requests have been refused.

Fair Access Protocol (FAP)

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. Rise Multi Academy Trust comply with Local Authority's Fair Access Protocol. This may mean admitting children above PAN.

In-year (mid-term) admissions

In-year application arrangements are made in accordance with the Local Authority's Mid-Term Admissions Coordinated scheme. This means families must apply to the Local Authority where they live using the Common Application Form either on-line (or paper copy on request) to the Local Authority. It is recommended that families also contact the Local Authority which the desired school is located in to discuss applications. The Admissions Code states the aim is to issue a decision in 10 school days and must by the 15 school days.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/changing-school-during-term-time>

Before applying, parents are strongly encouraged to discuss their intention with their current school and arrange a visit to the proposed school.

Waiting Lists

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the priority Criteria.

Offers of places will be made by the Local Authority.

If the school is oversubscribed for children due to start the following September a waiting list will be maintained by the Local Authority. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt.

Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down each year on 31 December in accordance with statutory requirements.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply for the following or subsequent years if applicants wish to remain on the list.

Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

Deferred and Part-Time Entry into School

Deferred Entry:

A family can defer the date of their child's admittance into 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 which the application was made for. The request for deferred entry should be made in writing to the school and accompanied where possible with lead professional* documentation supporting the application. Deferred entry should be indicated on the Common Application Form.

**A lead professional is considered to be anyone that is supporting the child and their family in a professional capacity. For example, social worker, consultant, education psychologist.*

Part-Time Entry

Where a family wishes, a child may attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age. The place at the school will be held open for the child and not made available to another child until the end of the academic year the place was applied for. Part-time entry should be indicated on the Common Application Form.

Admissions of Children Outside Their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. Parents should contact the Headteacher to discuss any such requests with all the relevant information to be taken into account. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests. This would be called a delayed start.

Families of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception year rather than year one. Children born between 1 April to 31 August are classed as summer born.

If families of a summer born child wish to defer until entry of the start of year one, they must make a new in-year application. If the families of summer born children wish for their child to start in reception a year later and therefore be admitted outside of their normal year group, they must request delayed entry as part of their Common Application Form.

When requests for entry outside of a child's normal age group are made, the school, supported by the Trust, will base its decision on what is best for the child. The school will take into consideration the views of the family, headteacher and other professionals involved, using any supporting evidence.

If it is agreed to delay the child's entry in to school, this allows families to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.

Families have the statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if the child is offered a place at the school, but it is not in the preferred age group.

If the request is not agreed, the parent will receive full explanation of how the governors, along with support from the headteacher, arrived at their decision.

Appeals

If the school is unable to offer a place the parents/carers have the right to appeal. Appeals should be sent to The Clerk to the Appeals Panel, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ preferably via email to officedbe@leicesterdbe.org.

The appeal must be in writing on the relevant form, which can be obtained from the school website or via the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the DBE website <https://www.leicesterdbe.org/schools/admissions-and-appeals/>

For reception children starting school (first time admission) appeals must be made by 15th May. Appeals will be heard during the summer term, within 40 school days of this date.

Any late applications appeal lodged after this deadline will be heard within 30 school days of the appeal being lodged.

Any mid-year transfer appeals will be heard within 30 school days of the appeal being lodged.

In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. They may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school, Rise and appellant within 5 days of the hearing.

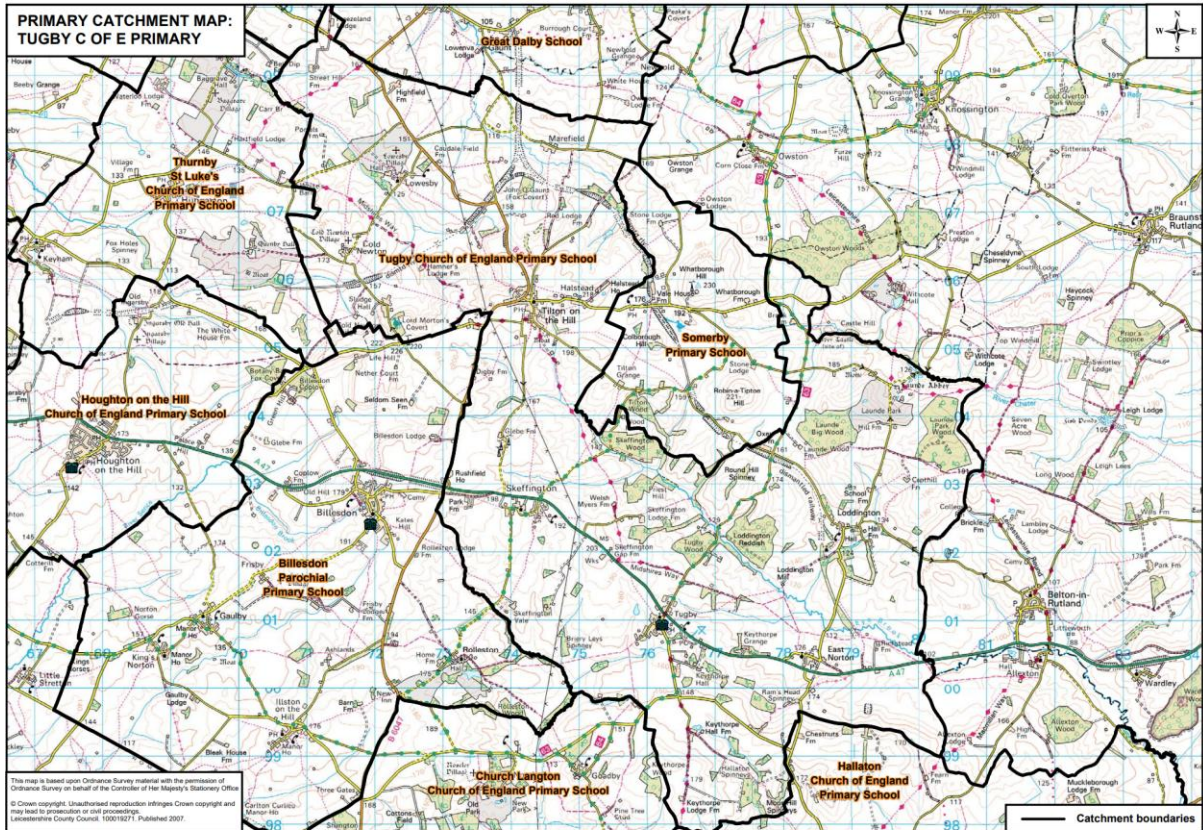
Notes:

- (1) *The term parent is used to include parent/guardian/carer*
- (2) *Education (Infant Class Sizes) (England) Regulations 1998*
- (3) *The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire. LE3 8RF*
- (4) *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by the 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.*
- (5) *Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*
- (6) *Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order setting the arrangements to be made as the person with whom the child is to live.*
- (7) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's specialist guardian (or special guardians).*
- (8) *Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister.*

This policy was last consulted on using the dates: 18/11/2025 to 30/12/2025

Appendix A

Tugby CE Primary School Catchment Area Map



If you are unsure if your address falls within the catchment area of our school, please contact the school office on 0116 2598248 or email us office@tugby.risemat.co.uk