



# Admissions Policy

## St Leonard's CE Academy

### 2027 - 2028

<b>Policy type</b>	<b>Statutory Trust Policy with local context</b>
<b>Reviewed</b>	<b>Annually</b>
<b>Author/Responsible Officer</b>	<b>Headteacher/Governance Officer</b>
<b>Approved by</b>	<b>Trust Board</b>
<b>Date of ratification</b>	<b>24<sup>th</sup> February 2026</b>
<b>Date of next review</b>	<b>Autumn 2026 for 2028/2029</b>

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

*Enabling all to flourish: Rooted in God's love*



## Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equal treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

## Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

*Enabling all to flourish: Rooted in God's love*



## Statement of Intent

St Leonard's CE Academy is part of the Diocese of St Albans Multi-Academy Trust (DSAMAT) family. At St Leonard's CE Academy, families from all faiths or none are welcome to join our friendly, village school.

The number of places available is determined by the capacity of the school and is called the 'published admissions number'. The Published Admission Number for the school is 27.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

*Enabling all to flourish: Rooted in God's love*



## 1. Introduction and General Principles

- a. St Leonard's CE Academy is a member of the Diocese of St Albans Multi-Academy Trust. The school serves the ecclesiastical parish of Heath and Reach. It provides an education, for children aged 5-9, within the setting of a Christian community for all children regardless of faith, gender or race.
- b. The Diocese of St Albans Multi-Academy Trust is responsible for the admission of pupils to St Leonard's CE Academy and admits 27 pupils to the Reception class each September. This published admission number (PAN) has been agreed by the Trust and applies to admission to the Reception class for the year 2027-28.
- c. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school site is level and classrooms and the hall may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. As a Church school we welcome applications for children of all faiths and of none. As an inclusive school, children with any special education needs will be treated as fairly as all other applications for admission.
- d. The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Trust, as the Admission Authority, will allocate the available places in line with this policy.

## 2. Application process

- 2.1 Information for Central Bedfordshire residents on completing the 'on line' application by the closing date of 15<sup>th</sup> January 2027 and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website: [Central Bedfordshire School Admissions](#) Parents living outside the Central Bedfordshire Council area must make an application via their home local authority.
- 2.2 All applications **must** be made on the **home** Local Authority Common Application Form (CAF). The closing date for admission application forms to be received by the home LA is 15<sup>th</sup> January 2027. Parents who wish their application to be considered under 2.10 (d) or (g) (church attendance) **must** complete and return Central Bedfordshire's Religious Affiliation Form (please see page 7) by that date. If a Religious Affiliation Form is not completed, the Trust will prioritise your application solely on the basis of the information provided in the CAF.
- 2.3 The school is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class
- 2.4 The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2027. However, please note the following:
  - a) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Summer born children (born 1<sup>st</sup> April to 31<sup>st</sup> August) may only have admission deferred until the start of the summer term.
  - b) If parents so wish, a child may attend on a part-time basis until the child reaches compulsory school age.

*Enabling all to flourish: Rooted in God's love*



- 2.5 If parents do not wish their summer-born child to start school before the child reaches compulsory school age, then they would normally need to make an in-year application for a place in Year 1.
- 2.6 However if parents wish their summer-born child to start school in September 2028, and to be educated “out of year group” (i.e. in the Reception Year rather than Year 1) they may make a request in writing to the Trust for their child to be admitted out of year group. Parents should discuss this with the school as early as possible and are advised to make their written request at the same time as making an application for admission to the school for a Reception place for September 2027 as part of the normal admissions round. Parents of children living in Central Bedfordshire should also complete the local authority’s delayed admission request form ([CBC Delayed Admission Request Form](#)).
- The Trust will decide the request on the basis of the individual circumstances of the case and in the best interests of the child (please also see paragraph 7 below).
- 2.7 If the request for out of year group education is agreed, the application for a Reception place for September 2027 can be withdrawn before the place is offered and the child’s parents **must make a new application** as part of the following year’s main admissions round for a place in the Reception class starting in September 2028. Parents whose home local authority is Central Bedfordshire must make a **paper** application in that admission round. There is no guarantee that a place will be available in that year group.
- 2.8 If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group or refuse it and make an in-year application for admission into Year 1 for the September following the child’s fifth birthday. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.
- 2.9 The Trust will admit a child with an Education Health Care Plan (EHCP) which names the school. Such children will be admitted before any oversubscription criteria are applied.
- 2.10 When there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority.
- (a) All 'looked after' children (LAC) or children who were previously 'looked after' (PLAC) including those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) (see definitions);
  - (b) Children whose home address is within the catchment area (the ecclesiastical parish of Heath and Reach with Egginton) and who have a sibling in the school at the time of application who is likely to remain in school at the proposed date of admission.
  - (c) All other children whose home address is within the catchment area
  - (d) Children whose home address is outside the catchment area, one or more of whose parents/guardians have, at the time of application, shown commitment to St Leonard’s Church, Heath and Reach, by attending a service of public worship at least once a month for the 12 months immediately prior to an application being made

*Enabling all to flourish: Rooted in God’s love*



- (e) Other children who have a sibling in the school at the time of application who is likely to remain in school at the proposed date of admission.
- (f) Children of permanent staff at the school (see definitions)
- (g) Children whose home address is outside the catchment area but one or more of whose parents/guardians have, at the time of application, shown commitment to another Christian Church within the area covered by the Ouzel team ministry by attending a service of public worship at least once a month for the 12 months immediately prior to an application being made-
- (h) Any other children

**Please also see Definitions below.**

### **3. Notes**

- a. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using Central Bedfordshire's computerised mapping system, with those living closer to the school receiving the higher priority. The local authority will measure the distance from the address point of the pupil's home to a central point on the school site, namely the main door of the school. In the event of children living in a block of flats, priority will be given to the child's whose flat number is lower. Where two or more children live the same distance from the school the Trust will use an independently-supervised, random draw in order to allocate the place.
- b. Pupils who have an Education Health and Care Plan (EHCP) that name the school will be admitted to the school, even if the school is full. These children will be admitted before any oversubscription criteria are applied.
- c. Where a place is offered to one twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted, even if the school is full and, if necessary, over PAN and as exceptions to the infant class size rule.
- d. Pupils identified for admission through the local authority's 'Fair Access Protocol' will also be admitted even if the school is full and above any children on the continuing interest list (and over PAN, if necessary). Parents of children who are entitled to be considered under the Fair Access Protocol may also make an in-year application to the school.

### **Definitions**

#### **'Looked after' children**

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously looked after children will be prioritized under category 2.10 (a) if they were looked after immediately before being adopted or becoming subject to a child arrangements order or a special guardianship order. 'Adopted' refers to an adoption order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one

*Enabling all to flourish: Rooted in God's love*



or more individuals to be a child's special guardian (or special guardians)

In state care outside of England means in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **Sibling**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister where care has been arranged by a local authority, or the child of the parent/carer's partner, and in every case, the child should be living at the same address. Where the applicant lives at more than one address the sibling must also live at the same address for the majority of the school week. The sibling's address will be verified by the school. The sibling must be on the roll of the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **Catchment**

The catchment area is the ecclesiastical parish of Heath & Reach with Egginton. Parish boundaries can be viewed at [www.achurchnearyou.com](http://www.achurchnearyou.com)

### **Church commitment (Categories 2.10(d) and (g))**

The governors define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance. The Ouzel team ministry includes the villages/parishes of Leighton Buzzard, Linslade, Heath and Reach, Hockliffe, Egginton and Billington.

Applicants who wish to be considered under Categories 2.10(d) or (g) must complete the relevant sections of the Central Bedfordshire Religious Affiliation Form (available at: [Applications on faith grounds](#)) and ask their priest or minister to complete and sign the remainder of the form and then return it to [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk) by the closing date for applications (or at the time of application, in the case of late and in-year applications).

If, during the six-month period of attendance at public worship required by Categories 2.10(d) and (g), the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of Categories 2.10 (d) and (g) will only apply to the period when the church or alternative premises have been available for public worship.

### **Children of staff**

The Trust will give priority under category 2.10 (f) to admit children of staff where 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. The staff member must be the child's biological or adoptive parent or have legal parental responsibility for the child. Staff members can obtain a list of roles for which the Trust has determined there to be a demonstrable skill shortage by emailing [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk)

### **Home Address**

The address given on the application form must be the child's permanent home address at the closing date for applications.

If a child lives at more than one address because childcare arrangements are shared, the Trust will consider the address for admission purposes to be the one where the child lives for the majority of the

*Enabling all to flourish: Rooted in God's love*



time, unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications.

If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the Trust to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.

#### **4. In-Year Admissions**

4.1 Children will be admitted at other ages where there are vacancies. Requests for admission into other year groups should be made to the Central Bedfordshire Admission Team: [Applying for a school place during the academic year](#). In considering any applications for in-year admissions the Trust will take account of the Infant Class Size Limit. Where there are more applications than places available the Trust will apply the oversubscription criteria set out in 2.10 above to determine which child(ren) should be allocated a place.

4.2. Parents of children entitled to be considered under a Fair Access Protocol may also make an In Year application to the school as described in 4.1.

#### **5. Waiting List**

5.1 All children who are unsuccessful with their applications will be placed on a waiting list. Applications will be ranked according to the oversubscription criteria in 2.10 above and the list will be re-ranked each time a new name is added to the list, so a child's place in the list can change as other children join or leave it. The waiting list will be maintained until the summer term of the academic year of intended entry.

#### **6. Appeals Process**

6.1 Parents who have not been allocated a place for their child have a right to appeal to an independent panel and will receive information about the appeals process with the refusal email or letter from the local authority: [School Admission Appeals](#)

#### **7. Applications for education out of year group**

Children are normally educated in their normal age group, with the curriculum differentiated as necessary to meet their individual needs. However, if parents wish their child to be admitted to a different group they must make a request in writing to the Trust, at the time of application, and enclose any evidence they wish the Trust to consider in support of that request. Requests should be made by letter addressed to the Trust ([jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk)). The Trust will make its decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher; the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether or not the child has previously been educated out of year group; and whether

*Enabling all to flourish: Rooted in God's love*



the child may naturally have fallen into a lower age group if it were not for being born prematurely. If the request is agreed there is no guarantee that a place will be available in the desired year group and if the request is denied there is no right of appeal from the Trust's decision; however, reasons will be given for the Trust's decision. Please also see paragraphs 2.5 to 2.8 of this policy for applications for delayed entry to Reception of summer-born children.

## **8. Monitoring and Review**

8.1 The Trust has delegated to the Local Governing Board the responsibility for reviewing the implementation and effectiveness of this policy in discussion with the DSAMAT Admissions Officer. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

8.2 The policy will be reviewed annually.