

# ADMISSIONS POLICY YEAR OF ENTRY 2025-2026



## INTRODUCTION

The Headteacher and Governors warmly welcome enquiries from parents who wish their child's early education to be in a school whose ethos is rooted in Christian values and teaching, however families from all faiths or none are welcome to join our friendly, village school.

Visits to the school can be arranged by emailing or telephoning the school office [01525 237253] [office@stleonardslower.co.uk](mailto:office@stleonardslower.co.uk).

St Leonard's School is a Voluntary Aided Church of England School within the Diocese of St Albans in Central Bedfordshire. The Governing Body of the school is the admission authority. The Governors will admit up to the planned admission number of 25 children to the reception year group during each academic year.

## HOW PLACES ARE OFFERED

Children who have an Education, Health and Care Plan are required to be admitted to the school which is named on the plan, even if the school is full.

Children identified for admission through the Fair Protocol will also be admitted even if the school is full.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- Category 1** All 'looked after' children and all 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
- Category 2** Children whose home address is within the ecclesiastical parish of Heath and Reach and who have a sibling in the school at the time of application and be likely to remain in school at the proposed date of admission. (A map is available on the website; [www.achurchnearyou.com](http://www.achurchnearyou.com) which can be consulted to give the parish in which you reside)
- Category 3** Other children whose home address is within the ecclesiastical parish of Heath and Reach. (A map is available on the website; [www.achurchnearyou.com](http://www.achurchnearyou.com) which can be consulted to give the parish in which you reside)
- Category 4** Children whose home address is outside the area, as defined in Category 2 above, and 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 at least once a month for the 12 months prior to an

application being made and are continuing to attend at the time when the Governors consider the application. Applicants in this category will need to ask the vicar to complete the relevant section of the application form.

**Category 5** Other children who have a sibling in the school at the time of application and be likely to remain in school at the proposed date of admission

**Category 6** Children whose home address is outside the area, as defined in Category 2 above, 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 at least once a month for the 12 months prior to an application being made and are continuing so to attend at the time when the Governors consider the application. *Applicants in this category will need to ask their priest or minister to complete the relevant section of the application form.*

\* The governors define a 'Christian' Church to be one which is a member, or is eligible for membership, 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, Eggington and Billington.

**Category 7** Any other children.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available spaces, the tie break will be the distance the child lives from the school, measured in a straight line, using the LA's computerised mapping system, with those living nearer the school receiving the highest priority. The distance will be measured from the address point of the pupil's home to the main door of the school. Priority will not be given within each criterion to children who meet other criteria.

### **Twins and multiple births**

Where a twin or multiple birth child is offered the last available place the second twin or other multiple birth(s) will be offered a place as exceptions to the infant class size rule

### **Same Address Point**

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie breaker will be random selection, using the School Admissions Team database to allocate the place.

## **DEFINITIONS**

### **Looked After Children:**

A looked after child is a child who is in the care of the local authority, or being provided with accommodation by the local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989).

**Previously Looked After Children:**

A previously looked after child is one who immediately after being looked after became subject to an adoption, residence or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines special guardianship order as an order appointing one or more individuals to be a child’s special guardian.

This includes children who appear to the Governing Body to have been in state care outside of England and have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Sibling:** A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer’s partner, and in every case the child should be living at the same address. The sibling must be in school at the time of application and be likely to remain in school at the proposed date of admission.

**Home Address:**

A pupil’s home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against official documentation eg. council tax bill, a recent utility bill (gas, electricity, water), a rental agreement, child benefit annual statement or family tax credit information.

**ADMISSION PROCEDURE – RECEPTION**

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

Parents are required to make their application to the Local Authority in which they live and return their application form to that authority. Parents can also apply online using the online application system for the Local Authority in which they live. The closing date for admission application forms to be received by the LA will be 15th January 2025.

Children enter Reception in the September following their 4<sup>th</sup> birthday.

Your Child’s Birthday	Admission Date
1 Sept 2020 –31 August 2021	September 2025

**As some parents may not wish their child to start full time education initially an opportunity will be given for all parents to discuss the admissions provision for their**

**child before starting school. All successful applicants are entitled to a full time place in Reception from the September following their 4<sup>th</sup> birthday. However:**

- A 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 (School Admissions Code 2.17b)
- 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 (School Admissions Code 2.17c)
- Parents of a summer-born child (1<sup>st</sup> April-31<sup>st</sup> August) may chose not to send their child to school until the September following their fifth birthday. They would then need to make an in-year application for a place in Year 1
- Parents of a Summer born child (1<sup>st</sup> April-31<sup>st</sup> August) **may instead** request that they are admitted out of their normal age group so that they enter Reception in the September following their fifth birthday, rather than Year 1. (School Admissions Code 2.18)  
In that case, the following rules apply:
  - Applications should be submitted at the earliest possible opportunity to the Governing Body via the school office and will be considered by the Governing Body on a case by case basis and in the best interests of the child.
  - If the Governing Body agrees to a parent's request for the child to be admitted to Reception out of their normal age group, the application for a Reception place in the child's chronological age group may be withdrawn. A new application must be made as part of the main Reception admissions round the following year. Parents should be aware that there is no guarantee that a place will be available in the preferred age group.
  - The statutory right to appeal does not apply if a child is offered a place at the school but not in their parents' preferred age group (School Admissions Code 2.20)

#### **OUT OF YEAR GROUP EDUCATION (OTHER THAN SUMMER-BORN RECEPTION APPLICANTS)**

Requests for education out of normal age group should be made to the Governing Body at the time of application for a place at the school and should be accompanied by supporting evidence from relevant professionals, demonstrating why the child must be placed outside their normal age-appropriate cohort. Decisions will be made by the Governing Body on a case by case basis and in the best interests of the child. There is no statutory right of appeal where a child is offered a place at the school but not in their parents' preferred age group.

#### **UNSUCCESSFUL APPLICATIONS.**

**Appeals.** Parents who have not been allocated a place for their child have the right of appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

#### **Waiting list.**

In the event of more applications than available places the governors will maintain a waiting list until the 31<sup>st</sup> December. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school the list will be re-ranked in accordance

with the oversubscription criteria in this policy and the place will be offered to the child with the highest priority.

Parents are requested to inform the LA if they wish their child's name to remain on the waiting list.

### **IN YEAR ADMISSIONS**

Requests for admissions to the school to other year groups should be made to Central Bedfordshire on the In-Year application form.

[Applying for a school place during the academic year | Central Bedfordshire Council](#)

**Please note that the information in this policy is correct for the year shown. Policies for future years may well be different**