



STOKES WOOD
PRIMARY SCHOOL

Admissions Policy

Pupil admission policy and arrangements.

Approved by:

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1. School Vision

Stokes Wood Primary School is an ambitious place. We aim to help every child become a global ambassador, ready to explore and understand the world around them. We encourage our children to be curious, ask questions and seek answers as they learn. Our children are confident in sharing their ideas and opinions. They know how to listen and communicate with kindness and respect. We believe in a community where there are no outsiders– everyone belongs and every voice is heard. Above all, we nurture their well-being, ensuring they grow into healthy, balanced individuals committed to lifelong learning and positive change. Together, we create a caring and supportive environment where everyone can grow and succeed, ready to make a positive difference in Leicester and beyond!

2. Aims

This policy sets out clearly the admission arrangements for parents when seeking a first time or 'in year' school place at Stokes Wood Primary School. Arrangements are made in accordance with Local Authority coordinated admissions arrangements.

This policy aims to:

- Explain how to apply for a place at Stokes Wood
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3. Legislation and Statutory Information

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Parents Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

5. Published Admissions Number (PAN)

The school admits 60 pupils per year group at First Time Admissions (FTA). This is known as the Published Admission Number (PAN).

For Reception, Year 1 and 2, the school PAN is capped to 60 in line with Infant Class Sizes.

6. Making a First Time Admission Application (FTA)

Arrangements are made in accordance with the Local Authority's First Time Admissions Coordinated scheme. This means parents must apply to the Local Authority where they live using the Common Application Form before the January 15th closing date for submissions.

Parents' who are resident in other areas must apply through their home Local Authority. It is recommended that parents also contact the Local Authority which the desired school is located to discuss applications.

Parents are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s). The closing date for first time admission applications is the 15th January (national closing date).

Parents will be informed by their Local Authority of the place given to their child on the 16th April (national offer day) or the next working day.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

The easiest way to apply for a school place at Stokes Wood Primary School is to apply online. To apply online or speak to the Admissions Service at your Local Authority, please use the contact details below:

- [Leicester City Council School Admissions Service](#) - 0116 454 1009 - option 1
admissions.online@leicester.gov.uk
- [Leicestershire County Council School Admissions Service](#) - 0116 305 6684
admissions@leics.gov.uk

7. Late Applications

Any applications received after the 15th January 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.

8. Priority and Oversubscription Criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated. Where the school receives 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 PAN in accordance with the priority oversubscription criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances such as:

- 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

Where the school wishes to exceed its admission number to accommodate exceptional circumstances the school will inform the Admissions Service.

Priority Criteria

1 st	Pupils in the care of a Local Authority or who were previously in the care of a Local Authority.
2 nd	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested.
3 rd	Pupils who are both living in the catchment area and have sibling attending the school at the time of their application and admission.
4 th	Pupils who live outside the catchment area but have a sibling attending the school who will still be on roll when the applicant starts school.
5 th	Pupils living in the catchment area at the time of application and admission.
6 th	Pupils who are children of staff working at the school for at least 2 years at the time of application.
7 th	Pupils whose home address is outside the catchment area but have requested a

9. Tie Break

If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. 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 PAN.

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. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate (Blackett Avenue), using a computerised mapping system administered by the Local Authority.

10. Withdrawal of Allocated Places

The Local Authority for Stokes Wood Primary School may withdraw places once offered in the following circumstances:

- Where it is determined that the places were offered in error.
- Where the offer was obtained through a fraudulent or intentionally misleading application. •
- Where the family has not responded to the offer within the designated reasonable amount of time (20 school days)

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

11. Fair Access Protocol

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. Stokes Wood Primary School will comply with Local Authority's Fair Access Protocol. This may mean admitting children above the PAN.

12. 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 Application Form.

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 Application Form.

13. Admissions of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 8. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

14. Summer Born Children

Parents 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 1st April and the 31st August are classed as summer born).

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

When requests for entry outside of a child's normal age group are made, the school 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.

To maintain fairness and consistency of approach, each case will be assessed using the following process and principles:

- An early discussion with the families, headteacher and other appropriate professionals (for example Education Psychologist) as necessary, supported by existing documentation.

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

Parents 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.

15. In Year (Mid-Term) Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in Section 8 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You can find details on our in-year admissions and an application form on the following webpage:

[Leicester City Council In-Year Admissions](#)

[Leicestershire County Council Mid Term Admissions](#)

Parents will be notified of the outcome of their in-year application in writing from the Local Authority within 15 school days.

16. Over Subscription/Waiting Lists (OSL)

Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL) unless a higher preference school has been offered.

The waiting list will be maintained until the end of the Autumn Term (31st December) after which it will be cleared. The OSL will be maintained by the home Local Admission Authority.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. This means that names can move down the list if someone applies later but fits into a higher criterion.

Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

17. Challenging Behaviour

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. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the [School Admissions Code](#) (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

18. Children of UK Service Personnel and Crown Servants

Parents of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

19. Appeals

All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appeals will be dealt with by the Local Authority and details of how to appeal, including timescales, can be found on the below Local Authority website: [Leicester City Council Appeal against a School Place Decision](#)

Any appeal will be heard by an independent appeal panel whose decisions can override the Admissions Policy. The panel will decide whether to uphold or dismiss the appeal. Where the panel upholds the appeal the school is required to admit the child.

20. Monitoring Arrangements

This policy will be reviewed and approved by the governing board annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes as per the requirements of the School Admissions Code.