



MET Primary

ADMISSION POLICY &

PROCEDURES 2026-27

(Affecting First Time Admissions, Infant-Junior for entry Autumn 2026 and mid-term transfers from Autumn 2026 onwards)

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This Admission Policy and Procedures for the named Mowbray Education Trust Primary Schools reflects that of Leicestershire County Council (LCC) as it applies to primary school admissions in Leicestershire.

Legal Position & Other Requirements: Summary

As Mowbray Education Trust Primary Schools are Academies, the Trust's Board is the admissions authority, and it must determine (confirm) its admission arrangements to these categories of schools for subsequent academic years by 28th February following a formal consultation as prescribed in the National School Admissions Code.

In preparing its admission arrangements, Mowbray Education Trust (the Trust) adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, the Trust will undertake a minimum 6-week consultation period between 1st October and 31st January. Parents, schools and local groups with an interest in the local area must be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.

LCC is required to co-ordinate applications for all residents in its area. To this purpose LCC has an approved scheme for co-ordination which is published on their website. Mowbray Education Trust Primary Schools, as required, will participate in full with LCC's FTA / Transfer Co-ordinating Scheme. This means parents must apply through LCC online system or using LCC's common application form. The application forms must be completed and submitted or returned by the national closing date (First time admissions primary - 15 January).

LCC has a duty to provide school places for all pupils resident in its area. The Trust achieves this within its Primary controlled schools by giving high priority to catchment area children and by allowing parental preference wherever possible.

Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure their children receive suitable full-time education by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory schoolage.

Compulsory school age is from the term immediately following a child's 5th birthday, which means:

- a child turning 5 between 1 September and 31 December must start school no later than from the start of the Spring term (January);
- a child turning 5 between 1 January and 31 March must start school no later than from the start of the Summer term (April);
- a child turning 5 between 1 April and 31 August must start school no later than the following

Autumn term (September).

Each school has an Admission Number (AN) relevant to normal points of entry only, with careful consideration being given to the relationship between admission limits and infant class size requirements i.e., Reception, Year 3 at a junior School and Year 7. PAN for schools at Reception and year 3 are as follows;

The number of intended admissions for the year commencing 1st September 2024 will be 15 and the published admissions number for each year group is 15.

Where applications for admission exceed the number of places available the following criteria will be applied, to decide which children to admit:

- 1 Children in public care.
- 2 Children who live within the civil parishes of Buckminster and Sewstern and the surrounding villages.
- 3 Where a child has a brother or sister currently attending the school at the time a place is needed.
- 4 Where there are medical grounds, supported by a doctor's certificate for admitting the child.
- 5 Distance of the child's home to the school, with those living nearer being accorded the higher priority, which will be decided by the shortest measured route on the public highway between the post office address point of the home and the post office address point of the school.

If any of the oversubscription criteria have too many applicants, then the tie break will be by driving distance by the shortest measured route on the public highway between the post office address point of the home and the post office address point of the school. The child living closer to the school will be offered the place.

Appeals (including class size appeals)

If your child has been refused a place at the one of the Trust schools, you retain the statutory right to appeal. Mowbray Education Trust has engaged the services of LCC to conduct all our appeals. Therefore, you can appeal using LCC's 'Notice of Appeal' available through the following link
<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

LCC will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

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>.

Where an application for admission is refused on the grounds it would cause the infant class size limit to be breached, the grounds on which the appeal may succeed are extremely limited. Please see '*Appeal a School Case*' section on LCC's webpage.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Clerk to the Governors at the school. An independent panel considers all such appeals and its decision is binding for all parties concerned.

Definition and Notes

1 A child in public care is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989.

2 Sibling:

- A full brother or full sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 579 of the 1996 Education Act.
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its admission number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice, either to accept the one place available and a place in a different school for the other twin (or sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council may provide free transport for both children, provided the distance from home to school qualifies.

3. 1 Distance from home to school

Driving distance: This is the shortest measured route on the public highway between the Post office address point of the home and the post office address point of the school.

3. 2 Home address

This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 and a parent

includes a person who is not a parent but who has responsibility for them. This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and their property.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, by straight line distance.

Equally, where a family possesses more than one home, the address will be determined where the family and child normally live for the majority of the school term time.

| Log of Changes to Policy | | | | |
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| Version | Page | Change | Approver | Date |
| 1.1 | Whole policy | Clarification of terminology and alignment with Admissions Code amendments only. | TB | Feb 25 |
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