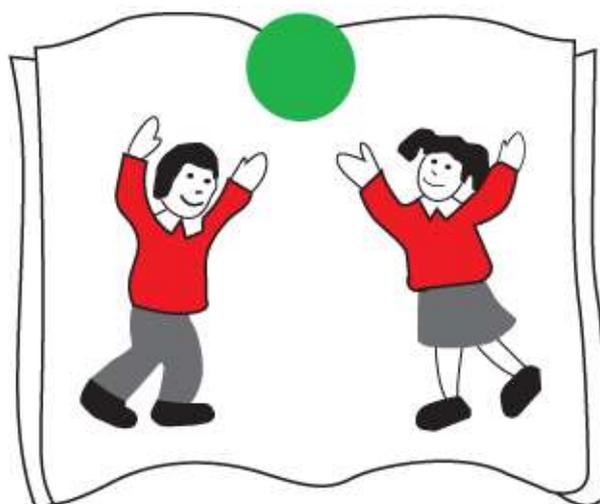


Thringstone Primary School



Admissions Policy

Admissions Policy

Policy for first time admissions and mid-term transfers from August 2015. The Policy also applies for the academic years 2016-17 and 2017-18.

1. Principles

1.1. The purpose of the policy is to ensure that places at Thringstone Primary School (hereafter referred to as 'the School') are allocated in an open and fair way.

1.2. The School's Admissions Policy should:

- Offer clarity regarding legal requirements and statutory guidance
- Identify different types of provision and associated requirements
- Seek to encourage partnership and avoid conflict at a local and an authority level
- Maintain parental rights and ease the process of admission for parents and children
- Have one consistent first-time admissions date to mainstream education

1.3. Children's entitlements are as follows:

- Entitlement to a place in the catchment area school (dependent on the parent applying at the appropriate time, a place being available within the school's admission number or on compliance with infant class size regulations)
- Entitlement to a place in a preferred school if there is room
- Entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed

2. Legal Position & Other Requirements: Summary

2.1. The School as an Academy School must consult as required and publish its admissions policy.

2.2. The relevant Local Authority (Leicestershire) is required to coordinate admissions for all residents in its area. To this purpose it must have an approved scheme for coordination.

2.3. The School has a duty to provide school places for pupils resident in its area: Leicestershire achieves this by giving high priority to catchment area children, and by allowing parental preference wherever possible.

2.4. Parents have a right to express a preference for a school place, including where the child has a Statement of Special Educational Needs or Educational Health Care Plan. Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.

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

- A child turning 5 in the Autumn term must start school no later than from the start of the Spring term

- A child turning 5 in the Spring term must start school no later than from the start of the Summer term
 - A child turning 5 in the summer term must start school no later than the following autumn term (paragraph 4.7 applies for summer born children)
- 2.6. The School has an Admission Number (AN) of 30 for each of its year groups. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations.
- 2.7. The school cannot argue that a child should not be admitted unless the admission would prejudice the efficient use of resources or efficient education: this normally means that the Admission Number (AN) must have been reached.
- 2.8. Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with Statements or Education Health Care Plans whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal to The School will have their admission confirmed by the Local Authority (this is because the School has been directed, in effect, to admit the pupil in these circumstances).
- 2.9. There are differing premises requirements for children of different ages: these are laid out in the relevant regulations.
- 2.10. There are no required staffing ratios for junior age children in education law. Headteacher and teacher associations may issue guidelines on staffing levels. Legislation and regulation on infant class sizes requires an upper limit of 30 children per teacher for infant classes, with specified exceptions.
- 2.11. Department for Education guidance on admissions and appeals is contained in the relevant Codes of Practice.

3. First Time Admissions to The School

- 3.1. This section refers to first-time admissions (4+ entries)
- 3.2. Parents must apply to their home Local Authority for a school place, so for pupils resident in Leicestershire an application must be made to Leicestershire County Council. The best way to apply is by applying online through Leicestershire County Council's website. All requests received by the relevant closing date (please see co-ordinating scheme for dates) will be considered first and in accordance with the approved priority criteria. All late applications receive the lowest priority.
- 3.3. As a matter of courtesy, please also contact the School if you are applying for a place for your child at this school.
- 3.4. The Local Authority in which the child lives in will confirm places to pupils on the national offer date 16th April each year. No child should be admitted without an offer from the Local Authority you live in; and this is regardless of whether the child lives in the catchment area or otherwise and regardless of whether the child has attended a nursery or pre-school group in the area.
- 3.5. For those pupils who do not live in Leicestershire, Leicestershire School Admissions Service will inform the relevant Local Authority who will in turn inform the parents of Leicestershire's decision.

- 3.6. Places will normally be allocated up to the Admission Number (AN), with careful consideration being given to the relationship between admission limits and infant class sizes requirements.
- 3.7. It is recognised that some parents are unaware of the need to apply for a school place at first-time admission stage. Leicestershire School Admissions Service and The School in response to this issue launches an annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences for a place in advance of expected admission
- 3.8. Date of admission for all infant and primary schools is from the start of the autumn term immediately following a child's fourth birthday i.e. all children who have turned 4 by 31st August. The same start date applies to those transferring from Infant to Junior i.e. from September immediately following their 6th birthday.
- 3.9. Children should not be attending before these times except for exceptional pre- admission visits. If pre-admission visits take place before the School Admissions Service has confirmed places, parents of out-catchment children must be informed that this does not guarantee admission to the school. Pre-admission visits should only take place in the term before the child is admitted to school and should not exceed more than two half days per week. Such sessions are not funded.
- 3.10. All schools under the control of Leicestershire County Council have a single start for first time admission at 4+. However parents must ensure full-time education for their child from compulsory school age, from 5+.

4. Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions

- 4.1. There is a requirement to limit infant class sizes to 30 children for each teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7 for the most part. The National Regulations on infant class sizes allow very few exceptions (see 4.5).
- 4.2. In compliance with the relevant regulations, an infant child (i.e., up to and including Year 2) who moves into a school's area once initial allocation decisions have been made will not necessarily be offered a place in the school if the relevant class will already contain 30 children. Enquiries will be made of other schools within a "reasonable distance" (see below) as to whether they could offer a child a place. If not, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils.
- 4.3. For the purposes of admissions to infant classes after initial offer decisions have been made, the Local Authority's definition of a "reasonable distance" is one mile or less from the home to the school in question, (all distances to be measured by the shortest walking route using an electronic mapping tool - MapInfo). A route is available if it is a route along which a child, accompanied as necessary, can walk with reasonable safety to school. If there are no places at an alternative school within one mile, with a walking route which is available for children of infant age, then the catchment school will provide a place.
- 4.4. This section does not apply to late in-catchment applicants, who may not be offered catchment places if the infant class is at 30, regardless of distance to the next nearest available school. (The school's Admissions Number of 30 would also need to be taken into account in these circumstances.)

- 4.5. In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances. In addition, all the following are also considered as exception to the class size limits:
- Those children who are in the care of a Local Authority (including previously in care)
 - Children with a Statement of Special Educational needs or Education Health Care Plan (including those with a full statement receiving part of their education by arrangement at another school or in an infant class part-time)
 - If a recognised error was made during the implementation of the school admission arrangements
 - Those admitted by an independent appeals panel
 - Children of service personnel (e.g. Army children)
- 4.6. Permitted class size exceptions will remain exceptions for the duration of key stage one. In addition, schools will no longer have to take qualifying measures in such circumstances.
- 4.7. Deferring First-Time Admission: When a child's parents are notified of the allocation of a primary school place, they can request deferment of the child's admission. The Local Authority will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also request that their child attends part-time until the child reaches compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child. For summer born children if the place is not taken up by the summer half- term then a fresh application must be submitted for entry into Year 1, as the admissions application is only valid for the academic year in which the parents applied. The Local Authority may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to Local Authority priority criteria. Such withdrawals of offers will only be made when the Admission Number (AN) for the school has been reached and there are additional children seeking places. Where an offer of a place is withdrawn in this way, the child will not be entitled to free transport to a more distant school.

5. In-Year (mid-term) Transfers (all year groups)

- 5.1. All mid-term transfer requests (in-catchment included) will be co-ordinated through the School Admissions Service for approval before admission takes place.
- 5.2. Before applying parents are encouraged to arrange to visit the school, after which the parents should complete the Local Authority's online Common Application Form (paper forms are available on request) for the local authority in which they are resident.
- 5.3. The aim of the School Admissions Service, wherever possible, is always to process mid-term applications within 10 working days (5 days if the child is indicated as in care or previously in care), delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.)

6. Parental Preferences & Criteria used for Prioritising Admissions to Schools

- 6.1. Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, the Local Authority considers all preferences to have equal value, e.g. one parent's first preference and another

parent's second or third preference are to be considered equally against the School's admissions criteria. Requests are prioritised according to the admissions criteria below. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless there is a significant reason for lateness (see separate section on late requests).

6.2. Priority criteria for admissions for entry Autumn 2015 onwards and mid-term applications during 2015 / 2016, 2016 / 2017 and 2017 / 2018 academic year and thereafter

The School's Admission Number (AN) limit is 30. If there are too many requests, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (note i):	
School Criteria	
1st	Children who are in public care and those children who were previously looked-after children (note ii)
2nd	Pupils who live permanently in the catchment area at the time of application and admission. (note iii).
3rd	Pupils who will have an older brother or sister attending The School at the same time and who live in the same house. (note iv and v)
4th	Children of staff who are permanently employed at The School (viii)
5th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (note v)
6th	Pupils living nearest the school measured in a straight line distance (home to school front gate) (note vi and vii)

Notes:

- i. The School's admission number limit is 30. Where more than 30 applications are received for any one year group, combinations of the above criteria will be used to rank the 30 places. Anyone refused will have the right to appeal.
- ii. Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms the child will be in public care when the child is admitted to a school.
- iii. Living in the catchment means, the child's place of permanent home residence is in the catchment area for the School. Simply moving into the catchment mid-year will not guarantee a place at the school.
- iv. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v. If criterion 5 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
 - Crown Servants (serving members of the armed forces).
 - Children subject to Child Protection Plans.
 - Hard to Place children – who fall under the Fair Access Protocol.
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year). Each case will be assessed on its individual merits.
- vi. For Criterion 6 above, measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system provided by the Local Authority
- vii. If there is a tie using the above criteria, the final tie-breaker will be by drawing lots witnessed by an independent officer.
- viii. A staff member would have a permanent contract and the pupil would be their son or daughter or adopted child. This includes permanent part time, teaching and non-teaching staff.

7. Out-of-Catchment Requests and Admissions

- 7.1. Parents should be encouraged to visit both the catchment and the preferred school, in order to make informed judgements. When a parent approaches a school for an out-of-catchment place, the Headteacher should:
- suggest that the parents visit the catchment school;
 - inform them that if they still wish to apply to the preferred school, they must request this in writing to the local authority's School Admissions Service.
- 7.2. The School Admissions Service on receiving a request outside the normal transfer cycle should:
- contact the requested school to confirm numbers in relevant year groups
 - suggest to parents that they visit the preferred school
 - allocate a place at a later stage if there is space available within AN for the relevant year group in the preferred school (by standard letter)
- 7.3. During the main period when parents are considering making transfer requests, the School Admissions Service will endeavour to keep schools aware of possible numbers. It is helpful if schools can maintain contact with the School Admissions Service at this time.

8. Exceeding the Admission Number (AN)

- 8.1. At the time of first-time admission/transfer decisions, if there are more requests for in-catchment children than the Admission Number (AN), places will be offered up to the Admission Number according to the criteria above.
- 8.2. In normal circumstances, the Admission Number will not be exceeded in any one year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available within Admission Number, places will be allocated up to Admission Number according to the priority criteria, with any outstanding requests normally refused.
- 8.3. Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override local policy. (N.B: In the case of parents whose children have Statements of Special Educational Needs or in receipt of an Education Health Care Plan, the appeal is to the Special Educational Needs Tribunal.)
- 8.4. It may be that in exceptional circumstances the School requests admitting out-of-catchment pupils above Admission Number or the Local Authority asks a school to exceed its Admission Number. These situations should be viewed as exceptional and not as precedents for subsequent years or for other schools.
- Exceptional circumstances might be:
- The admission of children who would have siblings in the school
 - Children in public care
 - "Hard to Place" children whose cases fall within the Fair Access protocol
- 8.5. If an exceptional request to exceed AN is made, either to the Local Authority or to a school, any decision to approve this must be made in conjunction with interested parties.
- Parents' requests must still be referred to the School Admissions Service;

- A request from a school to exceed Admission Number must be made to the School Admissions Service;
- a request from the School Admissions Service to a school to exceed Admission Number must be made to the Headteacher;
- The School Admissions Service makes the final decision, taking account of the views of interested parties and the Local Authority's position.

9. Co-ordinated Schemes

- 9.1. In accordance with the School Admissions Codes, Leicestershire must operate two statutory co-ordinated processes for the purpose of:
- Starting school for the first time (statutory)
 - Transferring to secondary school (statutory)
 - Mid-term (In-Year) Transfers
- 9.2. For Leicestershire residents the School Admissions Service will act as the parent's agent when applying for a school place regardless of whether the school is in Leicestershire, in another Local Authority or is its own admitting authority i.e. Voluntary Aided, Foundation, Studio, Free, Academy, or Trust schools. If applying from outside Leicestershire parents are encouraged to apply via the authority where they live. If however the move to Leicestershire is imminent, or the home authority do not operate a co-ordinated mid-term transfer process then parents should apply through Leicestershire's online system.
- 9.3. For a detailed breakdown of each process, please refer to the relevant co-ordinated Scheme.

10. Miscellaneous

10.1. Children who are in Care or were Previously in Care and now Adopted

- 10.1.1. Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority in Leicestershire.
- 10.1.2. In such circumstance proof must be a letter from the last Local Authority that placed the child in care.
- 10.1.3. To be considered as 'in care or previously in care', Leicestershire does not stipulate a minimum length of time the child is or has been in care.

10.2. Catchment area definition and how to find out the catchment area school for a specific home address

- 10.2.1. Leicestershire divides the county into school catchment areas. The child's full HOME ADDRESS determines the school where the child would be given PRIORITY admission, for all community and voluntary controlled schools.
- 10.2.2. If parents are unclear in which catchment area the home address falls please contact the Local Authority's Customer Service Centre in the first instance – (0116) 305 6684, who will be able to inform them in which school catchment your address falls. In addition parents will also find in the primary and secondary 'Your

Guide to Education' booklets district maps that outline in general the schools located within the district you live.

10.2.3. See Primary "Your Guide" at:

http://www.leics.gov.uk/primary_your_guide_section_1.pdf

10.3. Parental Proof of Residence

10.3.1. When, after reasonable enquiry, the School is unclear about a family address, the matter must be referred.

10.3.2. The School will need to seek evidence of residence from parents where the matter is unclear.

10.3.3. The School will be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected change of address close to transfer. Any queries should be referred to the School Admissions Service.

10.4. Over-subscription Lists

10.4.1. Parents whose children have not been offered a place at The School will automatically be added to the school's oversubscription list (OSL). The OSL for admissions remains open until the end of term in the admission year.

10.5. Tiebreak

10.5.1. In instances where more than one child has an equal weighting in accordance with the School's priority criteria, the tiebreaker used is straight-line distance between where the home address meets a public highway to the school's designated main front gate, with whoever is closer being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

10.6. Early Transfer or Admission of Children Staying on Outside the Normal Age-Range

10.6.1. Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by The School.

10.6.2. The parent must request the exceptional arrangement in writing to The School.

10.6.3. The School and any other schools affected should submit a view regarding the suitability of the arrangement. Expected numbers in the year group and the AN will be taken into account.

10.6.4. Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has a Statement of Special Educational Need or Education Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.

10.6.5. Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:

- The relevant schools agree that early transfer is appropriate

- The Local Authority considers early transfer appropriate
- The child has been taught in classes with the academic year group which is one year older for at least three years. (N.B: this would normally exclude vertical grouping arrangements in primary schools)

10.7. Children Who Move Out of the Catchment Area

A child who has started attending and whose place of residence changes to an out- of- catchment address is entitled to retain his/her place in the school and should not be asked to leave or have their name deleted from the register.

Such an entitlement does not hold if the child changes phase of education in which case entitlement to a place is according to the new address.

10.8. Excluded or Potentially Disruptive Pupils

10.8.1. The School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with “challenging behaviour” only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the Governors must have regard to the Fair Access Protocol.

10.8.2. The School is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly, or where there is a place available within the AN.

10.8.3. There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission.

10.8.4. A permanently excluded pupil must not be removed from the school register until any exclusion appeal is complete or until the time limit for notification of appeal has passed.

10.9. Children with Special Educational Needs

10.9.1. The School does not automatically refuse admission if it believes that it cannot cater for the child's special educational needs.

10.9.2. Pupils with special educational needs but no Statement or Education Health Care Plan are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a Statement or is being assessed for a Statement or Education Health Care Plan.

10.9.3. All Governing Bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a Statement of Special Educational Needs or Education Health Care Plan that names the school. This is not an oversubscription criterion and schools must admit Statemented/EHCP children whether they have places or not.

10.10. Children from Overseas

- .10.1. The School must treat applications for children coming from overseas in accordance with European Union law or Home Office Rules for non European Economic Area nationals. Non statutory guidance on this is available on the website of the Department for Education.

10.11. Late Requests, Appeals (including class size appeals) and Further Appeals

10.11.1. Late requests for school places, e.g. those received after a closing date, will be considered on their merits, but generally will have the lowest priority of all requests, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control for not applying at the appropriate time e.g. parent was ill for some time or family returning from abroad.

10.11.2. To assist parents, every effort will be made by the School Admissions Service to explain the basis under which an infant class size appeal is to be considered. The legislation and regulations are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal where the following applies:

- The child would have been offered a place if the school's admissions arrangements had been properly implemented *i.e. because of an error or maladministration*, or
- If it is established by the panel that the school's admissions arrangements did not take into account when considering the application:
 - o The School Admissions Code (December 2011)
 - o Part 3 of the School Standards and Framework Act 1998
 - o The decision was not one that a reasonable admissions authority would have made in the circumstance of the case

10.11.3. Where an appeal is being heard for a year group that is full and is not a class size appeal but, if successful, would cause 'future class size prejudice or breach', because future year groups are organised into classes of 30 pupils to one teacher, the appeal will NOT run citing class size legislation as a key principal argument for refusing the application. Leicestershire Local Authority will instead take the view that the panel is requested to take future prejudice into account when decision-making.

10.11.4. Appellants do not have the right to a second appeal in respect of the same school for the same academic year, unless it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school. Examples being:

- Change of address
- It has been agreed that there were procedural faults in the original appeal
- New significant evidence has come to light
- Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals)

- Significant change to the school has come to light

(This is not a definitive list; each case will be considered on its merits by the lead admissions or appeals officer)

10.12. Arrivals in Catchment and Late Applications

- 10.12.1. Catchment requests for pupils who move into a school's area will be regarded as late if they are not received within 90 days of the family's house move.
- 10.12.2. Late appeals will be disallowed unless the appellant can provide clear and convincing reasons why the preference was not expressed at the normal time or why the notice of appeal was not submitted by the normal deadlines.
- 10.12.3. The school will not exceed the admission number of 30 in any one year group except for pupils in criteria 1.

10.13. Acceptance or refusal of offers; Withdrawal of Places or of Offers of Places

- 10.13.1. In the normal admissions round (i.e. when offers are made for first-time admissions national offer date 16th April), it will be assumed by the School Admissions Service that the offer is accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. If not, the School Admissions Service will afford the parent a reasonable time, (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. In addition the Local Authority reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. The School will be vigilant about such matters, and may ask for a sight of the child's short birth certificate before admission.
- 10.13.2. Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

10.14. Home-School Agreements

The School Standards & Framework Act does not allow signing a home-school agreement to be a condition for admission.

10.15. Deleting a Child's Name from the School's Register

The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere.

10.16. Changes of Address

10.16.1. Principles:

- Residence in the catchment area is necessary to give entitlement to a place on request, provided the Admission Number has not been reached.

- Where a school is over-subscribed or a family move into catchment, the School Admissions Service should seek to clarify parent's claims of change of address
- Generally, only one address is recognised for each family, and only one family for each address
- Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives
- Each case is considered on its facts.

10.16.2. The following are generally not accepted when allocating places in over-subscribed schools:

- Purchase of a second property by a family, while the first property is retained.
- Rented accommodation, while a previous property is retained.
- Offers or exchange of contracts on intended purchases or sales of properties.
- Informal accommodation arrangements with friends or relatives.

10.16.3. Exceptional circumstances:

- The school will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a long-term separation between the parents and the child spends time in the week at two separate parent's addresses.

10.16.4. Verification of address:

- Parents' written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- Documentary evidence such as Council Tax payment or Child Benefit letter information will be sought.
- Claims of new residence in a school's catchment area will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.
- Officers may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

10.17. Significant Change of Circumstances

10.17.1. The School may consider fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstances there will be no difficulty in meeting the parent's preference if all the school places have not been allocated.

10.17.2. Where the school's places have all been allocated, the School Admissions Service will be unable to offer a place, but may give higher priority to the parent's

request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

10.17.3. Verification, e.g. from professional persons or bodies, may be sought from the parent to confirm a change of circumstances. In such circumstances it remains the parent's duty to gather and provide the evidence.

10.18. "Relevant Areas" for Consultation Purposes

Admission authorities consult within "relevant areas" on admissions arrangements. In Leicestershire, "relevant areas" are as follows:

- For community and voluntary controlled schools in Leicestershire the geographical boundary of Leicestershire is the "relevant area".
- For each voluntary aided and foundation school in Leicestershire the "relevant area" is 8 kilometres (secondary) or 3.2 kilometres (primary).

10.19. How and When to apply changes to a school's Admission Number (AN)

10.19.1. If a school's AN is increased, this should be applied immediately to every year group in the school, unless this would have a detrimental effect on teaching and learning, e.g. limits to the number and size of rooms available or large numbers in classes.

10.19.2. If a school's AN is decreased, this should be applied only to the entry year group, unless numbers in other year groups need to be restricted, for instance to comply with the infant class size limit or if there is overcrowding in other year groups.

10.20. Children with split residence

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Local Authority is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at the allocated school may be withdrawn even if the child has started attending.

10.21. Children of UK Services personnel and other Crown servants

10.21.1. Such children must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation

10.21.2. A Unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.