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## **ADMISSIONS CONSULTATION FOR STONEBOW PRIMARY SCHOOL**

Stonebow Primary School is seeking your views on the changes proposed below. Our consultation will run for 6 weeks from 16th December 2020 to 27th January 2021. The determined admissions arrangements must be published on our website by 15th March.

This policy will operate for entry September 2022. It will also apply to all mid-term admissions for the school year 2022/23 and for subsequent years until further notice.

Admissions Arrangements:

Proposal:

Admission Number from September 2022 at reception (foundation) will be: 30 pupils

## Priority criteria for entry autumn 2022 admissions and mid-term applications during 2022/23 academic year.

If there are too many requests for Stonebow Primary School, priority will be given to children, whose parents applied on time, in the following order (see note i below):

1 <sup>st</sup>	Children who are looked after and those children who were previously looked after children. (See note i.)
2 <sup>nd</sup>	Pupils who live in the catchment area. (See note ii.)
3 <sup>rd</sup>	Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending. (See notes iii.)
4 <sup>th</sup>	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note vi.)
5 <sup>th</sup>	Pupils who are attending a feeder school at the point of application. (See note v.)
6 <sup>th</sup>	Pupils starting at an infant school with a sibling who will be attending the feeder junior school at the same point they are attending (see note iii.)
7 <sup>th</sup>	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

Notes:

i. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (became subject to child arrangements orders in 2014 or special guardianship orders).

ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a

unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

iii. The term "brother or sister" includes half brother or sister, step brother or sister

or legally adopted child being regarded as the brother or sister living at the same home address.

iv. If criterion 4 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
- 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 who 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.

v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.

vi. For criterion 6 above, measurement of distance of up to three decimal places will

be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder).

Where there is equal distance then lots will be drawn, supervised by an independent officer (see section 10.1).

### **Normal FTA / Transfer Applications**

Stonebow Primary School as required will participate in full with the LA's FTA / Transfer Co-ordinating Scheme. This means parents must apply through the LA online system or using the LA'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).

### **Late Applications**

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All

supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

### **Oversubscription Criteria**

If Stonebow Primary School has more applications than places available, Governors will draw up a ranked list based on the criteria listed above and inform the local authority accordingly. Children who have a Statement of Special Educational Needs that name Stonebow Primary School will be admitted even if the school is full.

### **Oversubscription (OSL 'Waiting') List**

Parents whose children have been refused a place Stonebow Primary School will automatically be added to the Stonebow Primary School's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

### **Appeals**

If your child has been refused a place at the Stonebow Primary School, you retain the statutory right to appeal. Stonebow Primary School has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link to a pdf form download <https://www.stonebow.leics.sch.uk/page/?title=Admissions&pid=33>. The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

### **Applications during the School Year**

Stonebow Primary School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and through out school holidays (online application link - [https://emsonline.leics.gov.uk/CitizenPortal\\_LIVE/en?ReturnUrl=%2FCitizenPortal\\_LIVE%2F](https://emsonline.leics.gov.uk/CitizenPortal_LIVE/en?ReturnUrl=%2FCitizenPortal_LIVE%2F)). If Stonebow Primary School has a space, the LA will offer the place,

if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **Fair Access Protocol**

Stonebow Primary School will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

### **Deferred, Part time and Delayed Entry**

All parents at 4+ entry i.e. 'first time admissions' (FTA) can defer or seek part time entry. The request must be in writing and accompanied where possible with lead professional documentation supporting the request.

#### *Definitions:*

*Deferred entry: a request to school seeking a start later in the school year but no later than the start of the summer term.*

*Delayed entry: a request to the admitting authority seeking to apply and start a year later from reception.*

### **Objections**

Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator ([www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)), but must be made before 15<sup>th</sup> May.

Response Form:

**Proposal:**

Admission Number from September 2022 at reception (foundation) will be: 30 pupils

Yes

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**Other Comments:**

Yes

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Please return all response by 27/1/21 to:

Stonebow Primary School, FAO Office – Admissions Consultation, Stonebow Close,  
Loughborough, LE11 4ZH

Your Name:

Date:

Sign:

Agency (i.e. school, parent etc...)\_

Additional Requirements: