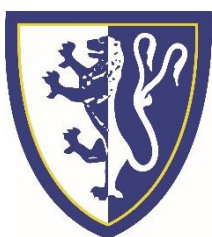


Admissions to Houghton on the Hill CE Primary School



First Time Admissions & Mid Term Transfers from Autumn Term 2024

1. **Principles**

- 1.1 The purpose of the policy is to ensure that places at Houghton on the Hill CE Primary School are allocated and offered in an open and fair way.
- 1.2 Houghton on the Hill CE Primary School Admissions Policy should:
 - Offer clarity regarding legal requirements and statutory guidance
 - 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 School Admissions at the normal round are as follows:
 - A place in the catchment area school (dependent on the parent applying at the appropriate time, in compliance with infant class size regulations and the school admission number)
 - where possible 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 admissions authority for Houghton on the Hill CE Primary School is The Vines Academy Trust. The trust will consult as required and publish the school's admissions policy and arrangements.
- 2.2 The Local Authority is required to coordinate admissions for all residents in its area. To this purpose it must have an approved scheme for coordination and Houghton on the Hill CE Primary School will participate in full with the scheme, including first time admissions, and mid term (in-year) admissions.
- 2.3 Parents have a right to express a preference for a school place, including where the child has an Educational Health Care Plan (EHCP). 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.

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

2.4 Houghton on the Hill CE Primary School has an Admission Number (AN) that is **capped at 30**. This means once Houghton on the Hill CE Primary School has filled to 30 in any class (in line with its admissions criteria para 7.2) all other applications will be refused, and parents will have the right to appeal. Houghton on the Hill School will not overfill beyond its AN of 30 in any year group.

2.5 Parents whose preferences are refused have a right to appeal to an Independent Appeals Committee whose decision is binding, except for children with an EHCP (Education, Health & Care Plan) whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following an appeal will have their admission confirmed by the LA.

2.6 Legislation and regulation on infant class sizes requires an upper limit of 30 children per teacher for infant classes.

2.7 Department for Education guidance on admissions and appeals is contained in two Codes of Practice.

3. First Time Admissions to mainstream Houghton on the Hill CE Primary 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 at first time admissions stage. The best way to apply is online through the appropriate local authority website. All requests received by 15th January (national closing date) will be considered first and in accordance with the approved priority criteria. **All late applications receive the lowest priority.**

3.3 The Local Authority that you live in will confirm decisions to parents from 16th April (national offer date). 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 at the school.

3.4 For those pupils who do not live in Leicestershire, the School Admissions Service will inform the relevant Local Authority who will in turn inform the parents.

- 3.5 Places will be allocated up to the Admission Number (AN) of 30 and will not be exceeded regardless of living in the catchment or moving into catchment.
- 3.6 Parents must apply for a school place at first-time admission stage. The Admissions Service and Houghton on the Hill CE Primary 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.
- 3.7 Date of admission for all first time admissions is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31st August. Transition visits will only take place in the term before the child is admitted to the school.
- 3.8 Houghton on the Hill CE Primary School will wherever possible bring information to parents in the form of marketing to support parents expressing their preference within the time limits.
- 3.9 Houghton on the Hill CE has a single start for first time admissions at 4+. 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 qualified teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7. The National Regulations on infant class sizes allow very few exceptions (see para 2.15 National School Admissions Codes 2021).
- 4.2 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 an Education Health Care Plan (including those with an EHCP receiving part of their education by arrangement at another school or in an infant class part-time)
- Movement into catchment where there is no other available school within a reasonable distance from the home address (where the reasonable distance is a walking route that is 2 miles for primary or 3 miles for secondary)
- If a recognised error was made during the implementation of the school admission arrangements
- Those admitted by an independent appeal panel
- Children of service personnel (e.g. army children)

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.

5. Admission of Children Below Compulsory School Age and Deferred Entry

- 5.1 Upon notification of a school place being offered, a child is entitled to a full time place from the September following their fourth birthday.
- 5.2 The date the child is admitted to the school can be deferred until later in the school year or the child can attend part time, but not beyond the point at which they reach compulsory school age, and not beyond the start of the final term of the school year for which the original application was made.
- 5.3 To defer a place at first time admissions, parents are asked to make the request in writing to the school by 31st May 2024.
- 5.4 Failure to attend school at the beginning of the final term for which the original application was made may result in the parents being required to make a new application.

6. In-Year (Mid-Term) Transfers (all year groups)

- 6.1 All mid-term transfer requests (in-catchment included) will be coordinated through Leicestershire County Council's School Admissions Service for approval before admission takes place.
- 6.2 Before applying parents are encouraged to arrange to visit the school after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).
- 6.3 The aim, wherever possible, is always to process mid-term applications within 10 school days (5 days if child is indicated as in care or previously in care) and within 15 days at the latest. Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification for proof of address.
- 6.3 On receipt of an in year application the school will allocate a place if one is available or refuse a place if the relevant year group is full. Leicestershire School Admissions will be informed of the decision and the reason for this.
- 6.4 The Local Authority will send a letter which will either offer a place or refuse a place because the school/year group is full. A refusal letter will explain to the parent their right to appeal and how to do this.

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

7.1 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 admissions criteria.

Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

7.2 **Priority criteria for entry Autumn 2024 admissions and mid-term applications during 2024-2025 academic year**

If there are more applications than there are places available, priority will be given to children, whose parents applied on time, in the following order (see note i below):-

1st	Children who are in public care and those children who were previously looked after children. <i>(See note ii).</i>
2nd	Pupils who live in the catchment area at the time of application and admission. <i>(See note iii).</i>
3rd	Pupils who will have an older brother or sister attending Houghton on the Hill CE Primary at the same time who live in the same house. This will <u>not</u> apply to mid term admissions in year groups where the admission number has been reached. <i>(See note iv).</i>
4th	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). <i>(See note v).</i>
5th	Pupils living nearest to the school measured in a straight line distance <i>(See note vi)</i>

Houghton on the Hill CE Primary will need to ask for proof of the following when applying the oversubscribed criteria:

- Address
- Childs date of birth
- Copy of a one of the following:
 - Care Order
 - Placement Order (adoption)
 - Special Guardianship Order
 - Discharge of a Care Order
 - Non-Molestation Order (regarding domestic abuse)
 - Child Arrangements Order **

The carer of the child providing the evidence must ensure that they have permission from the court to share the order with the school.

****In the case of a child being subject to a Child Arrangement Order, this shall only be considered as supporting evidence in an application when applying the oversubscription criteria, where such an order has been made following local authority intervention as a result of child protection issues. A copy of the order shall be accompanied by a letter from the appropriate local authority confirming the nature of their involvement.**

A Child Arrangement Order which serves to regulate living or contact arrangements, in the absence of proof of domestic abuse or child protection concerns, shall not be considered sufficient evidence to satisfy the oversubscription application criteria.

Notes:

- i. Houghton on the Hill CE Primary School's admission number is limited to 30 only, where more than 30 applications for Houghton on the Hill CE 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. Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots. (see LA's policy)
- ii. Children no longer in the care of a local authority, but who were previously 'looked after children' are considered under this criterion. In such circumstances, written evidence from the local authority in question which confirms 'looked after' status, is required.
- iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee a place at the catchment 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 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.

vi For criterion 5 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 the LA's computerised mapping system (Routefinder).

If there is a tie using the above criteria, the final tie-breaker will be decided by drawing lots witnessed by an independent officer.

8. Out-of-Catchment Requests and Admissions

- 8.1 Parents are encouraged to visit both the catchment and the preferred school, in order to make informed judgements.
- 8.2 If an out of catchment parent approaches Houghton on the Hill CE Primary School the Headteacher (and other staff):
- suggest that the parent also visits their catchment school in which they live;
 - inform parents that if they still wish to apply to Houghton on the Hill CE that they must complete an online application form and submit it to Leicestershire's School Admissions Service.

Leicestershire School Admissions Service, on receiving a request for Houghton on the Hill CE Primary School outside the normal transfer cycle, will:

- contact Houghton on the Hill CE Primary School to confirm numbers in relevant year groups
- allocate a place if there is space available within the Admission Number for the relevant year group or will refuse the place and inform parents of their right of appeal.

9. Exceeding the Admission Number (AN)

- 9.1 At the time of first-time admission/transfer decisions, if there are more requests for in catchment children than the Admission Number (AN), the Admission Number will be **NOT** be exceeded to accommodate the catchment area children.
- 9.2 The Admission Number will **NOT** be exceeded in any one year group. If there are more requests than places available within the Admission Number, places will be allocated up to the Admission Number according to the priority criteria, with any outstanding requests refused.
- 9.3 Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override Houghton on the Hill CE Primary School's policy. (N.B: In the case of parents whose children have Statements of Special Educational Needs, the appeal is to the Special Educational Needs Tribunal.)

- 9.4 It may be that in exceptional circumstances Houghton on the Hill CE School may admit pupils above Admission Number and 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:

- Children in public care
- “Hard to Place” children whose cases fall within the Fair Access protocol

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 addresses.

- 9.5 There will be no appeal process to challenge the LA’s decision by a school or governing body. Houghton on the Hill CE Primary School commissions the LA to undertake all appeals on its behalf.

10. Acceptance or Refusal of Offers and Withdrawing an offer or a place

- 10.1 Once an offer of a place has been made it will be assumed that the offer is accepted unless a written refusal is received.

- 10.2 An offer or a place at the school may be withdrawn if:

- It has been offered in error
- For first time entries, a place has not been taken up within 20 school days from the start of the academic year (or from the agreed deferred date if applicable) and the parent has not responded within two weeks; plus an additional seven days for a reminder, indicating they want to accept the offer.
- For mid-term admission, a place has not been taken up within 20 school days from the offer date and the parent has not responded within two weeks; plus an additional seven days for a reminder, indicating they want to accept the offer.
- An offer was based on an address and the parent’s address changes before the child is admitted (e.g. if a child is offered a catchment place and the family moves out of catchment before the admission takes place).

Houghton on the Hill CE Primary School 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 (e.g. an incorrect address or date of birth). The school will be vigilant about such matters and it may be appropriate to ask for sight of a child’s birth certificate before admission.

The school will not withdraw a place once a child has started at a school, except where that place was fraudulently obtained.

11. Co-ordinated Schemes

11.1 In accordance with the School Admissions Codes, the school will participate in two statutory coordinated processes operated by local authorities:

- Starting school for the first time (statutory)
- Transferring to secondary school (statutory)

and their non-statutory process:

- Mid-term (In-Year) Transfers

For a detailed breakdown of each process, please refer to the relevant Co-ordinated Scheme on the appropriate Local Authority's Website.

12. Right of Appeal

12.1 Parents whose requests for a school place are refused have the right to appeal to an Independent Appeal Committee whose decisions can override Houghton on the Hill CE Primary School's policy. For parents of a child with an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

12.2 To assist parents, every effort will be made to explain the basis under which an infant class size appeal is to be considered. The legislation and regulation are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal if:

- The child would have been offered a place if the school admissions arrangements had been properly implemented (i.e. because of an error or maladministration); or
- If it established by the panel that the school's admissions arrangements did not take into account, when considering the application:
 - The Schools Admissions Code
 - Part 3 of the Standards and Framework Act 1988
- The decision was not one that a reasonable admissions authority would have made in the circumstances of the case.

12.3 Where an appeal is being heard for a year group that is full and it 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 in order to comply with class size regulations; or
- For some other reason associated with class organisation in the school;

then the appeal will NOT run citing class size legislation as a key principal argument for refusing the application. Instead the panel will be requested to take future prejudice into account when decision-making.

12.4 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.

- 12.5 Where the admitting authority has made an error in any aspect of processing the school application and it has been established that had the error not occurred it would have resulted in the applicant legitimately securing a school place, then the admitting authority must honour the applicant's school place, even if the school is full.
- 12.6 Where it has been determined that the error was made by the applicant, the admitting authority will not be held responsible (e.g. incorrect date of birth, failure to mention siblings, failure to provide supporting evidence).
- 12.7 Houghton on the Hill CE Primary School commissions the Local Authority to undertake all Appeals on their behalf.

13. Additional Information

Children who are in Care or were previously in Care and now adopted

- 13.1 Children in the care of a Local Authority or who were previously looked after children but cease to be as a result of being adopted (or became subject to a Child Arrangement Order or Special Guardianship Order following care proceedings) are considered under high priority.
- 13.2 In such circumstance proof must be a letter from the last Local Authority that placed the child in care.
- 13.3 To be considered as '*in care or previously in care*', Houghton on the Hill CE Primary School does not stipulate a minimum length of time the child is or has been in care.

Catchment area

- 13.4 The child's full **HOME ADDRESS** determines the school where you would be given PRIORITY admission.

If you wish to know if your home address falls in Houghton on the Hill CE's catchment area please contact either Houghton on the Hill CE Primary School reception or the Local Authority's Customer Service Centre on 0116 305 6684.

Further information is available from the Primary 'Your Guide' available at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/your-guide-to-education>

Parental Proof of Residence

- 13.5 If, after reasonable enquiry, the school is unclear about a family address then the parent will be required to provide documentary evidence of residence.
- 13.6 The school will be vigilant regarding addresses given by parents, particularly where there is a late or unexpected change of address close to transfer.
- 13.7 If a school is oversubscribed or a family move into catchment after a published closing date for submission of application, either the school will seek to clarify parents' claims of a change of address.
- 13.8 Residence in the catchment area is necessary to give priority to a place on request.
- Where a school is over-subscribed or a family move into catchment after a published closing date for submission of applications, the School Admissions Service should seek to clarify parent's claim 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.
- 13.9 It is generally not accepted that when allocating places in an over-subscribed school:
- 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.

Verification of address

- 13.10 Parent's 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. Note:
- Documentary evidence such as Council Tax payment, Rental agreement 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 from the LA Admissions 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.

Over-subscription Lists

- 13.11 Parents whose children have not been offered Houghton on the Hill CE Primary School will automatically be added to the school's oversubscription (waiting) list (OSL). The OSL for first time admission (FTA) will remain open until the end of the Autumn Term. The OSL relates to the first time admissions (FTA) process only.
- 13.12 The OSL is ranked using over subscription criteria listed (see para 7.2). The OSL may change, this means that a child waiting list position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.
- 13.13 Houghton on the Hill CE Primary School will not hold over subscription lists for mid-term transfers.

Tie Break

- 13.14 In instances where more than one child has an equal weighting in accordance with our priority criteria, the tie breaker used is straight line distance between where the home address meets a public highway to the schools designated main front gates, whichever is closer, being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

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

- 13.15 Parents may seek a place for their child outside of their normal age group: for example if the child is gifted and talents or has experienced problems such as ill health. Requests must be made in writing by 31st May 2024.
- 13.16 Parents of a summer born child (i.e. children born between 1st April and 31st August) 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 (i.e. to reception rather than Year One).
- 13.17 To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group. Further information about the process will be provided to the parents upon request to the school.
- 13.18 Decisions will be made by the Admissions Authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account:
- Parents' views
 - Information about the child's academic. Social and emotional development
 - Where relevant, the child's medical history and the views of a medical professional
 - Whether the child has previously been educated outside of their normal age group

- Whether the child may have fallen into a lower age group if the child had not been born prematurely.

The views of the headteacher must be taken into account. However, the views of the Headteacher carries to greatest weighting when considering a request. Parents considering making such a request are therefore encouraged to bring their child to the school to meet with the Headteacher.

- 13.19 The decisions made by the Admissions Authority will be clearly set out, and when informing a parent of the decision on which year group their child should be admitted to the reason(s) will be given.
- 13.20 Where the admitting authority agrees to the parents' request for their child to be admitted to a year outside of their normal age group it will be necessary for the parent to apply again for a place at the appropriate time, and as a consequence the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school). The application will be processed as part of the main admissions round, unless the parental request is made to late for this to be possible, and on the basis of determined admissions arrangements only including the priority criteria when this applies.
- 13.21 One admissions authority cannot be required to honour the decision made by another. Upon transfer it will be a matter for that admissions authority.
- 13.22 Parents' statutory right of appeal against refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred year group.

Children who move out of the Catchment Area

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

Excluded or Potentially Disruptive Pupils

- 13.25 Houghton on the Hill CE Primary 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 refer the case to the Fair Access Protocol.
- 13.26 The Houghton on the Hill CE Primary School is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly, and where there is a place available within the Admission Number (AN).

- 13.27 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 may refer to the Secretary of State regarding directions to admit children.
- 13.28 It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school (e.g. from high or upper school). In these circumstances the Local Authority will expect the receiving school to admit the child, if the child's second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.
- 13.29 A permanently excluded pupil must not be removed from the school register until any exclusion review is complete or until the time limit for notification of review has passed.

Children with Special Educational Needs

- 13.30 Houghton on the Hill CE Primary School does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs.
- 13.31 Pupils with special educational needs but no EHCP are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for an EHCP.
- 13.32 All Governing Bodies are required by section 324 of the Education Act 1996 to admit to a school a child with an EHCP that names the school.

This is not an oversubscription criterion and schools must admit EHCP children whether they have places or not.

Children from Overseas

- 13.33 The wording of the Schools Admissions Code applies.

Late Requests, Appeals and Further Appeals

- 13.34 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 ill for some time or family returning from abroad.
- 13.35 Catchment requests for pupils who move into the school's catchment will be regarded as late if the application is made more than 90 days after the house move.

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

- 13.36 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 local authority 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 local authority 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.
- 13.37 **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.** Houghton on the Hill CE will be vigilant about such matters. The school may ask for a sight of the child's short birth certificate before admission as well as proof of residency.
- 13.38 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.

Home-School Agreements

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

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

- 13.40 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.

Significant Change of Circumstances

- 13.41 The School considers 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.
- 13.42 Where the school's places have all been allocated, the School 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.
- 13.43 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.

"Relevant Areas" for Consultation Purposes

- 13.44 Admission authorities consult within "relevant areas" on admissions arrangements which, for Houghton on the Hill CE Primary School, is the geographical boundary of Leicestershire.

Children with split residence

- 13.45 Where a child lives for part of the week with one parent/carer/guardian and for part of the week with the other parent/carer/guardian, the address recognised by the Local Authority is the one where the child lives for the majority of the school week. Where it is asserted that the weekly living arrangements vary, 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/carers/guardians, and if the assertions are false, the child's place at the allocated school may be withdrawn even if the child has started attending.

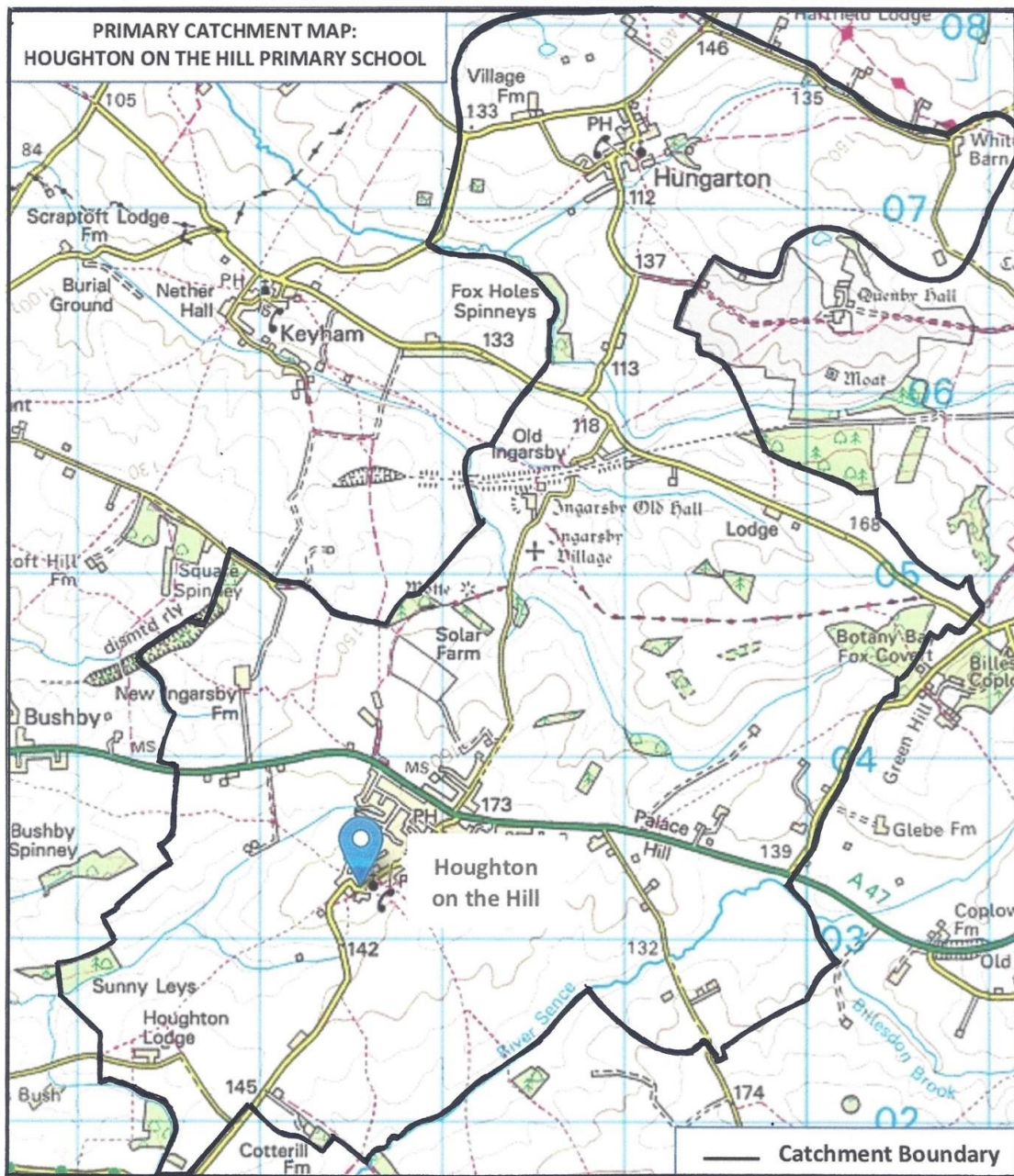
Where there is an existing Child Arrangement Order in force, this will be considered evidence of the current living arrangements for the child.

Children of UK Services personnel and other Crown servants

- 13.46 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
- 13.47 A Unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.

14. **Houghton on the Hill CE Primary School Catchment**

14.1 The official catchment for Houghton on the Hill CE Primary School will include the villages of Houghton on the Hill, Ingarsby and Hungarton:



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