

# **Kirby Muxloe Primary School**



## **School Admissions Policy**

**First Time Admissions and Mid-Term Transfers from  
August 2022 and Primary Transfers for entry in  
September 2022**

Status: Statutory

Date adopted by governing body: March 2021

Date for review: February 2022

## **1. Introduction**

1.1 This is the Admissions Policy of Kirby Muxloe Primary School. Its purpose is to ensure that places at Kirby Muxloe Primary School are offered and allocated in an open and fair way.

1.2 The Admissions Policy draws on and is designed to be entirely consistent with the Leicestershire County Council Admissions Policy and Procedures applicable to Mainstream Schools, a copy of which may be obtained direct from the County Council's Children and Family Services Department, or viewed online at - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/school-policies>

1.3 Children's general entitlements to admission to a school are as follows:

- a place in the catchment area school (dependent on the parent applying at the appropriate time, or on compliance with infant class size regulations);
- a place in a preferred school if there is room;
- 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 Kirby Muxloe Primary School is its own admissions authority.

2.2 As required by law, Leicestershire County Council has an approved scheme for coordinating school admissions for all residents in its area which is published on its website. Kirby Muxloe Primary School participates fully with the scheme.

2.3 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 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.

2.4 Compulsory school age is from the term immediately following a child's 5<sup>th</sup> birthday, this 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).

2.5 Kirby Muxloe Primary School has an Admission Number (AN) governing the number of pupils that can be admitted to the School and currently this is capped at 60. This means that once Kirby Muxloe Primary School has filled to 60 (in line with the admissions criteria set out in section 7.2 below) all other applications will be refused, although parents will have the right to appeal. Pupils admitted following an appeal will have their admission confirmed by the Local Authority.

2.6 For Key Stage 2 pupils, which is to say those aged between 7 and 11 years in what the School refers to as Years 3, 4, 5 and 6, currently there are no required staffing ratios under education law. Legislation and regulation on infant class sizes requires an upper limit of 30 children per qualified teacher for infant classes, subject to certain exceptions.

## **3. First Time Admissions to Kirby Muxloe Primary School**

3.1 This section refers to first-time admissions (at 4+).

3.2 Parents must apply to the Local Authority for a school place for their children. This is best done online via Leicestershire County Council's website. All requests received by the deadline date as specified on the County Council's Admissions website will be considered first and in accordance with approved priority criteria. Please be aware that late applications receive the lowest priority.

3.3 From the national offer date of 16<sup>th</sup> April the Local Authority for the area in which you live in will confirm places to pupils. No child may be admitted without an offer from the Local Authority for the area in which you live; 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 of Leicestershire's decision.

3.5 Places will be allocated up to the Admission Number (AN) of 60, which will not be exceeded regardless of living in the catchment area or moving into the catchment area.

3.6 Parents must apply for a school place at first-time admission stage. The Schools Admissions Service and Kirby Muxloe 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 for a place in advance of expected admission.

3.7 The date for admission for all infant and primary schools is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31st August.

3.8 Kirby Muxloe Primary School has a single start for first time admission at 4+; however parents must ensure full-time education for their child from compulsory school age, which is from 5+.

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

4.1 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, or if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. If not, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils (subject to proof of residence – see section 13.38 below).

4.2 Each of the following is considered to be an exception to the infant class size limit:

- children of multiple births (provided that at least one space within the class size limit would be available)
- children in the care of a Local Authority (including those previously in care);
- children with an Education, Health & Care Plan (including those receiving part of their education by arrangement at another school or in an infant class part-time);
- where a recognised error was made during the implementation of the school admission arrangements;
- children admitted by an independent appeal panel;
- children of service personnel (e.g. children of members of the armed forces).

Permitted class size exceptions will remain exceptions for the duration of Key Stage 1 i.e. Years 1 and 2, when pupils are aged between 5 and 7 years.

#### **5. Admission of children below compulsory school age, deferred entry and outside their normal age group**

5.1 On notification of a school place being offered, a child is entitled to a full-time place in the September following his or her fourth birthday. 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 beginning of the final term of the school year for which the original application was made. To defer a place at first time admission, parents must make a formal request to the School. A new admission application will have to be made where a child does not

attend the beginning of the final term of the school year for which the original application was made.

5.2 Parents may seek a place for their child outside their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health.

5.3 Parents of a summer born child, which is to say one born between 1st April and 31st August inclusive may choose not to send their child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group, for example, to reception rather than year 1.

5.4 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 submit a request to the School for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group, or by contacting the School Admissions Service.

5.5 Decisions will be made by the School in consultation with the Local Authority's Schools Admissions Service 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 their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen in to a lower age group if the child was not born prematurely. When informing a parent of the decision on which year group the child should be admitted to, the decision will be clearly set out and reason(s) will be given.

5.6 Where the School agrees to a parent request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) 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 Local Authority and the School will process the application as part of the main admissions round unless the parental request is made too late for this to be possible and on the basis of determined admission arrangements only including the priority criteria when this applies.

5.7 As the Admission Authority, Kirby Muxloe Primary School cannot be required to honour a decision made by another admissions authority. Decisions will be made by the School, in consultation with the Local Authority's Schools Admission Service, regarding a parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Please be aware that the parents' statutory right to appeal against a 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 their preferred age group.

## **6. In-Year (mid-term) Transfers (all year groups)**

6.1 All mid-term transfer requests (in-catchment included) will be co-ordinated through the Local Authority's School Admissions Service for approval before admission takes place.

6.2 Before applying parents are requested to arrange to visit the school they wish to apply for after which the parent should complete the Local Authority's online Application Form

6.3 Where practicable the aim is to process mid-term applications within 20 working days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required, such as proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications, and the like.

6.4 Where the mid-term application is made the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should 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 are required to rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered; however, all preferences are taken 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 on time applications, unless there is a significant reason for lateness (see section 12.25 below regarding late requests).

7.2 All children who have an Education, Health & Care Plan (EHCP) that specifically names the School, will be admitted regardless of the criteria below.

If there are too many requests, priority will be given to children, whose parents applied on time, in the following order (see notes below):-

<b>1st</b>	Children who are in public care and those children who were previously looked after children (see note ii)
<b>2nd</b>	Pupils, who live in the catchment area, and who have an older brother or sister attending the School at the same time (see notes iii-v)
<b>3rd</b>	Pupils, who live in the catchment area, who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School (see note vi)
<b>4th</b>	Pupils, who live in the catchment area, living nearest the school gate in straight line distance (home to school front gate) (see note vii)
<b>5th</b>	Pupils, from outside the catchment area, who have an older brother or sister attending the School at the same time (see notes iii-v)
<b>6th</b>	Pupils, from outside the catchment area, who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School (see note vi)
<b>7th</b>	Pupils, from outside the catchment area, living nearest to the school measured in straight line distance (home to school front gate) (see note vii)

**Notes:**

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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 (or became subject to a residence order 19 or a special guardianship order). They may also include children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your 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. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criterion 2 or 5 above.
- vi. If criterion 3 or 6 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:
  - a. Crown Servants
  - b. Children in the care of a LA
  - c. Children subject to Child Protection Plans
  - d. Hard to Place children – who fall under the Fair Access Protocol
  - e. Parents suffering domestic violence
  - f. 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).

vii. For criterion 4 or 7 above, measurement of distance is 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.

## **8. Out-of-Catchment Requests and Admissions**

8.1 We request parents to visit both Kirby Muxloe Primary School and the catchment school, in order to make informed judgements.

8.2 When a parent approaches the School for an out-of-catchment place, the Headteacher (and other staff) will:

- recommend that the parents visit the catchment school (if they have not done so already);
- inform them that if they still wish to apply to Kirby Muxloe Primary School that they must complete and online application form and submit it to the Local Authority's School's Admission Service.

The School Admissions Service, on receiving a request outside the normal transfer cycle:

- makes contact with Kirby Muxloe Primary School to confirm numbers in relevant year groups; and
- may allocate a place at a later stage if there is space available within AN for the relevant year group at Kirby Muxloe Primary School

## **9. Exceeding the Admission Number (AN)**

9.1 At the time of first-time admission, if there are more requests for in-catchment children than the School's admission number (AN), the AN will not be exceeded to accommodate the catchment area children (subject to paragraph 9.5 below).

9.2 For applications made mid-year (i.e. in-catchment movement outside the normal round), these will be refused when the AN has already been reached (subject to section 9.5 below)

9.3 The AN 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 AN, places will be allocated up to AN according to the priority criteria, and any outstanding requests will be refused.

9.4 Parents whose requests are refused have a right to appeal via Leicestershire County Council's Appeals Service, whose decisions can override Kirby Muxloe Primary School's Policy. (**NB:** In the case of parents whose children have an Education, Health & Care Plan, appeal is to the Special Educational Needs Tribunal.)

9.5 It may be that in exceptional circumstances Kirby Muxloe Primary School may admit out-of-catchment pupils above its admissions number or the Local Authority asks a school to exceed its AN. These situations should be viewed as exceptional and they are not intended to, nor do they, create 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 (for which guidance is available via the GOV.UK website - <https://www.gov.uk/government/publications/fair-access-protocols-in-school-admissions>)

9.5 If an exceptional request to exceed the admissions number is made, either to the Local Authority or to the School, any decision to approve this will be made in conjunction with the interested parties.

## 10. **Withdrawing an offer or a place**

The Local Authority School Admissions Service, in accordance with its so-ordinating scheme on behalf of Kirby Muxloe Primary School, will withdraw an offer if:

- The offer was made in error
- A parent has not taken up the offer of the place and has not responded within a reasonable period of time to a request to confirm if the place is still wanted
- It is established that the offer was obtained through a fraudulent or intentionally misleading application
- Kirby Muxloe Primary School will not withdraw a place once a child has started at the school, except where the place was fraudulently obtained.

## 11. **Co-ordinated Schemes**

11.1 In accordance with the School Admissions Codes, Kirby Muxloe Primary School will participate in two statutory co-ordinated processes as well as the non-statutory process:

- starting school for the first time (statutory);
- transferring to secondary school (statutory).
- mid-term (in-year) transfers (non-statutory).

Information regarding the co-ordinated processes may be viewed on Leicestershire County Council's website at: <https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2018/3/14/coordinated-admissions-scheme-primary-entry2019.pdf>

## 12. **Miscellaneous**

### Children Who Are in Care or Were Previously in Care and Now Adopted

12.1 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. They may also be children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

12.2 In such circumstance confirmation must be sought from the last Local Authority that placed the child in care.

12.3 To be considered as *'in care or previously in care'*, Kirby Muxloe Primary School does not stipulate a minimum length of time the child is or has been in care.

### Catchment Area Definition and How to Find Out the Catchment Area School for Your Home Address

12.4 Leicestershire divides the county into school catchment areas. The child's full permanent home address determines the school where the child would be given priority admission, for all community and voluntary controlled schools.

If you are unclear if your home address falls within Kirby Muxloe Primary School's catchment area please contact the Leicestershire County Council's Customer Service Centre in the first instance – telephone (0116) 305 6684 – for confirmation as to the school catchment area your address falls. In addition, you will also find in the 'Your Guide to Education' booklets district maps that outline in general the schools located within the district you live.

### Parental Proof of Residence

12.5 Kirby Muxloe Primary School reserves the right to seek evidence of residence from any parents and will always do so in cases where for whatever reason residence is uncertain

12.6 Kirby Muxloe Primary 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.

## Over-subscription Lists

12.7 Leicestershire County Council maintains an over-subscription list for Kirby Muxloe Primary School. (This is essentially a waiting list and is ranked in the same order as the published oversubscription criteria above and not by date of application.) Over-subscription lists for mid-term transfers are not held.

## Tiebreak

12.8 In instances where more than one child has an equal weighting in accordance with our priority criteria, the decision which child is to be offered a place goes to a tiebreak. Kirby Muxloe Primary School's tiebreak is the measurement of distance in a straight line from the centre point of the child's residence to the school's main designated 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.

## Children Who Move Out of the Catchment Area

12.9 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 will not be asked to leave or have their name deleted from the register.

12.10 The above entitlement does not apply if the child changes phase of education in which case entitlement to a school place accords with the new address.

## Excluded or Potentially Disruptive Pupils

12.11 Kirby Muxloe Primary School does refuse admission because a 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 a 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.

12.12 Kirby Muxloe Primary 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 admission number.

12.13 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 but may refer to the Secretary of State regarding directions to admit children. More information regarding involving the Secretary of State can be found online:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

12.14 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.

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

## Children with Special Educational Needs

12.21 Kirby Muxloe Primary School will not refuse admission because it is believed that the School cannot cater for a child's special educational needs.

12.22 Pupils with special educational needs but no Education, Health & Care Plan (EHCP) are dealt with through the School's normal Admissions Policy, and the School cannot refuse to admit a pupil

because he/she does not have an EHCP or is being assessed for a Statement.

12.23 The School is legally obliged to admit a child with an Education, Health & Care Plan that names the School. This is not an oversubscription criterion and the School is obliged to admit such a child whether technically it has a place or not.

#### Children from Overseas

12.24 In respect of children from overseas the School follows Government Guidelines. Parents of children from overseas are advised to consult the information on the GOV.UK website at:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

#### Late Requests, Appeals (including class size appeals), Further Appeals and Errors

12.25 Late requests for a place at the School, 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 School is the catchment area school. This means that it is almost certain that a place will not be offered where the request is late and the School is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control that the request was not made on time, for example where the parent was ill for some time, or in the case of a family returning from abroad unexpectedly.

12.26 To assist parents every effort will be made by the School to explain the basis under which an infant class size appeal is to be considered. The applicable statutory provisions 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. the place was not offered because of an error or maladministration*; or
- if it is established by the panel that the School's admissions arrangements did not consider, when dealing with the application:
  - the School Admissions Code; and
  - Part 3 of the School Standards and Framework Act 1998;
- the decision was not one that a reasonable Admissions Authority would have made in the circumstances of the case.
- 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 will instead take the view that the panel is requested to take future prejudice into account when decision-making.

12.27 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);
- a significant change to the School has come to light.

*(Please note that this is not a finite list).*

12.28 Kirby Muxloe Primary School does not conduct admissions-related appeals itself. It commissions the Local Authority to undertake such appeals on its behalf

#### Late Appeals

12.29 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 stipulated deadline.

### Acceptance or Refusal of Offers; Withdrawal of Places or of Offers of Places

12.30 In the normal admissions round (i.e. when offers are made for first-time admissions by the national offer date of 16th April, or when offers for secondary transfers are made on national offer date of 1st March), it will be assumed by the School Admissions Service that the offer is accepted unless it is formally refused. Once the academic year begins the school place should be taken up within 20 school days. For mid-term applications (outside the normal round) the offer must be taken up within 20 school days from the offer date. If not the School Admissions Service will give the parent(s) 2 weeks plus an 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 fraudulent, false or misleading information, for example an incorrect address or date of birth. Kirby Muxloe Primary School is vigilant about such matters and reserves the right to request sight of the child's short birth certificate before admission.

### Home-School Agreements

12.32 The School is not allowed to make signing a home-school agreement to be a condition for admission.

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

12.33 The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from the 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 or she is receiving education elsewhere.

### Changes of Address

12.34 Principles:

- Residence in the catchment area is necessary to be assured highest priority for a school place when applying, subject to availability.
- Where the School is over-subscribed or a family moves into the catchment area after a published closing date for submission of applications, the School Admissions Service will seek to clarify parents' 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 will be considered on its own facts; and no one case is intended to, nor will it, set any precedent for another.

12.35 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;
- pending but non-completed purchases or sales of properties;
- informal accommodation arrangements including those with friends or relatives.

12.36 Verification of address:

- The School will request parents' written confirmation and declarations may 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 requested and must be provided.
- 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 necessary before a place is allocated.

- Local Authority 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. The School also reserves the right to conduct its own non-intrusive enquiries to verify address information.

### Significant Change of Circumstance

12.37 The School Admissions Service 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 parents' preference if all the School places have not been allocated.

12.38 Where the School's places have all been allocated, the School and the School Admissions Service will be unable to offer a place, but may give higher priority to the parents' request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

12.39 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 a parent's duty to provide the evidence.

### "Relevant Areas" for Consultation Purposes

12.40 Admission authorities (and the School is its own Admission Authority) consult within "relevant areas" on admissions arrangements. In Leicestershire, "relevant area" is:

- for community and voluntary controlled schools, the geographical boundary of Leicestershire.

### Changes to a School's Admission Number (AN)

12.41 If the School's Admission Number is increased, this may 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.

If the School's Admission Number is decreased, this will 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.

### Children with Split Residence

12.42 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 may even have two catchment area schools. These definitions will depend on written declarations of both parents, and if the claimed residence arrangement is found to be false, the child's place at the School may be withdrawn even if the child has started attending.

### Children of UK Services Personnel and other Crown Servants

12.43 Children of UK Services Personnel and other Crown Servants (as defined) must be allocated a place in advance, dependent on the School being provided with an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation.

The School will accept a Unit postal address, or if appropriate a "quartering area" address, in the absence of a new home postal address.

# Kirby Muxloe Primary School Catchment Area Map

