

## Redmoor Academy - Admissions Policy 2025-26

Redmoor Academy is its own admissions authority. Redmoor Academy is also responsible for arranging an independent appeal against refusal of a place at the school and must act in accordance with admissions legislation and the School Admissions Code.

### **Purpose of this Policy**

The purpose of the Policy is to ensure that places at Redmoor Academy are allocated and offered in an open and fair way and in compliance with the School Admission Code and Regulations.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school. Parents apply to the local authority in which they live, which for Redmoor Academy, is usually Leicestershire County Council for places to begin at the start of Year 7. Any application for a Year 7 place for a child who does not reside in Leicestershire County Council must be made to their home Local Authority.

The annual closing date for applications to be made to the local authority is **31st October** for a place in the following Year 7. That is to say to start in the following August. Applications received by 31 October whilst the child is in Year 6 will be considered to be on time. The application form can be found here: [Leicestershire County Council](#)

### **The Admissions Timeline - Academic Year before Admission**

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| • 31st October                                | Closing date for applications to the Local Authority         |
| • 31 January                                  | Final date for late applications to be considered 'on time'. |
| • 28 <sup>th</sup> February                   | Publication of appeals timeline on website                   |
| • 1 <sup>st</sup> March (or next working day) | National offer day for secondary school places               |
| • April to June                               | Appeals process and outcomes                                 |
| • August/ September                           | New intake starts secondary school                           |

### **Planned admission number (PAN)**

Redmoor Academy will have an admission number of 224 for entry into year 7.

If Redmoor Academy is undersubscribed, any parent that applies will be offered a place in Year 7. If oversubscribed, it will rank applications in order against its published oversubscription criteria below and return that list to the local authority.

This number is capped and will not be exceeded to accommodate mid-term applications from those moving into the local area.

### **Late Applications**

Any applications received after the closing date of 31<sup>st</sup> October will be accepted but considered only after those received by the closing date.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria set out below.

All late applications received after the 31<sup>st</sup> of October will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Academy to take those circumstances into account. It is for the applicant to provide documentary evidence of the reason for lateness this must be with the Academy no later than 31<sup>st</sup> January in the Admission Year. This will be reviewed, and written reasons will be provided for any decision.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process for Year 7 admissions.

### **Decisions**

All decisions about admissions will be made using this policy and relevant oversubscription criteria for Redmoor Academy.

All offers for normal admission round Year 7 places will be made on National Offer Day 1<sup>st</sup> March, or the next working day by the home Local Authority.

All offers for in-year places will be made within 20 days.

### **Oversubscription criteria**

Where there are more applications for Redmoor Academy than there are places available and, after the admission of children with an education, health and care plan (EHCP) where Redmoor Academy is named in the plan, the following criteria (in the order listed) will be used to allocate places.

Priority will be given to children whose parents applied on time. If there are more applications in a category, the other criteria will be applied in combination. For example, if there are more feeder school children than remaining places, the 4<sup>th</sup> and 5<sup>th</sup> criteria will be applied together, so it will be a feeder school child who lives closest to Redmoor Academy that will take the next place.

The Priority criteria for Redmoor Academy is set out in the table below:

<b>1<sup>st</sup>:</b> Children who are looked after and those children who were previously looked after children. (See note i.)
<b>2<sup>nd</sup>:</b> Pupils who live in the catchment area. (See note ii.)
<b>3<sup>rd</sup>:</b> Pupils who will have a brother or sister attending the same school at the time of application or when the applicant child will join the Academy. (See note iii.)
<b>4<sup>th</sup>:</b> Pupils who are attending a feeder school at the point of application (See note iv.)

**5th:** Children of staff who are employed on a permanent contract at the school at the time at which the application for admission is made. (see note v.)

**6th:** Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

### **Oversubscription 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, (or became subject to a child arrangement order or special guardianship order).

Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

ii) Catchment area:

### **Redmoor Academy Catchment Map**

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 the home address is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

For families of UK service personnel or Crown Servants with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b. 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. A place can be allocated prior to arrival in the UK.

iii) Children who have a brother or sister who will be attending Redmoor Academy at the time of application or when the applicant child will join the Academy. For these arrangements the term brother or sister includes half brother or sister, step brother or sister, a legally adopted child living at the same

address or a stepchild or children who are not legally related but live as a family unit, where both parents live at the same address as the child.

iv) Children attending one of the following feeder schools at the time of application;

- Battling Brook Community Primary School (Hinckley)
- Richmond Primary School (Hinckley)
- Westfield Junior School (Hinckley)
- St Margaret's Church of England Primary School (Stoke Golding)
- Manorfield Primary School, (Stoney Stanton)

v) Children of staff in either or both of the following circumstances:

- a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

vi) Distance will be measured up to three decimal places, in a straight line or "as the crow flies" from the point that the child's home meets the public highway to the school's main designated front pedestrian gate. This will be measured using a computerised mapping system.

### **Tie Breaker**

Where two or more children receive equal admission priority given the above criteria (including using the final application of distance if more applicants are within a single criterion), random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission. This process will be independently verified.

Redmoor Academy may need to ask for further information or documentation when applying the oversubscription criteria, this may include, but is not limited to:

- Evidence of the home address / residency
- Child's date of birth
- A copy of an adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

The Admission Authority will determine on the evidence produced if this evidence is sufficient to support the application. If there is any dispute, the Admission Authority will provide written reasons for its decision.

### **Other notes**

All preferences are collated and prioritised in line with the oversubscription criteria. Parents then receive an offer from the local authority at the highest preference school at which a place is available on **1st March** or the first working day thereafter in the year in which the child will be admitted.

### **Right to appeal**

Parents have the right to appeal against Redmoor Academy's decision to refuse admission to an Independent Appeal Panel.

When Redmoor Academy (or the Local Authority in their coordination role) informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

Redmoor Academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal Redmoor Academy is required to admit the child. The decision of the appeal panel is legally binding on both Redmoor Academy and parents.

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

Redmoor Academy may withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (14 calendar days). During this 14-day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

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

### **Fair Access Protocol**

Redmoor Academy will participate in full with the Local Authority's Fair Access Protocol in order to ensure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the Admission Number of a school that is already full, although these will need to go through the school's appeals process.

### **Pupils with Challenging Behaviour**

Redmoor Academy will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

At any other point of application other than the normal admission round, or at any point in the normal year of entry, the Academy may take into account any evidence to suggest that the child has displayed challenging behaviour to refuse admission and refer the child to the Fair Access Protocol.

### **Waiting list**

If Redmoor Academy is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and as such, position on the waiting list may change if circumstances change or new students are added. It is not based on the date of application. If places become available between the acceptance deadline and 31st December of the year on entry, individuals will be offered a place according to the waiting list. The waiting list will be maintained until 31 December of the year of admission.

A waiting list is only maintained for Year 7.

### **Normal Age-Range**

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include considering the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group.

Decisions will be made by a panel of Redmoor Academy based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view.

Decisions made by Redmoor Academy will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

Parents' statutory right to appeal against the 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.

### **In year applications**

Redmoor Academy is responsible for administering in-year applications. A parent requesting a place at the school should access an application form on the school website or request a paper copy from the school office. On receipt of an in-year application the school will:

- Allocate a place if one is available.
- If a place is not available, inform parents of that fact and the reasons why and inform parents of their right to appeal against the refusal of a place.

Redmoor Academy will aim to notify parents in writing of the decision within 10 school days and must notify parents within 15 school days.

This includes applications for Year 7 after National Offer Day has passed.

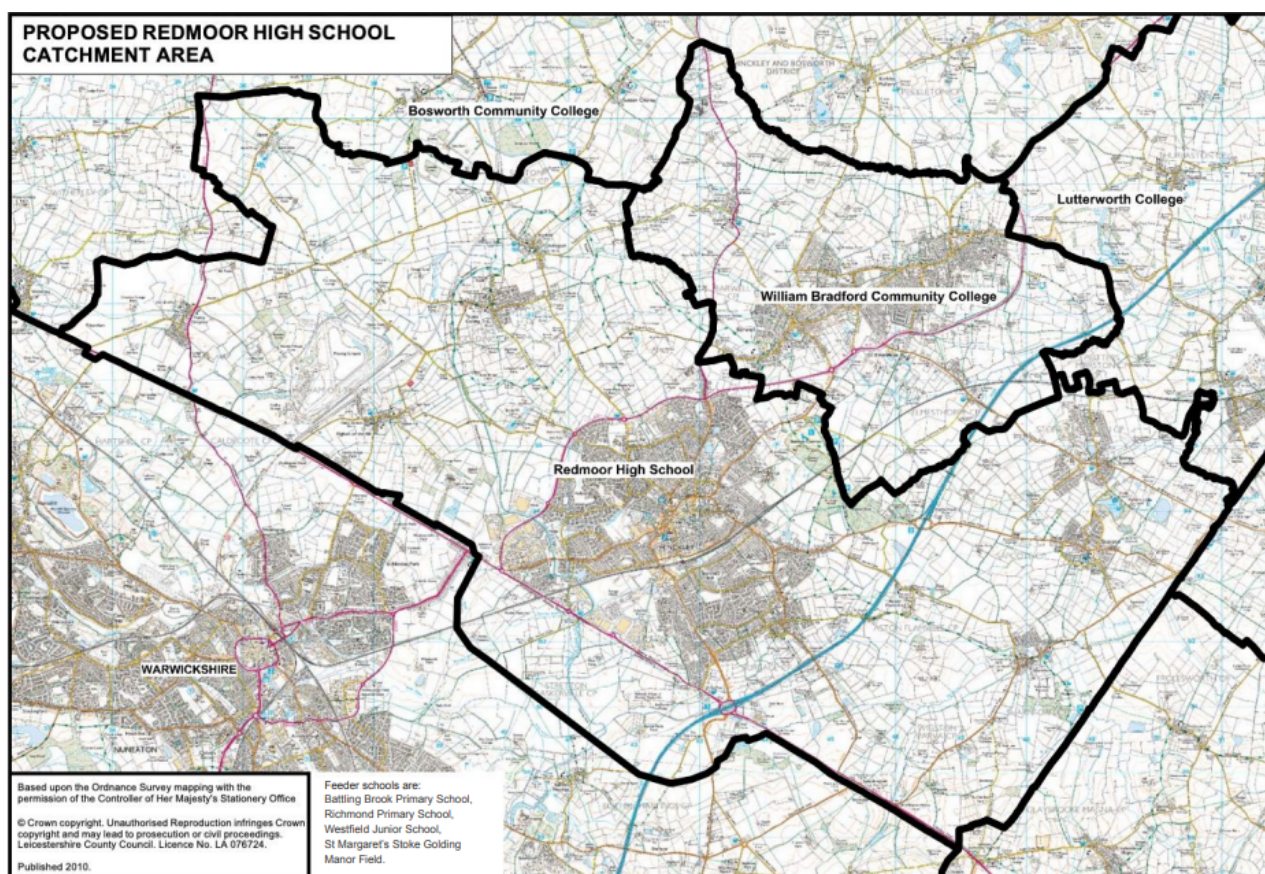
### **Second Applications (Further Appeals)**

Ordinarily only one application may be made for the academy per academic year. In exceptional circumstances, and at its sole discretion, the academy may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the academy.

The academy will determine if the circumstances meet the threshold for a second application.

### **Redmoor Academy Catchment Area Map**





Larger copies of this map are available from the school office