



# LEAGRAVE PRIMARY SCHOOL

'Striving for Excellence, learning for life'

## Admissions Policy 2025

**Ratified by Governors**

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**STATUTORY**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

# Welcome to Leagrave Primary School.

Leagrave Primary School is a thriving and vibrant Primary School based in the West of Luton. Our school was graded as 'Outstanding' by Ofsted in 2018.

## Our Aims

- To provide a safe, purposeful, happy and supportive environment
- To nurture the talents of each individual child in order for them to achieve their potential
- To provide teaching and learning experiences which inspire confidence and develop creativity and success
- To provide a structured values programme that ensures all pupils are emotionally prepared for learning
- To continue to develop links with the local community, in order to support the learning experiences in the classroom.

## Our Mission

We aim to give every child the best possible start to their education and strongly believe in our mission statement:

### **“Striving for Excellence, Learning for Life”**

- We promise our children a caring community where everyone can succeed.
- We provide a happy and exciting environment to inspire children to learn and grow.
- We will nurture their talents and encourage them to excel in everything they do.
- We want the best for your child and from your child, so that they can achieve excellence.

## Our Values

Our values were chosen by the school community. They underpin our ethos and school curriculum.

Our core values are:

- Respect
- Determination
- Kindness
- Friendship
- Independence
- Responsibility

# Legrave Primary School

## Admission Arrangements for September 2025

This document sets out the admission arrangements for Legrave Primary School. As Legrave Primary School is a Foundation School, the Governing Body is responsible for admissions to the school.

The school will comply with all relevant provisions of the Department for Education’s School Admissions Code of Practice 2014 (“the Admissions Code”), the School Admission Appeals Code of Practice 2012 (“the Appeals Code”) and the law on admissions. The school will consult as may be required and/or necessary.

The admission arrangements for the school for the academic year 2025/2026 and for subsequent years are set out below.

### Admission to Reception

In order for their child to be admitted to the Reception Year at Legrave Primary School in September 2025, parents must complete the Council’s common application form by 15th January 2025. Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances. Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a late application and will not be considered in the initial allocation of places.

The School operates an equal preference system; applications will be considered according to the set admissions criteria (below) regardless of any indicated preference ranking.

Decision letters will be sent to parents on 19th April 2025 by the Admissions Team at Luton Council on behalf of the governing body of the school.

The school will complete a home visit prior to your child starting at Legrave Primary School in September 2025. Your child will not be able to start at the school until the home visit has been completed and it has been confirmed that you are living at the address you have used to apply for your child’s place.

### Admissions Criteria

In accordance with the Education Act 1996 children with an Education, Health and Care Plan are required to be admitted to the school named in their plan. Thereafter, the following priorities listed below apply.

1.	<p>A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order<sup>(1)</sup> including those who appear to the Council to have been in state care<sup>(2)</sup> outside of England and ceased to be in care as a result of being adopted.</p> <p>A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).</p>
2.	Children of staff <sup>(3)</sup> who work at the School.
3.	Children in the catchment area with sibling(s) <sup>(4)</sup> already at the school at proposed date of admission.
4.	Children living in the catchment area of the school.
5.	Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6.	On the shortest distance, measured in a straight line, between the main entrance <sup>(5)</sup> of the school site and the pupil’s home address <sup>(6)</sup> , with those living closer to the school being accorded higher priority.

- 1) An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) The school regards children of staff as someone employed to work at the school on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:
  - a) Has been in post continuously for at least two years or:
  - b) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purpose of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child's parent or legal guardian and the child must be living permanently with the member of staff.

- 4) The term 'siblings' includes natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.
- 5) Main entrance of the school means the door used to access the school's main reception.
- 6) A pupil's home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

For the purposes of allocating places in the normal admissions round for the Reception Year, the pupil's catchment area will be determined by their home address as at the closing date for applications.

The Governing Body reserve the right to request sight of evidence of home address at any time to ensure that the child continues to reside at the application address. If a place at school is offered and it is then discovered that the offer was made based on fraudulent or misleading information (for example, a false claim to living in the catchment area), the Governing Body will withdraw the offer of a place. An offer of a place can be withdrawn even after a child has started school.

We may ask for evidence of the normal home address in the form of the following documents;

Photographic driving licence

P60 or P45

Documents from HMRC or DWP (dated within the last 3 months)

2 years of continuous council tax bills

Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable.

The school works closely with Action Fraud and Bedfordshire Police to ensure that places are not obtained at the school on the basis of false addresses, and in cases of doubt, will take steps to verify the information provided.

Catchment area details can be found on the Council's website at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions). Catchment area lists are also available from the Council by telephoning the Admissions helpline on 548016.

### **Allocation of places**

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tie-breaker. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

### **Multiple births**

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

### **Deferred Entry**

Children are admitted into the Reception Year in the September prior to the child's fifth birthday.

Parents/carers can choose to defer their child's entry to school or take up the place part-time until he or she is of compulsory school age; providing this place is taken up within the same academic year and they are not on roll at an alternative school.

<b>Children born between:</b>	<b>Can defer their place until:</b>
1 September – 31 December	January (Spring term)
1 January - 31 August	April (Summer term)

Parents/carers wishing to defer their child's entry to school must put their request in writing, ideally within 21 days of being offered a place. Parents/carers can also request that their child attends part time until he/she reaches compulsory school age. Such requests should be made in writing to the headteacher after an offer of a place has been confirmed.

### **Admission of children outside of their normal age group**

Parents/carers seeking a place for their child outside of the chronological age group should submit their written case to the Council. Parents/carers should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher and other relevant local authority professionals. A decision will be made on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

In addition, parents/carers of children who are summer born (those born between 1 April and 31 August) may request that their child is admitted outside of their normal age group and be admitted to the reception year for the September following their fifth birthday rather than Year 1. Parents/carers will be requested to make their request in writing to Luton Borough Council's Admissions Department and any such requests will

be considered on a case by case basis, taking into account the best interests of the child concerned. The final decision will be communicated to the parent/carer in writing.

## Waiting List

Once the number of pupils reaches the admission number, a waiting list is formed. Positions on the waiting list are organised in the order of priority of the school's admissions criteria. The waiting list for each year group Reception to Year 6 will be held as follows:

Applications received during Autumn Term	Until the last day before the Easter holidays
Applications received during Spring Term	Until the last day of the Summer term
Applications received during Summer Term	Until 31 <sup>st</sup> December in the following academic year

Parents will need to reapply for a place after each of these dates if they wish their child's name to be carried forward on the waiting list.

## Appeals

Any pupil refused the offer of a place has the right of appeal to an independent appeals panel. Parents can lodge an appeal by writing to the Admissions Team at the following address:

Admission Appeals  
Leagrave Primary School  
Strangers Way  
Luton  
LU4 9ND

Telephone: 01582 571 951

Email: [admissions@leagraveprimary.co.uk](mailto:admissions@leagraveprimary.co.uk)

The admissions authority must set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals. The deadline must allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
- Give appellants at least 10 school days' notice of their appeal hearing
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties
- Ensures that decision letters are sent within 5 school days of the hearing, wherever possible

Leagrave Primary School will publish its appeals timetables on its website by **28<sup>th</sup> February** each year.

Appeals in the normal admission round for Reception will be heard within 40 school days of the deadline for lodging appeals. For late applications or in-year admissions, appeals will be heard within 30 school days of the appeal being lodged. In respect of appeals for Years 3, 4, 5 and 6 the Independent Appeals Panel will decide on:

- Whether the school's admission arrangements comply with the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.
- Whether the arrangements were correctly applied.
- Whether the admission of another student would prejudice the efficient education and use of resources within the school.

The panel exercises its discretion balancing the degree of prejudice to the school against the appellant's case for the child being admitted before arriving at a decision.

In respect of appeals for Years R, 1 and 2, where infant class size limits have been reached, an appeal panel can only offer a place to a child where it is satisfied that:

- The child would have been offered a place if the admission arrangements had been properly implemented.
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or;
- The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **In-Year Admissions**

For 'In-year' admissions to the school (admissions to enter a year group that has already started at the school) parents will need to complete the School's In-Year Application Form and return this form directly to the school.

The school will have 3 intake periods during the Academic year as follows:

Autumn Term	First 3 school weeks in September
Spring Term	First 2 school weeks in January
Summer Term	First school week in June

However, the school will endeavour to place the following pupils outside of the 3 intake periods where necessary:

- Looked after children, previously looked after children or pupils with an EHC plan.
- Pupils without a school place who have moved into Luton from outside of the borough or from abroad.
- Pupils who are already in a school within Luton and who are wishing to transfer to Leagrave Primary School; if their home address is further than 2 miles from their current school and it would not be reasonable for them to remain at the current school because of distance.
- All other applications will be looked at on an individual basis.

### **In-Year Fair Access Protocol**

All Local Authorities must have a Fair Access Protocol to ensure that outside of the normal admissions process, unplaced children are allocated a suitable school as quickly as possible. The school will participate in the Fair Access Protocol that is in operation. Pupils admitted to the School, via the Protocol, override the usual admission arrangements, such as waiting lists.