



COLEMAN PRIMARY SCHOOL ADMISSIONS POLICY 2024-2025

This policy is to confirm the admissions arrangements for Coleman Primary School, which is a Leicester City Council maintained primary school and follows the admissions procedures of the local authority. The local authority has a duty to provide school places for all pupils in Leicester City. Parents have the right to express preferences for schools, including when their child has a statement of special educational needs.

[Leicester scheme for the admission arrangements for pupils to schools 2024/25](#)

Prospective parents are welcome to come and view the school. A member of school staff will be available to show you around and answer any questions you may have. Please contact the school office to make an appointment. The telephone number is 0116 2490109.

Coleman Primary School has Nursery (Foundation 1), Reception (Foundation 2), KS1 classes and KS2 classes. We have a full-time nursery for 3-year-olds with 45 places. Currently, our admission limit for Foundation 2-Y6 classes is 90 per year group.

The Authority has agreed this number, and we will be allocated up to 90 children in each year group from Foundation 2 to Y6, using criteria which are detailed at the end of this policy. Places should be applied for via the Leicester City Council website.

Currently there are differing premises requirements for children of differing ages; these are laid out in the relevant regulations. There are requirements for Key Stage One pupils to be taught in class sizes of 30 or less and Coleman Primary School strives to ensure this. In order to do this, it may be necessary to have mixed age classes at times. The Local Authority recommends that in Nurseries (Foundation 1) the ratio of adults to children is 1:13.

Parents whose preferences are refused have a right to appeal to an Appeal Committee whose decision is binding. In the case of admissions to the main school the Local Authority independent Appeals Committee will meet. In the case of Nursery admissions the governing body appeals committee will make a decision.

Admissions to Nursery (Foundation 1)

Coleman Primary School has a 45 place nursery for three year olds, with children attending full time regardless of funded hours. Coleman Primary School manages its own nursery admissions and application should be made to the school.

Parents can ask for their child's name to be placed on a waiting list any time after their child's birth. Parents need to contact the school office for the appropriate admission request forms. Parents on the waiting list will then be sent application forms when a place becomes available or when a child reaches the term after their third birthday.

Coleman Primary aim to meet the needs of all pupils applying to the Foundation Stage 1 setting.

When the nursery is oversubscribed, the following admission procedures are followed. Our admissions procedures have been produced using the LA admissions code.

Places are allocated using the following criteria:

1. Looked After Children

2. Children with Special Educational Needs
3. Children who live within the catchment with a sibling already attending the school (including kinship care)
4. Children who live within the catchment without a sibling at the school
5. Children who live out of catchment with a sibling already attending the school
6. Children who live out of catchment without a sibling at the school

In each category, if there are more applicants than places available, priority will be based on the date in which the application was returned.

When oversubscribed, children will be placed onto a waiting list and offered places as they become available.

Children that have been successful in securing a place at Coleman will receive further information regarding starting with us. This will consist of:

- Arranging a home visit
- A stay and play session
- A start date

The offer of a place in Foundation Stage 1 **does not** guarantee admission to the school at the point of Primary School admission. The Leicester Education Authority admissions policy applies at this point.

Applications for Reception classes (first time admissions)

Parents wishing to apply for a place in the Reception (foundation 2) class must apply online via the Leicester City Council website. [Apply for an infant or primary school place \(leicester.gov.uk\)](https://leicester.gov.uk)

Timetable for first time applications for academic year 2024-25 (into Foundation 2 classes)

- Closing date for applications 15 January 2024
- Local authority to send applications to academies, free aided schools and other local authorities - February 2024
- Academies, free and aided schools return ranked lists to Leicester City Council - February 2024
- Leicester schools informed by Leicester City Council of the final results, which may include offers to pupils living in other local authorities - 18 April 2024
- Offers sent to parents by Leicester City Council - 18 April 2024

Transfer of pupils/In year admissions:

If parents wish to apply for a school place at any other time for any other year group. They should apply via the in-year admissions link on the Leicester city council admissions page. [In-year admissions \(leicester.gov.uk\)](https://leicester.gov.uk)

Parents wishing to transfer their child from another school to Coleman Primary School need to apply for a place via the Local Authority (see link above)

If there is a place available, you will be given notification of the place in writing or via email. The school will be able to commence the admission process once this offer is presented at the school office. If there is no place available, then your child's name will be placed on the school's waiting list. In the event of there being several names on the waiting list, the Local Authority admissions criteria will apply and places will be allocated accordingly via the City Council.

Right of appeal

Any parent whose child is refused a higher ranked school place is entitled to appeal against the decision.

Leicester City Council, along with a decision to refuse their child a place at a school for which they have applied, will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal.

Appeals must be made via the website: [School Appeals - Section 1 - Self \(leicester.gov.uk\)](https://www.leicester.gov.uk/schools-and-nursery/school-admissions/school-appeals)

Leicester City Council Admissions Criteria:

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England (see note 1).

Criterion 2: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see note 2).

Criterion 3: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school or the linked junior school, who will still be on roll when the applicant starts school (see note 3).

Criterion 4: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school or linked junior school, who will still be on roll when the applicant starts school (see note 3).

Criterion 5: Children whose home address is in the catchment area of the infant or primary school (see note 4).

Criterion 6: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application (see note 5).

Criterion 7: Children whose home address is outside the catchment area of the infant or primary school and who have requested a place.

Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point from the child's home address to the Geo-code reference point for the school.

Criterion notes

Note 1: A "looked after" child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the school. A "previously looked after" child is a child who was looked after, either in England or outside* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order. 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.

Note 2: All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. A separate application to be considered under this category will need to be made. Please refer to the full guidance shown in the Leicester City coordinated scheme.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer's partner. In every case, the child must be living in the same family unit at the same address. Siblings

must be on roll at the point of entry.

In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Catchment area is a geographical area, from which children may be afforded priority for admission to a particular school. Information about the [catchment area for each school](#) can be found on the Schools' Directory.

Note 4: Home address” means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for childcare arrangements cannot be used as the home address for the purpose of applying for a school place.

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Note 5: Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage