



## **THIS POLICY SHOULD BE READ IN CONJUNCTION WITH** **LEARN-AT ADMISSIONS POLICY PART 1**

**Learn-AT Admissions Policy for applications for first-time admissions in September 2026 and mid-year applications during the academic year 2026-27**

### **Part Two – The School/Academy**

This section of the Admissions Policy explains how the overarching Learn-AT policy applies in Richard Hill CofE Primary School, including how admissions are prioritised.

#### **1. Introduction to the academy/school**

Richard Hill CE Primary School is a Church of England Primary School where committed leaders, including trustees, governors and staff, know and understand the tightly knit community the school serves. They work hard to ensure that pupils and their families are nurtured and supported.

It has a strong Christian vision of:

‘You shall know them by their fruits.’ Matthew 7:16

Richard Hill's Christian vision and values permeate all aspects of life at the school. It has been carefully chosen by leaders and governors to ensure it is right for their school and reflects the community the school serves. Everyone can take something from it, irrespective of faith or no faith.

Like our founder Richard Hill, we believe in giving every family the best opportunity to flourish. Our success as a school will come as the fruits of the spirit grow within us, and we show love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control to each other.

#### **2. Planned Admission Number**

<b>The Planned Admission Number (PAN) for first-time admission to Reception in this academy/school is:</b>	15
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#### **3. Criteria for prioritising admissions in Richard Hill CofE Primary School**

The following criteria, in combination of the order listed, will be used to allocate places if there are more applications than places available:

<b>a</b>	Looked After" children who are: (i) in the care of a local authority or
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	<p>(ii) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).</p> <p>Children who were previously “looked after” but either:</p> <p>(i) immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>(i) 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.</p>
<b>b</b>	<p>Children who live in the catchment area of Richard Hill CofE Primary School. 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.</p>
<b>c</b>	<p>Children who will have an older sibling attending Richard Hill CofE Primary School at the same time.</p> <p>Sibling is defined in these arrangements as including natural brother or sister, half-brother or sisters, and legally adopted child being regarded as a brother or sister.</p>
<b>d</b>	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend Richard Hill CofE Primary School.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Children in the care of a LA</li> <li>• Children subject to Child Protection Plans</li> <li>• Parents suffering domestic violence (subject to documentary evidence by a lead professional)</li> <li>• A child for whom transfer to the catchment area school would involve attending a different school until (s)he is the right age for transfer (dependent on the child having attended the present school for at least a year)</li> </ul> <p><b><i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i></b></p>
<b>e</b>	<p>Children living nearest to the school.</p> <p>This distance is measured from the centre point of the property to the school’s main designated front gate, using a computerised mapping system.</p>



Random allocation will be used as a tie-break in category (e) above to decide who has highest priority for admission if the distance between two children's homes and Great Bowden Primary Academy is the same. In such cases lots will be drawn supervised by an independent officer.

In the event of that there are more applications than places available, Richard Hill CofE Primary School may need to ask for proof of the following when applying the criteria for prioritising admissions:

- Address
- Child's date of birth
- 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 (s) he was looked after immediately prior to that order being made.

### **Significant Change of Circumstances**

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

### **Appeals**

When an application for a place at this school is unsuccessful, information about appealing the decision can be found here:

**Website:** <https://www.leicesterdbe.org/schools/admissions-and-appeals/>

**Email:** [officedbe@leicesterdbe.org](mailto:officedbe@leicesterdbe.org)

**Telephone:** 07596 855 610

**Post:** Leicester Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

### **Appeal Form Notes**

<https://www.leicesterdbe.org/wp-content/uploads/2021/12/APPEALS-FORM-supporting-information-2021.pdf>