



**THE CEDARS  
ACADEMY**  
Lionheart Educational Trust



**HUMPHREY PERKINS  
SCHOOL**  
Lionheart Educational Trust



**MARTIN  
HIGH SCHOOL**  
Lionheart Educational Trust



**LIONHEART**  
**EDUCATIONAL**  
**TRUST**

## Admissions Policy 2023-2024

Review period  
Next review due

**Annual**  
**September 2021**



Responsibility for the admission of students rests with the Lionheart Educational Trust. The administration of applications to the college is undertaken by Leicestershire Local Education Authority.

All applications for places at the college will be considered in line with the arrangements set out below.

## **Admissions to Year 7 – Entry in September 2023**

**Admission limits (PAN) for Year 7 are set out for each school below:**

<b>Martin High School</b>	<b>180</b>
<b>Humphrey Perkins</b>	<b>180</b>
<b>Cedars Academy</b>	<b>190</b>

Should the number of pupil applications exceed our admission number, then places will be allocated in accordance with the oversubscription criteria.

### **Applications**

Applications are made to the Local Authority in which you reside, through their on-line admission process. If your application is received after the closing date (normally 31/10 in the academic year before transfer) your application will be viewed as late.

Late applications will not be considered until all applications that were received on time have been processed.

The Local Authority may request information from you relating to verification of your application for a secondary school place. False information, or omission of material information, may result in disqualification, or the loss of a place after it has been offered.

Decisions informing applicants of the outcome of their application will be sent out by the Local Authority on national results day in early March. Parents/carers will then be required to accept or decline the place.

### **Appeal Procedure**

Parents/carers who are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance to the statutory provisions in force at the time. Appeals for Martin High School, Cedars Academy, Humphrey Perkins School, Sir Jonathan North College and Judgemeadow Community College are led by Leicestershire Local Education Authority. The decision of the appeal panel is binding to all parties. Full details of the appeals procedure will be sent to parents/carers with the decision letter on National offer day. This applies to all in year admissions as well.

### **Waiting List**

In addition to the right to appeal, unsuccessful applicants will automatically be placed on a waiting list, determined in accordance with the over-subscription criteria. Vacancies arising between the acceptance deadline and the 31 December of the year of entry will be offered according to the order on the waiting list. The waiting list will be re-ranked in accordance with



the oversubscription criteria every time another pupil is added to the list.

### **Children with statements of Special Educational Needs/Education Health Care Plans**

All children with an EHCP where the school is named, and can meet need will automatically be provided with a place at the school.

### **Chronological Age Admission**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.18 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Martin High Schools, Cedars Academy, Humphrey Perkins School, Sir Jonathan North College or Judgemeadow Community College (applicable school/college/academy) along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority. Parents will be notified once a decision is reached along with the reasons for the decision.

### **Over-subscription Criteria**

1. Children in care of the Local Authority and those children who were previously looked after children including those who appear to admissions authority, to have been in State Care outside of England and those that ceased being in care due to being adopted (or become subject to a residence order or special guardianship order) are considered under this criterion. In such circumstances a letter from the Local Authority/State in which the child was in the care of will be required (see definition in section 22(1) of the Children Act 1989).
2. Children who will have siblings in the college at the time when they will be admitted to the college (see note i).
3. Children who live in the catchment area – see map available on the school/college/academy website(see note ii).
4. Children who are sons/daughters of current school/college/academy staff who have worked at the college for at least 2 years at the time of application.
5. Children living nearest to the college measured in a straight-line distance (home to school/college/academy front gate). (see note iii).

### **Notes**

- I. 'Siblings' means two or more children who have at least one parent in common and who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.
- II. The child's place of residence is taken to be where the child is resident for the majority of the school/college/academy week and in line with best practice, the school will accept 50:50 living arrangements between their parents/carers.
- III. For criterion 5 above, measurement of distance is in a straight line from the



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centre point of the property to the college's main designated front gate, using a computerized mapping system (Routefinder). Where there is equal distance then lots will be drawn supervised by an independent officer.

### **Tiebreaker**

In the case of two or more applications within a category that cannot be separated by the oversubscription criteria outlined above, a combination of criteria will be used, e.g. siblings in catchment would be prioritised over siblings who were the child of a member of staff and so on. Where it is still not possible to determine to whom the place will be allocated using the final criteria of distance, random allocation will be used as the final decider.

### **Other admissions (in-year or casual admissions)**

Applications for vacancies that arise outside the normal annual admission round for all years (2023-24) will be considered at any time during the year. Information and application is through Leicestershire Local Education Authority. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the over-subscription criteria list.