



Admissions Policy

DRAFT for consultation on admissions
for August 2022

CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOL TRANSFERS SECONDARY ENTRY SEPTEMBER 2022

(DRAFT FOR CONSULTATION – APPLYING AFTER AGE RANGE CHANGE IN ASHBY DE LA ZOUCH/IBSTOCK AREA)

Ivanhoe College has adopted the [Leicestershire County Council Admissions Policy](#). This means that you will need to apply for a place through the Leicestershire County Council Online application form.

1. Aims

This policy aims to:

Explain **how to apply** for a place at Ivanhoe College

Set out the school's **arrangements for allocating places to the students** who apply

Explain **how to appeal** against a decision not to offer your child a place

You can find more information for new admissions on our website: www.ivanhoe.co.uk

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE): [School Admissions Code](#) and [School Admission Appeals Code](#)

As an academy, Ivanhoe College is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply

The governing body of Ivanhoe College, as admitting authority, employ the services of Leicestershire County Council school admissions service to deal with all applications to the college and have adopted fully the LCC school admissions policy.

The full LCC Admissions Policy can be found on the LCC website.

You will receive an offer for a school place directly from your local authority.

4. Allocation of places

Admission number

Ivanhoe College has an agreed admission number of 180 students for entry in year 7.

Priority Criteria for entry Autumn 2022 Admissions and Mid Term Applications during 2022/23 academic year

If there are too many requests, priority will be given to children, whose parents applied on time, in the following order:

| | |
|-----|--|
| 1st | Children who are in public care and those children who were previously looked after children. |
| 2nd | Pupils who live in the catchment area. |
| 3rd | Pupils who will have an older brother or sister attending the same school at the same time. |
| 4th | Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) |
| 5th | Children of members of staff on a permanent contract at the point of application |
| 6th | Pupils who are attending a feeder school at the point of application. |
| 7th | Pupils starting at an infant school with a sibling attending at the same time in the linked junior school (see note iv.) or Pupils transferring to secondary school who will have an older brother or sister attending the one of the other linked secondary schools at the same time. |
| 8th | Pupils living nearest to the school measured in a straight line distance (home to school front gate). |

For notes and full clarification, please refer to the LCC Admissions Policy on the LCC website.

5. Main obligations imposed by the regulations

- The common application form must allow parents to express at last 3 preferences in rank order, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
- Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.

- The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- Offers of places must be sent on **1st March** (or the next working day if the 1st is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other schools.
- It remains a requirement to co-ordinate fully across borders. The home authority will make the offer of a single place.
- Schemes must continue after **1st March** to ensure that places which become available are reallocated effectively.

6. Administration of the Scheme

For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

- Application information is sent to parents late in **August** or on **1st September**. Leicestershire's application invites all parents resident in Leicestershire to name three preferred schools, in order of preference by close of business on **31st October** for admission the following Autumn Term. It is made clear that parents should name all schools at which they wish their child to be considered for a place including their catchment area school or any foundation or voluntary aided school.
- **23rd November**, Leicestershire LA sends other admission authorities details of applicants for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc.) can be treated in the same way as that received via Leicestershire LA once it has been established that this only relates to applications which are mentioned and ranked on Leicestershire LA's form.
- Leicestershire LA applies its own admissions criteria to requests for places in its own schools whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities and have applied via their home authority.
- The other admission authorities then apply their admission criteria, and send Leicestershire LA, by **16th January**, a list indicating the order in which all children for whom application to the school has been made have priority by reference to the over-subscription criteria. Although applications need to be assessed and grouped against the criteria, admission authorities of seriously over-subscribed schools need not give individual rankings to applicants in the lowest priority grounds for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. They do, however, need to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.
- Leicestershire LA then compares the lists from all schools in its area. Where a child qualifies for more than one offer of a place, a place would be offered at the school which was highest in the parent's order of ranking. For applicants living in another LA, Leicestershire notifies the home LA whether or not it is able to offer a place in line with any preferences made.

- Leicestershire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- By **1st February**, Leicestershire LA will also have received notifications from other LAs of any places which those LAs or schools in their areas can offer in response to any preference expressed by one of their residents. There will be, at most, one such offer from each other LA. If no preferred school in Leicestershire LA can be offered, Leicestershire LA will not look for an alternative place if it knows that another LA will be making an offer of a place. If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.
- Leicestershire then sends Leicestershire schools the final lists of pupils allocated places.
- On **1st March** – the “National Offer Day” – Leicestershire LA communicates to every resident parent who applied for a place to tell them of the decision. Parents who have not applied or for whom no preference can be agreed will be informed of schools where there is space and will be invited to make an application.
- Late applications and requests for changes to list of preferences will be dealt with as follows:

Applications received after 31st October closing date but before 1st March

When Leicestershire LA considers that applications are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since the 31st October, or a family are returning from abroad, these will be considered along with the applications received before the closing date, providing documentary evidence of the reason for lateness is also received.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the closing date. This will include requests to amend previously submitted applications that are received once the final allocation offer process has been completed (normally early February).

- On 1st March, Leicestershire parents who have not applied will be sent a list of schools where there is space and asked to express a preference. Similarly, a list of schools with spaces is always sent to parents whose preferences have not been met.

Applications received after 1st March

- Applications received after 1st March will be batched and considered three weeks after the offer date. Applications received after this time will be dealt with as and when they arrive.
- Admission applications received after the normal admission round will be handled as quickly as possible, according to LA admissions policy.
- All admitting authorities must maintain over-subscription waiting lists (OSL) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published oversubscription criteria.

Summary of key dates

For any dates identified below:

- Action to be taken by close of business on that date
- If the date is not a working day, then close of business on the next working day applies.
- **1st September** .Application forms sent to parents' homes.
- **31st October** . Closing date for applications.

3 weeks

- Leicestershire LA sends applications for schools in other LAs to those LAs
- Leicestershire sends application to own admission authority schools **By 23rd November**
- Own authority schools return ranked lists of pupils to be offered places
- Leicestershire applies agreed scheme for own schools **By 16th January**

2 weeks

- Other LAs inform Leicestershire of offers to be made to Leicestershire residents
- Other LAs informed of Leicestershire decisions **By 1st February**
- Leicestershire schools informed by Leicestershire LA of results
- **1st March**. Decision to parents by Leicestershire LA. Notifications sent to parents who have not made an application or none of whose preferences could be agreed, with lists of schools with available space, requesting applications.
- **31st March** .Closing date for submission of appeals
- Appeals (usually May – August)
- Children admitted to schools at start of Autumn Term