



# Thomas Estley Community College

## ADMISSIONS POLICY – from 2027 INTAKE

Approved/reviewed by	
TECC LGC 20/01/26	
Date of next review	Jan 2027
Changes since previous policy	No changes made since 2025 except dates

**ADMISSIONS POLICY FOR THOMAS ESTLEY  
COMMUNITY COLLEGE**

This policy will operate from September 2027. It will apply to all admissions for the school year 2027-28.

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The admission authority for Thomas Estley Community College is Success Academy Trust. The Trust is responsible for ensuring that the school complies with the relevant law and guidance in respect of Admissions and Appeals for state funded schools.

## 1. Purpose of this Policy

The purpose of the policy is to ensure that places at Thomas Estley Community College are allocated in a transparent and easily understood way.

## 2. Normal Secondary Transfer Applications (Year 7)

A normal secondary transfer application is made to transfer from primary school to secondary school.

Thomas Estley Community College will admit students without reference to aptitude or ability from the locality and other areas to a level at which we can provide a quality of education for all.

The Published Admission Number (PAN) is 180 on entry into the school in Year 7 (plus 3 per year group in our SEND resource unit The Oaks at Thomas Estley). We will not overfill in any year groups beyond PAN for existing or future year groups due to negatively prejudicing the college community.

### 2.1. Applying for a Place

Parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date 31st October.

Applications should be made through the Local Authority where the student lives, not where the school is based. Living in the area does not guarantee you a place at your closest school.

### 2.2. Late Applications

Any applications received after the closing date 31 October, will be accepted but considered only after those received by the closing date. All supplementary information, i.e. medical consultant letters, proof of change of address, etc., remains the parent's responsibility to supply.

In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. The Trust will consider these representations and at their discretion have the power to deem them to have been on time.

### 2.3. Waiting List

In the transfer cycle of applications (primary to secondary) parents whose children have been refused a place at Thomas Estley will automatically be added to the Thomas Estley waiting list. The waiting list for admissions into Year 7 will remain open until the end of the autumn term (31<sup>st</sup> December) in the admission year (Year 7).

The waiting list is ranked using the oversubscription criteria listed in Section 4.1. Therefore, the waiting list may change; this means that a child's position during the year could go 'up' or 'down'. The waiting list makes no distinction between on time or late applications. It will be reordered each time an applicant is refused a place at the school and placed on the waiting list.

### 2.4. The Admissions Timeline:

- |                                 |   |
|---------------------------------|---|
| • 31 October                    | Closing date for applications to the Local Authority (LA) |
| • 28 February                   | Publication of appeals timetable on LA website            |
| • 1 March (or next working day) | National offer day for secondary school places            |
| • April to August               | Appeals process and outcomes                              |
| • August                        | New intake starts at school                               |

### 3. In-Year Applications

An in-year admission application is one that is made outside of the normal time of transfer between schools, for example, when a family moves house part way through a school year.

An in-year application is one that is made to join the school in Years 8-11. For Year 7 an application will be considered as an in-year transfer if received after the first day of the autumn term in the year of admission.

#### 3.1. Applying for a Place

Thomas Estley Community College have engaged the services of the LA to co-ordinate in-year applications into all year groups (Year 7 to Year 11). This is because the LA's online systems operate 24/7 and through-out school holidays (online application link: <http://www.leicestershire.gov.uk/admissions>).

Parents must apply for in-year applications through the LA online system or using the LA's common application form. Parents/families are welcome to visit the school, although this will have no bearing on the outcome of the application.

In-year applications should be made through the Local Authority where the school is based (Leicestershire) as opposed to where the home address is.

If Thomas Estley Community College has a space, the LA will offer the place. If there are more applications than places the college will rank the applications according to the oversubscription criteria (section 4.1) and inform the LA, who in turn inform parents of outcomes. The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc.

If a place is not available, the Local Authority will inform parents or carers of their right to appeal against the refusal of a place.

#### 3.2. Children with an EHCP

Section 324 of the Education Act 1996 requires that the governing body must admit to the school a child with an Education Health and Care Plan that names the school.

#### 3.3. Waiting List

Thomas Estley do not run a waiting list for any year group with the exception of Year 7 following the transfer cycle of applications.

### 4. Admission Criteria

#### 4.1. Oversubscription Criteria

Where the number of applications does not exceed the PAN, all applicants will be offered a place.

Where the number of applications exceeds the PAN, the following oversubscription criteria will apply. Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where any applications are tied, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.

<b>1st</b>	Children who are looked after and those children who were previously looked after children. (See note ii).
<b>2nd</b>	Pupils who live in the catchment area. (See note iii).
<b>3rd</b>	Pupils who will have an older brother or sister attending the same school at the same time. (See note iv).
<b>4th</b>	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). (See note v).
<b>5th</b>	Pupils who will have attended a feeder school at the point of application (See note vi). Our traditional feeder schools are Cosby Primary School, Old Mill Primary School, Orchard Church of England Primary School, Hallbrook Primary School, Badgerbrook Primary School Whetstone, St Peter's Church of England Primary School Whetstone. All students of these schools will be considered on equal footing within the priority criteria. However Badgerbrook and St Peter's also have another catchment secondary school (see note iii).
<b>6th</b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note vii).

**Notes:**

- i.** Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.
- ii.** Looked after children & previously looked after children. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- iii.** The child's place of residence is taken to be the parental home. In addition, where a catchment area has more than one school:  
No one school will be overfilled while another school with the same catchment has places
- iv.** The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v.** If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

- (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

**vi.** For criterion 5 above, the child must have been enrolled at the feeder school at the point the application is submitted.

**vii.** For Criterion 6 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

Children who have an EHCP for which this is the allocated school will be admitted even if the school is full, in liaison between the college inclusion faculty and SENA.

## 4.2. Home Address

A single home address must be used on the application.

The child's place of residence is taken to be the parental home at which they normally reside for the majority of the school week. Where parents claim equal or dual residency, they must prioritise one address over the other for the purposes of a school application.

If a home address or residence arrangement is found to be false or misleading, the child's place at the allocated school may be withdrawn even if the child has started attending.

If a court order is in force specifying where the child lives or with a named person then this will be the address used for the purposes of the measurement of distance.

#### 4.3. Exceeding the Published Admission Number (PAN)

If the school considers that it would not prejudice the efficient provision of education or educational resources, then the school may exceed the initial PAN at point of entry. This will not be considered to set a precedent for future year groups. If it makes that decision, it will notify the local authority in time to allow it to deliver its coordinated responsibilities effectively.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.

#### 4.4. Withdrawal of Places or Offers of Places

In exceptional cases the school reserves the right to withdraw a school place, or an offer of a place:

- For the normal admissions round (when offers for secondary transfers are made on national offer date of 1st March), if no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), the place will be withdrawn.
- For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter or email to make starting arrangements or the place will be withdrawn.
- Where the place has been obtained by false, fraudulent, or misleading information, for example an incorrect address or date of birth.

#### 4.5. Fair Access Protocol

Thomas Estley Community College will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the PAN of a school that is already full.

#### 4.6 Normal Age-Range

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include considering the parent/carer's views, information about the child's academic, social and emotional development and, where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group.

Decisions will be made by a panel of the Success Academy Trust (with advice from the Local Authority if appropriate), based on the circumstances of each case and considering the best interests of the child concerned, including the Principals view.

Decisions made by the Trust will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused. Parents' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

#### 4.7 Children with Challenging Behaviour

Thomas Estley Community College will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

Thomas Estley Community College will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty to comply with parental preference when allocating places through the Fair Access Protocol.

Where the Trust does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the area Behaviour and Attendance Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour already on roll.

### 5 Appeals

If your child has been refused a place at Thomas Estley Community College, you retain the statutory right to appeal. Thomas Estley Community College has engaged the services of the LA to conduct all our appeals. The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

### 6 The Oaks

The Oaks at Thomas Estley follows the Admissions Policy for Leicestershire SEND Resource Units, in collaboration with the Leicestershire Special Educational Needs Assessment and Commissioning Service (*SENA*).