

# South Wigston High School

## Admission Policy for 2025/2026

### Introduction

1. This Admission Policy forms part of the admission arrangements for South Wigston High School (**Academy**), which is part of Learning without Limits Academy Trust (**Trust**), a multi academy trust.
2. The Academy is a co-educational, non-selective, publicly funded secondary school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics. The Academy does not have a Sixth Form.
3. The 'admission authority' for the Academy is the Trust (via its Board of Trustees), who delegate some of its admission functions to an Admission Committee under a Scheme of Delegation. The trust also outsources some admission administration tasks to its Local Authority, Leicestershire County Council. These functions are carried out in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), along with other relevant law relating to equality, human rights and special educational needs.
4. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

### Children with an Education, Health and Care plan (EHCP)

5. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
6. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name it in the child's

## **Oversubscription Criteria**

9. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

- 9.1. **Looked after and previously looked after children**

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by

9.3. **Children living in the catchment area of South Wigston High School who have a sibling at that school at the time of application and admission**

The applicant child's home address (as defined in this policy) must be located

a) employed at

multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place even where this means going over PAN.

### **Child's Home Address**

14. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
15. The child's home address will be the residential (not business) address at which they live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time. Where the child lives at more than one residential address, and the pattern of overnight stays is irregular, this will be assessed over the five most recent term time weeks.
16. Where there is any doubt, parents are expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting. Where the family owns or rents another property, additional documentary evidence confirming that the address stated in the application is and will be the applicant's permanent home address is likely to be requested.
17. If the child moves address during the course of the application process, Leicestershire County Council (and, if different, the child's home Local Authority for applications in the normal admission round) must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.
18. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

### **Application Process in the 'Normal Admission Round'**

19. All local authorities are required to coordinate admission in the **'normal admission round'** for all schools in their area.
20. The 'normal admission round' for applications for admission to Year 7 in August covers all applications made by the statutory deadline for applications (**31 October 2024**), as well as applications made after this date but in time for the child's home Local Authority to offer a place by 'national offer day' (**1 March 2025**).
21. Applications in the 'normal admission round' for must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants resident in the Leicestershire County Council area, their secondary admissions webpage can be accessed by clicking here:

**[Apply for a secondary school place | Leicestershire County Council](#)**

22. Parents should carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which

could result in lower priority and a place not being offered.

23. A '**late application**' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to negatively impact on the chances of achieving a place at higher preference schools. Parents are therefore strongly encouraged to submit applications by the statutory application closing date.

### **Application Process for In-Year Admission**

24. An 'in-year application' is one made for Year 7 on or after the first day of term in September, or for any other year group at any time.
25. The PAN set for Year 7 applies throughout the year of admission, but ceases to apply after that. This means that in-year applications made for Year 7 may be refused on the basis that there are no places available within the PAN.
26. In respect of all other year groups, a place must be offered unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.
27. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of the available places.
28. The Academy has opted into Leicestershire County Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Leicester County Council (not the child's home Local Authority) by completing their In-Year Admission Application Form via their in-year admissions page on their website which is accessible here:

### **[Apply to move school | Leicestershire County Council](#)**

29. Parents should carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in lower priority and a place not being offered.
30. The outcome of in-year applications will be notified in writing to parents ideally within 10 school days, but in any event within a maximum of **15 school days** of receipt.

### **Requests for Admission Outside Normal Age Group**



1 October and 31 January, ahead of determination on or before 28 February.

43. The admission arrangements for the 2025 intake were determined on [•this date will be inserted after determination on or before 28 February 2025, ahead of publication on or before 15 March 2025].