



Robert Smyth Academy

Admissions Policy & Procedures for Entry from September 2025

A variation to the determined arrangements was sought in July 2021 in response to a change to the Schools Admissions Code. The new code, [Schools Admissions Code \(2021\)](#) is in force from 1st September 2021. The variation is marked in yellow on this policy

Robert Smyth Academy is its own admitting authority. The processing of school admission applications is delegated to the Local Authority. The admissions arrangements outlined in this policy are the result of a full public consultation undertaken between Friday 1st October and Friday 16th November 2021

Purpose of this Policy

The purpose of the policy is to ensure that places at Robert Smyth Academy are allocated and offered in an open and fair way.

Applying for a place

A parent can apply for a place for their child at any state-funded school. Parents apply to the local authority in which they live (for Robert Smyth Academy that would usually be Leicestershire County Council) for a place at Robert Smyth Academy. The annual closing date for applications to be made to the local authority is **31st October** for a place the following August.

Planned Admission Number

Robert Smyth Academy has a planned admission number (PAN) of 210 students for entry into Year 7. For all other years there will be an operational capacity number.

Year 8 – 210 students
Year 9 – 210 students
Year 10 – 180 students
Year 11 – 180 students

If the Academy is undersubscribed, any parent that applies will be offered a place. If oversubscribed, applications will be ranked in order against its **published oversubscription criteria**. Parents whose preferences are refused have a right to appeal to an Independent Appeal Panel whose decision is binding, except for children with an Education Health Care Plans whose parents can appeal to the Special Educational Needs Tribunal.

Oversubscription Criteria

Where there are more applications for Robert Smyth Academy than there are places available, priority will be given to children in the appropriate age range whose parents applied on time, in the following order. Where there are more applications than places available within each criterion then proximity to the school will be used to decide who receives priority measuring in a straight line from the centre of the address to the main gate of the school.

1. All looked after children in the care of a local authority (see **note i**) or previously looked after children adopted immediately after being in care, or subject to a residence order or subject to a special guardianship order, or children whose exceptional social or medical needs can only be met by Robert Smyth Academy. This includes children who appear (to the admission authority) to have been in state

care outside of England and have ceased to be in care as a result of being adopted, as well as children who were adopted (or subject to child arrangement orders or special guardianship orders) following having been looked after in England

2. Those with a sibling attending the Academy. The sibling must be on roll at the Academy at the time of the proposed admission to the Academy. Siblings include a brother or sister who share the same parents; a half-sibling, step-sibling or legally adopted or foster child living at the same address.
3. A child of a member of staff who works for the Academy, where the member of staff has been employed for two or more years at the time when the application is made or is recruited to fill a vacant post where there is a demonstrable skill shortage with priority for admission given to those children who live nearest to the Academy
4. Children who attend a named feeder school (**Appendix 1**) at the point of application
5. Children who live nearest the Academy (See **note ii**)

Note i:

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. The definition of previously looked after children has been expanded to include "children who 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" and this needs to be included in the definition in your policy.

[*State Care - a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (I.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Note ii:

Children living nearest to the Academy: as measured in a straight line from a central geo-coded point of home address to the school's designated front gate. For the purposes of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim dual or equal residency they must prioritise one address over the other. It may be necessary to request evidence to verify an address. The following are not generally accepted when allocating places in oversubscribed schools:

- Purchase of a second property when a previous property is retained.
- Rented accommodation when a previous property is retained.
- Offers or exchange of contracts on intended purchases.
- Informal living arrangements with friends and family

Appendix 1: Named feeder schools

All Saints Church of England Primary School, Lubenham

Billesdon Parochial Primary School

Church Langton Church of England Primary School

Farndon Fields Academy

Fleckney Church of England Primary School

Foxton Primary School

Great Bowden Academy

Little Bowden School, Market Harborough

Market Harborough Church of England Academy

Meadowdale Primary School, Market Harborough

Ridgeway Primary Academy, Market Harborough

St Joseph's Catholic Voluntary Academy, Market Harborough

Acceptance or refusal of Offers; withdrawal of Places or of Offers of Places

In the normal admissions round it will be assumed by the School Admissions Service that the offer is accepted unless it is refused. Once the academic year begins the school place must be taken up within 20 school days. For mid-term applications the offer must be taken up within 20 school days from the offer date.

The School Admissions Service will afford the parent 10 working days plus an additional five working days for a reminder to accept the offered place. If no acceptance is received the offered place will be withdrawn.

The school reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Offers of places may be withdrawn if they are based on a parent's address that changes before the child is admitted.

In Year (mid-term) Transfers (all year groups)

All mid-term transfer requests (in-catchment included) will be co-ordinated through the LA Schools Admissions Service. Before applying parents are encouraged to arrange to visit the school they wish to apply for after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request)

Upon receipt of an in-year application, the admission authority, or the local authority if it is co-ordinating the admissions authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. The aim, wherever possible, is to always process mid-term applications within 10 days (five days if a child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required i.e. Proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.

Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Useful Links:

LA policy

(http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/admissions_useful_information.htm)

LA Appeals

link: (http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/appeals.htm)

Updates to Admissions Policy & Procedures for Entry from September 2024

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 child has missed education due to ill health. Decisions will be made 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. 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 normal age group.

Waitlist

Robert Smyth Academy do not run a waitlist for any year group with the exception of Year 7 following the transfer cycle of applications, which is overseen by Leicestershire Admissions.

The waitlist is ranked using the over subscription criteria listed in this policy. Therefore, the waitlist may change; this means that a child's position could go 'up' or 'down'. The waitlist makes no distinction between on time or late applications.

The Year 7 waitlist will operate until the end of the autumn term (midnight on 31 December) of the admission year

Children of Crown Servants

It is important to note that the provisions of the School Admissions Code or Armed Forces Covenant, do not give automatic priority to service children over other children or guarantee that service children will get a place at a particular school.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, Leicestershire Admissions service will:

- allocate a place in advance of the family arriving in the area (if 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.
- use the address at which the child will live when applying the oversubscription criteria, if the parent provides some evidence of their intended address. For example, we will use a Unit of quartering address as the child's home address where a parent requests this.

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Reviewer(s)	Dan Cleary Kate Nicholson
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