



# **FALCONS**

## **PRIMARY SCHOOL**

**School Admissions Policy,  
Oversubscription Criteria and  
Arrangements  
Entry September 2019  
and  
Mid-Terms Applications 2018/19**

## General Principles

Falcons' Primary School (FPS) will adhere to Leicester City Council's primary coordinated admissions scheme for first time admissions and in-year (mid-term) admissions. All applicants applying under the faith criteria **must** in addition to completing the Leicester City Council's common application form forward directly to the Akaal Education Trust a letter from their *Gurdwara* (*Sikh place of worship*) confirming that they are regular attenders.

FPS is committed to following the School Admissions Code, the School Admission Appeals Code, and will participate in full with Leicester City Council's *Fair Access Protocol*.

Akaal Education Trust is the admission authority. The admission arrangements if require changing will be consulted on in accordance with the school admissions codes and once determined by the Trustees and Governors of the Academy Trust will be on the FPS's website by 1<sup>st</sup> May in the determining year.

## Admission Number

In order to ensure that FPS complies with infant class size legislation, the admission number for 4+ entries (*foundation stage ii*) for September 2019 is **60** children.

For the main admission round (*foundation stage ii*), all on-time preferences will be considered simultaneously. If the school is oversubscribed, all applications for places will be ranked using the school's oversubscription criteria. Late applications will receive the lowest priority however will still be consider under the same FPS admissions criteria. If FPS is undersubscribed all pupils that apply will be offered a school place at FPS up to the admission number.

## Catchment Area

FPS does **not** have a designated catchment area.

## The oversubscription criteria:

For all children whose statement of special educational needs (EHCP\*) names the FPS in their statement will be admitted.

Where FPS is oversubscribed, FPS will split the applications by faith and non-faith, and rank the application in accordance to the following oversubscription criteria:

(EHCP\* - Education Health and Care)

<b>Sikh Faith Criteria (30 places – see note i below)</b>	<b>Non-Sikh Faith Criteria (30places)</b>
1. Children of <b>Sikh</b> faith that are Looked after, or were previously looked after <i>see note ii.</i>	1. Children of <b>non-Sikh</b> faith that are Looked after, or were previously looked after <i>see note ii.</i>
2. Sikh children with exceptional medical, social or welfare needs, <i>see note iii.</i>	2. Children with exceptional medical, social or welfare needs <i>see note iii.</i>
3. Sikh children with older siblings attending at the same time <i>see note iv.</i>	3. Children with older siblings attending at the same time <i>see note iv.</i>
4. Sikh pupils living nearest to FPS <i>see note v and vi.</i>	4. Pupils living nearest to FPS <i>see note v and vi.</i>

### \*Notes:

- i) Sikh faith applications, in addition to completing the FPS application form or Leicester City Council's common application form – **must** forward directly to the Akaal Education Trust, a letter from their Sikh Gurdwara (acknowledged Sikh place of worship) confirming the applicant has a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib Ji and that they regularly attend a Gurdwara.*
- ii) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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). A letter from the last local authority the child was in care off confirming the child was in care will be required. The length of time in care is irrelevant.*
- iii) For criterion 2, the application must be accompanied with professional supporting documentation that confirms the reasons or supports why an application for a place FPS is needed.*
- iv) Siblings include brothers or sisters including half brother or sister or legally adopted children, but not include i.e. cousins living at the same*

*address. The sibling must be an older sibling attending FPS at the same time.*

*v) Nearest distance is measured in a straight line from where the home (permanent residence see definitions below) meets a public highway to the FPS main front gate, using a computerised map tool.*

*vi) Should it be necessary to operate a tie-breaker the place will be awarded by a process of random selection i.e. lots will be drawn by someone independent of FPS.*

## **General Arrangements:**

**Faith:** Faith is defined as any child who, with or without their family, is a practicing member of the Sikh faith, and can be confirm this through a letter from their priest or the *Gurdwara* they regularly attend.

**Permanent Residence:** The child's permanent residence is where they live, normally. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will normally be the address at which they spend four out of seven nights in a given week. Alternatively, parents must decide which of the addresses will used as the designated home address, failure to provide this information may jeopardise the application.

**Distance measurement:** Leicester City Council's computerised mapping tool will be used to determine straight line distances, from where the home address meets a public highway to FPS's front gate.

**Multiple births:** In the normal round of admissions and if one place remains children of multiple births will all be admitted in accordance with the schools admissions codes.

**Oversubscription (waiting) list:** Where there are more applications than places available, all applications will be ranked in the same order of priority to the FPS's oversubscription criteria on page 3. Once all 60 places have been allocated all the rest will be refused, informed of their right to an appeal, and to be placed on the FPS's oversubscription (waiting) list. If a place becomes available FPS will allocate it to whoever is at the top of the list. The list will be reviewed and revised: –

- Each time a child is added, or removed from, the list;
- Whenever FPS is notified that the child's circumstances have changed i.e. change of address.
- At the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

**Deferred entry to Foundation (ii) Year (at 4+):** FPS is 4+ to 11 primary school\* with a start date from September for most pupils. Some parents may if they wish however, request deferred entry or attend on a part-time basis until their child reaches compulsory school age. This is the term immediately following the child's fifth birthday. For summer born children they should start following the summer half-term. Places cannot be held beyond the academic year in which the original application was made. If you wish your child to start in year one then a fresh application must be made.

**Transition to Foundation (ii):** To ensure that each child has a smooth transition into FPS school, FPS will offer an induction process for foundation children and their parents:

- Parents and children will be invited to a *Welcome to School Evening*. This is an opportunity for the Headteacher and staff to welcome parents to the school, to share information and to visit the classroom.
- Children are invited to attend the '*taster sessions*' during the summer term and may need to be accompanied by the child's **parent** (not grandparent, older sibling, uncle, aunt, child-minder etc).
- Parents will have the opportunity to be invited to Literacy and Numeracy workshops.
- Home visits will take place by our staff prior to a child starting school for the first time. The home visit plays no role in the admissions process.

### **Appeals:**

Until otherwise, FPS will engage the services of the local authority's appeals service where this is not possible FPS will engage the services of an independent appeals service. All appeals in the first instance should be made in writing using the Leicester City Council's appeal forms.

### **Applications during the School Year (mid-term):**

FPS will operate to the LA's co-ordinate mid-term applications scheme. This is because the LA's online systems operate 24/7, and throughout school holidays (online application link - <http://www.leicester.gov.uk/your-council-services/education-lifelong-learning/about-schools/school-admissions/starting-secondary-school/> ). If FPS has a space, the LA will offer the place, if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes. If refused the parent has the right of appeal.

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*\*Note: Falcons' Primary School does not cater for Foundation i (nursery) aged pupils.*

**Fraudulent Information:**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

**Fair Access Protocol:**

FPS 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 published admission number of a school that is already full.

**Children of UK Service Personnel (UK Armed Forces):**

Families of services personnel who have a confirmed posting to the local area will be allocated dealt with in accordance to para 2.18 of the school admissions codes.

**The Normal Admissions Timeline:**

- Closing date for first time admissions: 15<sup>th</sup> January 2019
- Offer date: 16th April 2019

**Objections:**

Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator ([www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)), but must be made before 30<sup>th</sup> May.

*To be reviewed September 2018 for entry 2020*



# **FALCONS' PRIMARY** **SCHOOL** **APPLICATION FORM**

OFFICE USE ONLY  
Date Received:

**FALCONS**  
PRIMARY SCHOOL

(FOR ENTRY SEPTEMBER 2019)

**CLOSING DATE: 15<sup>th</sup> January 2019**

It is very important that:

- You complete the whole form and return it to Falcons Primary School by the closing date;
- You complete all relevant sections – failure to do so may delay the processing of this form;
- The person completing this form has legal responsibility for the child.

## **Section 1 - PUPIL DETAILS** *(please make sure all details are correct)*

Full Name:

Male

Female

Year Group  
(please tick):

Foundation ii – is for 4+ pupils  
starting school for the first time:

Year 1 – is  
for pupils 5+:

Date of  
Birth:

Please ensure the address below is the pupil's correct home address:

Address:

New Address *(if moving)*:

Postcode:

Postcode:

Telephone:

Mobile:

E-Mail:

## **Section 2 – APPLICATION STATUS**

Sikh Applicants *(please tick & see below)*:

Non-Sikh Applicant *(please tick)*:

If applying under the Sikh criteria please ensure you have attached a letter from a Gurdwara (acknowledged Sikh place of worship) confirming the applicant has a belief in the teachings of the ten Sikh gurus and the Guru Granth Sahib Ji and, that they regularly attend a Gurdwara.

## **Section 3 – Additional Family Information**

*(completing this section may help to prioritise your case higher)*

Is the child in the care of a Local Authority?  
*(also known as 'looked after or previously looked after')*

Yes

No

If 'YES', please name the Local Authority:

Does the child have a Statement of Special Education Needs?

Yes

No

Your relationship to the child:

Parent:

Carer:

Mum

Guardian

Dad

Foster Carer

If Social Worker or Case Officer  
*(please give full contact details):*

Step-parent

Social Worker

#### Section 4 - DECLARATION

**i** I declare all the information I have provided is true. I also understand that any allegation of false or fraudulent information to gain a school place will result in FPS taking reasonable steps to ascertain the accuracy of the information. If the information is found to be false it may result in my child losing their place.

**i** Data Protection Act 1998. The information you supply will be held in a computer database which will be used by Leicestershire Local Authority and the other admissions authorities to which you are applying for a school place. The information will be used for the sole purpose of fulfilling FPS's statutory and operational needs in the area of school allocations and associated matters.

Mr, Mrs, Ms,  
Miss, Other:

Print Name:

Signature:

Date:

What to do next:

- Ensure you have checked and completed all necessary sections

If you need any help, please contact us via:

- [admissions@falconsprimary.org](mailto:admissions@falconsprimary.org)
- **RETURN** This form by the closing date to-



By email: [admissions@falconsprimary.org](mailto:admissions@falconsprimary.org)

By Post:

Falcons Primary School  
George Hine House,  
Gipsy Lane,  
Leicester,  
LE5 0TA

[www.leicester.gov.uk/your-council-services/education-lifelong-learning/about-schools/school-admissions/](http://www.leicester.gov.uk/your-council-services/education-lifelong-learning/about-schools/school-admissions/)

In order for us to be fair to all applicants, we have to operate a closing date.  
Applications received after the closing date will be treated as late.

# CLOSING DATE: 15<sup>th</sup> January 2019