



**BROOM LEYS
PRIMARY**
Lionheart Educational Trust



**BROCKS HILL
PRIMARY**
Lionheart Educational Trust



**HALLAM FIELDS
PRIMARY**
Lionheart Educational Trust



**RIVERSIDE
PRIMARY**
Lionheart Educational Trust



**HIGHCLIFFE
PRIMARY**
Lionheart Educational Trust



**LIONHEART
EDUCATIONAL
TRUST**

Admissions Policy 2026-2027

Review period **Annual**
Next review due



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Admissions Lionheart Educational Trust: Primary Schools (Brocks Hill, Hallam Fields, Highcliffe, Riverside and Broom Leys) via Leicestershire County Council Children and Young People's Service

For entry in August 2026 and in-year from August 2026. The admission authority is Lionheart Educational Trust.

The Trust is also responsible for arranging an independent appeal against refusal of a place at the school. The Trust has appointed the Local Authority (LA) to manage its Admissions on behalf of the Trust.

The purpose of the policy is to ensure that places at Broom Leys, Brocks Hill, Hallam Fields, Riverside and Highcliffe are allocated and offered in an open and fair way.

Published Admission number (PAN)

The school has an admission number set out below for **EYFS**. It will admit this number of pupils if there are sufficient applications. If fewer applications are received than PAN, all applicants will be offered a place.

PAN for EYFS are set out for each school below:

Broom Leys Primary	90
Brocks Hill Primary	60
Hallam Fields Primary	30
Riverside Primary	60
Highcliffe Primary	60

Class Sizes

Infant Classes (Foundation Stage, Year 1 and Year 2) must not exceed 30 children per teacher (as defined by the section 4 of the School Standards & Framework Act 1998). All other classes (Year 3, 4, 5 and 6) are also restricted to 30 children per teacher. Applications for year groups which would cause that number to be exceeded will be refused. That includes where admission would cause a class size limit to be breached in the future or any in-year applications which would cause any class size to exceed 30. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in a class or until the class numbers fall back to the current class size limit. Please refer to 2.16 of the Schools Admissions code for the full list of exceptions.

Application process

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live for a place at Lionheart Educational Trust Academies and any other preferred schools.

For standard entry in August to the school, the annual closing date is 15 January for a place the following academic year (see below for in year applications).



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Children with Education Health Care Plans

All children with an EHCP where the school is named will automatically be provided with a place at the school.

Oversubscription criteria

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place.

1. Looked after children and previously looked after children. (See notes).
2. Siblings of pupils attending the school at the time the application is received. (See notes).
3. Children who live in the catchment area at the time of application and admission. The catchment map can be found under admissions on the relevant school website.
4. Children living closest to the school. Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system

Tie-break

If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. Leicestershire Local Authority will conduct the random allocation.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

Delayed admission to reception

Parents who are offered a place for their child in EYFS can defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to this area, the Trust academies will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.



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Children from overseas

Lionheart Educational Trust will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

In year applications

Lionheart Educational Trust have appointed the Local Authority (LA) as our Admissions' Consultants who will, on receipt of an in-year application, manage the Trust's in Year application process. Any In year applications should be made via the LA's Co-ordinated scheme link below:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/further-school-application-information/school-policies>

There are two outcomes of in-year applications:

- A place will be allocated if one is available.
- Parents will be informed of their right to appeal against the refusal of a place.

Waiting list

The school will maintain a waiting list for EYFS until 31 December 2026. A parent whose application was unsuccessful may ask for their child's name to be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If a new child is added to the waiting list the list will be reranked according to the oversubscription criteria.

Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Details of this process and the appropriate time line can be found at: <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/appealing-a-school-place-decision>

Notes

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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). Further references to previously looked after children means such 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.

- 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24



- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Siblings

A sibling is:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child, where they are living at the same address as the applicant on the date of the application.

Home address

A child's home is the place where they normally live. Where a child's parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time. Proof of home address may be requested during the admissions process.