

**Priority Oversubscription Criteria for Entry Autumn 2025 Admissions and Mid-term Applications during 2025/2026 Academic Year**

- 8.1 Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.
- 8.2 A combination of the oversubscription criteria will be used if required where there are more applications than places, for example where there are 120 places and 125 applications are submitted, 0 under the first category children in care, 125 for children who reside in catchment, a combination of criteria will be used under catchment – catchment + sibling, catchment + serious medical condition, catchment + distance, until 120 places are allocated.
- 8.3 Where there is a tie, 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.
- 8.4 The Priority criteria for Leicestershire ‘maintained schools’ is set out in the table below:

<b>1<sup>st</sup></b>	Children who are looked after and those children who were previously looked after children. <i>(See note i.)</i>
<b>2<sup>nd</sup></b>	Pupils who live in the catchment area at point of application. <i>(See note ii.)</i>
<b>3<sup>rd</sup></b>	Sibling, where there is sibling attending the requested school and will still be attending the requested school at point of entry. <i>(See note iii.)</i>
<b>4<sup>th</sup></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.) <i>(See note iv.)</i>
<b>5<sup>th</sup></b>	Pupils with a sibling attending the Linked Junior School. <i>(See note v.)</i>
<b>6<sup>th</sup></b>	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). <i>(See note vi.)</i>

**Notes:**

- i. 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 arrangements 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.
  - 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).
- ii. All schools for which the Council is the admission authority have catchment areas these can be seen at the following link: [catchment areas](#). For the purpose 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 equal or dual residency the home address is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

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.
- iii. The term sibling relates to:
- 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.
- iv. 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 Service Manager along with the Admissions Manager will make the decision during the processing period in consideration with relevant professional documentation.

- v. A younger sibling will be considered under this criterion where they have an older sibling attending the linked junior school and will still be attending the linked junior when the younger sibling starts school.
- vi. For criterion 6, 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 mapping system (*Routefinder*). Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of the Council from another department that is independent of the Council's School Admissions Service.

This page is intentionally left blank