



**THE NEWBRIDGE
SCHOOL**



**THE CASTLE ROCK
SCHOOL**



**LIONHEART
EDUCATIONAL
TRUST**

Admissions Policy 2026-2027

Review period
Next review due

Annual



Responsibility for the admission of students rests with the Lionheart Educational Trust. The administration of applications to the college is undertaken by Leicestershire Local Education Authority.

All applications for places at the college will be considered in line with the arrangements set out below.

Admissions to Year 7 – Entry in September 2026

Published Admission Number (PAN) for Year 7 are set out for each school below:

The Castle Rock School	240
The Newbridge School	180

Should the number of pupil applications exceed our admission number, then places will be allocated in accordance with the oversubscription criteria.

Applications

Applications are made to the Local Authority in which you reside, through their on-line admission process. If your application is received after the closing date (normally 31/10 in the academic year before transfer) your application will be viewed as late.

Late applications will not be considered until all applications that were received on time have been processed.

The Local Authority may request information from you relating to verification of your application for a secondary school place. For example, proof of address if residency is unclear. False information, or omission of material information, may result in disqualification, or the loss of a place after it has been offered. The length of time a child has been attending the school will also be taken into account and a place will only be withdrawn if the child has attended the school for under one year.

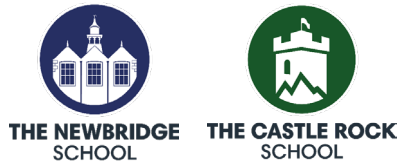
Decisions informing applicants of the outcome of their application will be sent out by the Local Authority on national results day in early March. Parents/carers will then be required to accept or decline the place.

Appeal Procedure

Parents/carers who are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance to the statutory provisions in force at the time. Appeals for The Castle Rock School and The Newbridge School are led by Leicestershire Local Education Authority. The decision of the appeal panel is binding to all parties. Full details of the appeals procedure will be sent to parents/carers with the decision letter on National offer day.

Waiting List

In addition to the right to appeal, unsuccessful applicants will automatically be placed on a waiting list, determined in accordance with the over-subscription criteria. Vacancies arising



between the acceptance deadline and the 31 December of the year of entry will be offered according to the order on the waiting list. The waiting list will be re-ranked in accordance with the oversubscription criteria every time another pupil applies to the school.

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.

Chronological Age Admission

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.18 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to The Castle Rock School or The Newbridge School (applicable school/college/academy) along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority. Parents will be notified once a decision is reached along with the reasons for the decision.

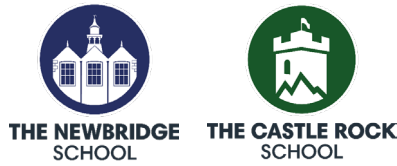
Parents' statutory right of appeal against or refusal of a place at the school does not apply if they are offered a place at the school but it is not in their preferred age group.

Over-subscription Criteria

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

If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

1. Children in care of the Local Authority and those children who were previously looked after children including those who appear to admissions authority, to have been in State Care outside of England and those that ceased being in care due to being adopted (or become subject to a Child arrangement order or special guardianship order) are considered under this criterion. In such circumstances a letter from the Local Authority/State in which the child was in the care of will be required (see definition in section 22(1) of the Children Act 1989).
2. Children who will have siblings in the college at the time when they will be admitted to the college (see note i).
3. Children who live in the catchment area – see map available on the school website.
4. Children living nearest to the school measured in a straight-line distance from the centre point of the property to the school's main designated front gate, using a computerized mapping system (Routefinder).



Notes

- i. 'Siblings' means two or more children who have at least one parent in common and who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that 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.

Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Tiebreaker

Within a category, should PAN be reached, distance from the school will be used to decide who has the highest priority for admission. On the rare occasion where the distance between two children's' homes and the school is the same a process of random allocation will be used as a tie break. This process will be independently verified.

Other admissions (in-year or casual admissions)

Applications for vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time during the year. Information and application is through Leicestershire Local Education Authority. Lionheart Academies Trust may refuse to admit an in-year transfer where the admission of another child would prejudice the provision of efficient education or efficient use of resources.