



LIONHEART EDUCATIONAL TRUST

Admissions Policy 2026-2027

Review period **Annual**
Next review due



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).



**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

Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children
2. Siblings of pupils attending the school at the time the application is received.
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. Pupils living nearest to the school measured in a straight-line distance (home to school front gate).

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.

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.



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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 online application system. 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

Looked after children

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

Previously looked after children

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangement order or special guardianship order. Also, children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.

Siblings

A sibling is:

- a natural brother or sister, or half brother or sister
- a legally adopted brother or sister, or half-brother or sister
- a stepbrother or sister
- other child living in the same household as part of the same family

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.