



Gartree High School

Admissions Policy from August 2027

Approved By:	Governing Board
Date of Review:	4 th December 2025
Date of Next Review:	December 2026

Review History

Date of change	Change Summary
4 th December 2025	Admission timeline dates

Gartree High School is its own Admissions Authority and admissions arrangements are decided by the Governing Body. Applications are made through the Local Authority's admissions process.

1. Purpose of this Policy

1.1 The purpose of this Policy is to ensure that places at Gartree High School are allocated and offered in an open and fair way in accordance with admissions legislation, and School Admissions Code and School Admission Appeal Code: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf.

2. Applying for a place

2.1 Parents/Carers of Year 6 children should apply for a place at Gartree High School for the academic year 26/27 either online via the home Local Authority's website:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies>.

Or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application. Paper copies of the application form can be requested from the Customer Service Centre by calling 0116 305 6684.

The admissions timeline:

31st October 2026 – Closing date for application to the Local Authority (LA)

28th February 2027 – Publication of appeals timetable on LA website

1st March 2027 (or next working day) – National offer day for secondary school places

April – August 2027 – Appeals process and outcomes

August 2027 – New Year 7 intake start at school

2.2 All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria set out below.

2.3 All late applications received after the closing date will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the school to take those circumstances into account. This will be reviewed and written reasons will be provided for any decision.

2.4 It is the legal responsibility for the Local Authority where the child resides to co-ordinate the transfer from Year 6 to Year 7 for all relevant children in their area.

Decisions

2.5 All decisions about admissions to Gartree High School will be made using this policy.

2.6 All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

2.7 The Local Authority will aim to notify parents of the decision for in-year places within 10 school days of receiving the application and must notify in writing within 15 school days.

3. Appeals

3.1 Parents/carers who do not secure a place, will be given the opportunity to appeal against the decision of the Admission Authority to an Independent Appeal Panel.

If a child has an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

Appeals will be held in line with the Department for Education 'School Admission Appeal Code 2022' and will be managed by Leicestershire County Council Admissions team.

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal please go to the Leicestershire County Council website -

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

4. Late applications

4.1 All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time and ranked after all of the on-time applications have been processed.

4.2 Applications that are received late for good reason, e.g. when a single parent has been hospitalised, or a family are returning from abroad will be considered along with applications received before the closing date of 31st October, providing documentary evidence of the reason for lateness is also received and is no later than 31st January.

4.3 Mid-year applications should be made to the Local Authority on behalf of the Admitting Authority (Gartree) if a place is available at the school. We advise that you contact the school to arrange a visit prior to an application being made.

5. Admission Number

5.1 Gartree High School has Planned Admission Number (PAN) of 185. The PAN will not be exceeded to accommodate mid-term applications from those moving into the local area. It may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

6. Oversubscription Criteria

6.1 Where there are more applications for Gartree High School than there are places available, the criteria below will be used to allocate places. First places will be allocated to children whose parents applied on time. If there are more applications than places in a category, then the lower criteria will

be applied in combination. For example, if there are more feeder school children than remaining places, the 4th and 5th criteria will be applied together, so it will be a feeder school child who lives closest to Gartree High School that will take the next place.

6.2 EHCP Applications Gartree High School will admit to the school a child with an Education Health Care Plan that names the school. This is not an oversubscription criterion, and will apply whether or not the school has a place available.

Allocation will made in the following order:

1 st	Looked after children (LAC) and those children who were previously looked after children (see 6.2)
2 nd	Children who will have an older brother or sister attending Gartree High School at the same time (see 6.3)
3 rd	Children of current Gartree High School staff (see 6.4)
4 th	Children who attend a feeder school (see 11.1)
5 th	Children living nearest to the school measured in a straight-line distance from home address to school gate (see 6.5-6.9)

6.2 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. (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.
- 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)

6.3 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.

6.4 Where the member of staff has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member or staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This applies to all staff.

6.5 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 school 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 school 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, Leicestershire County Council on behalf of the school 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.

6.6 In determining an application for a school place, the Council on behalf of the school may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;

- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

6.7 Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place may be withdrawn. Incorrect information may be misleading or even fraudulent. Accurate information is needed to fairly process all applications. If a place has been withdrawn, the applicant can submit a new application and that will be considered in line with this policy.

6.8 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 as 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.

6.9 Measurement of distance of up to three decimal places is calculated by the Leicestershire County Council admission team using a Geo Coding System in a straight line from the centre point of the property to the school's main designated front gate. Distance from the school is used as a means of giving priority to children. Should the computerised system throw up an equality of distance for more than one child (who do not have the same home address), the final tie breaker will be used (see section 8).

7. Out of Age Group Applications

7.1 It would be exceptional to admit pupils out of their chronological year group. However, if a parent/carer wants to request this then they should contact Gartree High School to discuss the application and explain the reasons supporting the request. 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.

7.2 When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out. We will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional.

8. Tie Breaker

8.1 In the event that there are two applications which cannot otherwise be separated following application of the over subscription criteria (including using the final application of distance if more applicants are within a single criterion), the allocation of a place will be by lot. The names of the relevant children will be drawn from a hat by an independent person. This process will be independently verified.

9. Fair Access Protocol & Pupils with Challenging Behaviour

9.1 Gartree High School participate in Leicestershire County Council's Local Authority's Fair Access Protocol.

9.2 Gartree High School will not take account of their poor behaviour in the usual admission round, that is to say transfer from primary to secondary school, except where the child has been permanently excluded from two or more schools, for a period of 2 years from the last exclusion.

9.3 At any other point of application other than the normal admission round, or at any point in the normal year of entry (year 7), the school may take into account any evidence to suggest that the child has displayed challenging behaviour to refuse admission and refer the child to the Fair Access Protocol.

10. Second Applications

10.1 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;

- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

10.2 We will determine if the circumstances meet the threshold for a second application.

11. Feeder Schools

11.1 The following primary schools are considered to be feeder schools for the purposes of this policy.

- **Brocks Hill Primary School, Oadby**
 - *Historic link prior to 2016 in the three tier system*
- **Brookside Primary School, Oadby**
 - *Historic link prior to 2016 but not a feeder school in the three tier system*
- **Fernvale Primary School, Thurnby**
 - *Historic link prior to 2016 but not a feeder school in the three tier system*
- **Houghton on the Hill Church of England School**
 - *Historic link prior to 2016 in the three tier system*
- **Langmoor Primary School, Oadby**
 - *Historic link prior to 2016 in the three tier system*
- **Launde Primary School, Leicester**
 - *Historic link prior to 2016 in the three tier system*
- **Overdale Junior School, Leicester**
 - *Historic link prior to 2016 but not a feeder school in the three tier system*
- **St Luke's Church of England Primary School, Thurnby**
 - *Historic link prior to 2016 in the three tier system*
- **St John the Baptist Church of England Primary School, Leicester**
 - *Historic link prior to 2016 but not a feeder school in the three tier system*

- **Woodland Grange Primary School, Oadby**
 - *Historic link prior to 2016 but not a feeder school in the three tier system*
- **Glenmere Primary School, Wigston**
 - *Gartree is the closest secondary school*
- **St Cuthbert's Church of England Primary School, Great Glen**
 - *Gartree is the closest secondary school*

12. Waiting List

12.1 If Gartree High School is oversubscribed, we will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the Oversubscription Criteria. The waiting list will be maintained for the first academic term in the year of admission. If places become available between the acceptance deadline and 31st December of the year on entry, individuals will be offered a place according to the waiting list. The waiting list will be re-ranked every time a child is added to the waiting list.

12.2 The Admission Number (AN) is 185 pupils. We will maintain a waiting list throughout the autumn term for the transfer year only, ranked in the same order as the published over-subscription criteria. A waiting list is not held for other year groups.