



ADMISSIONS POLICY

WOLSEY HOUSE PRIMARY SCHOOL



HEADTEACHER: MR S POWELL
CHAIR OF GOVERNORS: MR M PEATFIELD

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Statement of intent

At Wolsey House Primary School, we aim to be an inclusive school, welcoming children from all backgrounds and abilities.

The only restriction we place on entry is if admitting a child would result in a class size exceeding 30, particularly in Early Years Foundation Stage and Key Stage 1. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child will be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, at times, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of children into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Appeals Panel without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

The governing body is responsible for:

- Liaising with the LA where relevant regarding admitting children to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for children admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Local Authority's Appeal Panel is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of children and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The Local Authority's Appeals Clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

The school is responsible for:

- Notifying the LA of any in-year admissions and their outcomes.

3. Admissions arrangements

The Published Admissions Number (PAN)

Wolsey House Primary School's Pupil Admission Number (PAN) is 90 pupils per statutory year group. We have 52 places in our Nursery class, 15 and 30 hour places are usually available.

The LA will consult with the governing body where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the LA where appropriate.

The governing body will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

How parents can apply for their child to be admitted to our school – Reception, KS1 and KS2

The Admissions Authority for our school is Leicester City Council Local Education Authority. The Local Authority (LA) provides a booklet each year with guidance and a timetable for the admissions process. Please click on this link to take you to the guidance: [Admissions policy and arrangements \(leicester.gov.uk\)](https://www.leicester.gov.uk/admissions-policy-and-arrangements)

Parents have a right to express their preference, but this does not, in itself, guarantee a place at a particular school. Applications should be made online. Please click on this link: [Apply for an infant or primary school place \(leicester.gov.uk\)](https://www.leicester.gov.uk/apply-for-an-infant-or-primary-school-place)

Parents can access help with making an application, by emailing admissions.online@leicester.gov.uk or calling 0116 454 1009

Nursery Admissions

The Governing Body of Wolsey House Primary School is the admissions authority for Nursery pupils. The school holds a list of names of pupils whose parents express an interest in their child attending. All three and four year olds are entitled to 15 hours of free nursery education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

We encourage parents to express their interest in our Nursery class as early as possible by registering their child following the child's second birthday. Please come into the School Office to complete an application form. If the Nursery is oversubscribed the school will use the same oversubscription Criteria used by Leicester City Council. For parents interested in 30 hour placements please see Appendix A for more details.

Oversubscription criteria

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the LA has applied the following oversubscription criteria, in order of priority given:

- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children with siblings currently at the school, or whose siblings have left the school within the last six years.
- Children of staff at the school.
- Children eligible for pupil premium where they are in a nursery class attached to the school either by location or management.

All children who have named the school in their EHC plan will be admitted.

This link will take you to the LA's website: [Oversubscription](#)

Where two applications cannot otherwise be separated, the LA will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of children with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

4. Admissions appeals

If the Local Authority do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.


The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

5. Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the Local Admissions Forum.

Date of Policy: Autumn 2025

Date of Policy Review: Autumn 2027

Headteacher:	Mr S Powell 	Date:	November 2025
Chair of Governing Body:	Mr M Peatfield	Date:	November 2025

Wolsey House Primary School - 30 Hours Policy-Appendix A

How can I access my 30 hours free education/childcare at Wolsey House Primary School?

From September 2017 the Government pledged to provide 30 hours of free childcare for working parents and as a school we are committed to supporting parents to access this. We offer 30 hour provision in our Nursery, where capacity allows, from 8.45am – 11.45am and 12.30pm-3.30pm.

As part of our 30 hour offer, we provide a lunchtime session from 11.45 -12.30pm at a charge of £2.50 a day, where a packed lunch is provided from home. This is to be paid on a half termly basis. If you do not wish to pay for the lunchtime session then you can take your child home at lunchtime and return for the PM session.

Families not eligible for the 30 hours will still be able to access their 15 free hours by their child either attending the AM (8.45-11.45) or PM (12.30-3.30) session.

In addition to the government funded 15 hour and 30 hour places, we now also offer families the opportunity of an additional paid 15-hour place, again where capacity allows. This is charged at £17.50 a day (including lunchtime) and is paid up front on a termly basis.

To check if you are eligible for the 30 hours and/or other benefits please visit www.childcarechoices.gov.uk and use the calculator to get your eligibility code. You will need to bring this with you to enable you to access the 30 hours free. New eligibility codes must be provided to the school office on a 3 monthly basis in February, April, July, November so that eligibility can be checked.