



## Brookvale Groby Learning Campus Admissions Policy

### From 2027 onwards

#### Policy Monitoring, Evaluation and Review

|                       |               |
|-----------------------|---------------|
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| <b>Date ratified:</b> |               |
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*\* Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period*

#### Revision History:

| Version | Date      | Author | Summary of Changes                                                                                                                                                                                                                                                                                                                |
|---------|-----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0     | Sept 2025 | CBR    | Existing policy put into TMET template<br>Key changes to previous policy: <ul style="list-style-type: none"> <li>Oversubscription criteria – addition of criterion 5 for children eligible for Pupil Premium and criterion 8 for children of staff.</li> <li>Post 16 admissions – replaced ‘interview’ with ‘meeting’.</li> </ul> |

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## **Introduction**

Brookvale Groby Learning Campus (BGLC) is an 11 to 18 school located in Groby, Leicestershire. BGLC is part of The Mead Educational Trust (TMET) which is a school trust with schools in Leicester and Leicestershire.

TMET is the admissions authority for BGLC and, as such, is responsible for setting the criteria for admission and their interpretation; however, at all times it will act in accordance with the statutory guidance for admissions and appeals set out in the [School Admissions Code 2021](#) and the [School Admission Appeals Code 2022](#).

The administration of applications to BGLC is undertaken by Leicestershire County Council and applications can be made via [Apply for a secondary school | Leicestershire County Council](#)

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

## **Planned Admission Number (PAN)**

BGLC has a PAN for year 7 of **255**.

BGLC will accordingly admit this number of pupils to year 7 up to the PAN.

Should the number of pupil applications exceed our admission number, then places will be allocated in accordance with the oversubscription criteria set out on page 3.

## **Application process**

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 (31<sup>st</sup> October 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 term.

Decisions informing applicants of the outcome of their application will be sent out by the Local Authority on national results day (1<sup>st</sup> of March or the next working day). Places will be assumed accepted unless refused.

Admissions Timeline:

- 31 October: Closing date for applications to the Local Authority (LA)
- 28 February: Publication of appeals timetable on LA website
- 1 March (or next working day): National offer day for secondary school places
- April to August: Appeals process and outcomes
- August: New intake starts at school

### Oversubscription criteria

These apply to admissions into year 7 at the start of the academic year and for in-year admissions for any year group.

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places, or applications are tied, 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 (see tiebreaker section on page 5).

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names BGLC before any other allocations are made.

### **THE ADMISSION NUMBER FOR BGLC INTO YEAR 7 IS 255**

|                       |                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup></b> | Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England. (See note i)                                                                                                  |
| <b>2<sup>nd</sup></b> | Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential that they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note ii) |
| <b>3<sup>rd</sup></b> | Pupils whose home address is in BGLC's catchment area who will have an older sibling attending the same school at the same time. (See notes iii and iv)                                                                                                       |
| <b>4<sup>th</sup></b> | Pupils whose home address is outside BGLC's catchment area who will have an older sibling attending the same school at the same time. (See notes iii and iv)                                                                                                  |
| <b>5<sup>th</sup></b> | 46 children whose home address is in the catchment area of BGLC and are eligible for the Pupil Premium. (See note v)                                                                                                                                          |
| <b>6<sup>th</sup></b> | Pupils whose home address is in BGLC's catchment area. (See note iii)                                                                                                                                                                                         |
| <b>7<sup>th</sup></b> | Pupils who are attending a feeder school at the point of application. (See note vi)<br>Our feeder schools are:<br><i>Elizabeth Woodville      Lady Jane Grey      Martinshaw</i><br><i>Ratby      Newtown Linford      Kirby Muxloe</i>                       |
| <b>8<sup>th</sup></b> | Children of members of staff (teaching and support staff) on a permanent contract. (See note vii)                                                                                                                                                             |
| <b>9<sup>th</sup></b> | Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vii)                                                                                                                                          |

### **Notes**

- i) **Criterion 1:** 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). This oversubscription criterion

also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- ii) **Criterion 2: serious medical condition or exceptional social or domestic needs.** 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 can be, 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 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 decision on admission will be taken during the processing period in consideration with relevant professional documentation.

- iii) **Criterion 3, 4 and 6: catchment area.** BGLC has its own catchment area. The pupil's home address determines in which catchment area they reside.

If you are unclear in which catchment area your home address falls, please contact LCC's Customer Service Centre on (0116) 305 6684 or contact BGLC direct on 0116 287 9921 and speak to Reception.

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, they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address. However, Service families do not need to supply an address for a place to be allocated. A place will not be refused if the family does not have an intended address.

- iv) **Criterion 3 and 4:** 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; and
  - 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.
- v) **Criterion 5:** Those eligible for **Pupil Premium** admission priority are children who:
- are currently registered as eligible for free school meals; or
  - have been registered as eligible for free school meals at any point in the last six years.
- vi) **Criterion 7: feeder schools.** The child must be on roll at the feeder school at the point of application.
- vii) **Criterion 8: children of staff.** Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
- where the member of staff has been 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 of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- Children include natural, adopted, step-children and children of cohabiting partners, living with the staff member or elsewhere.
- The member of staff must be employed by The Mead Educational Trust and have worked at BGLC for at least 2 years.
- viii) **Criterion 9: distance to school.** The distance of up to three decimal places will be measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point for the child's home address to the Geo-code reference point for BGLC. Applicants living in the same block of flats will be regarded as living the same distance from BGLC.

### **Tiebreaker**

If, two or more applications have identical ranking following applying all the above criteria in priority order, 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 Leicestershire County Council from another department that is independent of the School Admissions Service.

### **Appeals**

All parents will have a right of appeal if an application for a school place at BGLC is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website.

Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal.

### **Waiting list (Year 7 only)**

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 national offer date and 31<sup>st</sup> 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 and is added to the waiting list.

LCC will maintain an oversubscription (waiting) list for transfers from primary to BGLC for Year 7.

The oversubscription (waiting) list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after national offer date until 31<sup>st</sup> December of that year.

Applications received after the National Offer Date will be determined as mid-term applications. Any applications that are refused before 31<sup>st</sup> December will also be automatically placed on the oversubscription (waiting) lists.

LCC does not hold waiting lists past 31<sup>st</sup> December for applications to Year 7. At any point while on the oversubscription (waiting) list, the family's circumstances change and LCC has been made aware, the application will be re-assessed, and the lists will be re-ranked in accordance with the priority criteria. Where a family has failed to notify LCC of such a change and is subsequently offered a place, that place may be withdrawn.

### **In year (mid-term) admissions (all year groups)**

Mid-term transfer requests will be co-ordinated through the LCC's School Admissions Service. The best way to apply is through the LCC Admission's portal (before applying parents are encouraged to arrange to contact BGLC to make an initial enquiry).

LCC will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required (i.e. proof of looked after status or previous looked after status, house purchase, tenancy agreement, fair access information for complex or out of authority applications etc) or during busy periods (such as during the normal admissions round or due to when schools are closed i.e. during school holidays).

Where there are multiple in-year admissions and BGLC does not have sufficient places for every child who has applied for one, places will be allocated on the basis of the oversubscription criteria.

Where the mid-term application is made through LCC, the decision will be to either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Decisions will be made by a panel of Leicestershire County Council (LCC) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen into a lower age group if the child was not born prematurely; and
- the views of the school principal.

Decisions made will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

Where LCC and BGLC agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at secondary transfer at the appropriate time a year later as part of the co-ordinated admission process. If that application is successful, the child will be admitted into Year 7. However, parents must be aware that any such consent will not guarantee them a place at BGLC.

LCC will process any such application, on BGLC's behalf, as part of the main admissions round, and alongside other applications for that age group, on the basis of determined admission arrangements only including the priority criteria when this applies. All late applications received after the closing date will be considered after those that have been received on time.

Any agreement by LCC and BGLC to delay entry or be admitted in advance of their chronological age group will only apply in relation to the school identified by the parents.

At the point of transfer to secondary school it will be a matter for BGLC, in conjunction with LCC, to determine whether to approve any request for a child to be admitted outside of their chronological age group.

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

### **Acceptance or refusal of offers and withdrawal of places or offers of places**

In the normal admissions round offers are made for secondary transfer, national offer date 1<sup>st</sup> March, places will be assumed accepted unless refused.

For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with offer school to make starting

arrangements. Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received, then the offer of a place will be withdrawn.

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

### **Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils**

Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

BGLC is not able to refuse to admit a child when applying as part of the normal round of admission into Year 7, due to challenging behaviour being identified. There are other categories where BGLC would not refuse admission on grounds of challenging behaviour, in accordance with the Equalities Act 2010.

Where a child has been permanently excluded from two or more schools, there is no obligation for BGLC to comply with parental preference for a period of two years from the last exclusion. This does not apply to:

- children who were below compulsory school age at the time of the permanent exclusion;
- children who have been re-instated following a permanent exclusion;
- children whose permanent exclusion has been considered by a review panel. And the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- children with Education, Health and Care Plans naming the school.

In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on LCC's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to LCC for action under the Fair Access Protocol (FAP).

For those of secondary school age the relevant Area Behaviour Partnership will be responsible to place the student with support as necessary.

Parents are not precluded from applying for a school place even whilst the FAP is ongoing.

For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 6 to Year 7), all exclusions are expunged and the receiving school must take the child.

#### **Children who move out of or into the catchment area including late and or mid-term applications**

A child who is already attending BGLC and whose place of residence changes to an out-of-catchment address is entitled to continue attending BGLC. However, any subsequent application, as a mid-term or at the point of transfer to secondary school, must be made using the new address.

Where a family have made an application they must notify LCC of any change in their address as soon as possible after the move.

Where a family have applied for or been offered a place at BGLC and move home during the course of the admissions process (i.e. after the closing date for transfers but before they start) they must notify LCC immediately.

During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof. Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

#### **UK service personnel or Crown Servants**

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

### **Post Sixteen and Sixth Form Admissions**

BGLC has delegated control (from LCC) of Post 16 admissions. However, this is within the broader context of LCC's policy and role as the admissions authority for BGLC.

- All students on roll in Year 11 at BGLC are entitled to a place in Post 16, Year 12, provided they meet the entry requirements as detailed in section 5.2 below.
- BGLC has an admission number, into year 12, Post 16 of 240. This 240 is comprised of Year 11 students already on roll at BGLC who meet the entry requirements (as per 16.2 below). Any remaining places can be filled by external candidates up to a year 12 group maximum of 240. It is acceptable to exceed this figure, but only if demand for courses can be met.

### **Criteria for access to A level/BTEC courses**

At Post 16, BGLC is a level 3 centre. We offer a range of A level and BTEC qualifications. Students wanting to study other courses are signposted to local FE Colleges.

- The minimum entry requirement for Post 16 is 6 GCSE qualifications at grade 4 or above (or equivalent) in a variety of subjects, including English and Maths.
- In order to study specific subjects at A level, students need to have gained the minimum entry requirement for Post 16 and also the entry requirement for the subjects they wish to study. Exceptions to this must be approved by the Head of Post 16 following discussions with the relevant Subject Leader.
- Some subjects require a grade 5 or above at GCSE in Mathematics and/or English. Some subjects also require a grade 6 in a related subject – please see the entry requirements for each subject on our website.

### **Guidelines for Applicants**

All applications, whether from internal or external applicants, will be treated equally as long as they adhere to the deadline date and entrance criteria.

- For all applications for Post 16, the preferred completion date for applications is prior to the Christmas break and is submitted via a PS16 Online Application System. However, late entry requests will be accepted, providing the student meets the entry criteria. In such cases it must be understood that the late entry may result in limitation of access to courses due to numbers.
- Students already at BGLC still have to apply formally for place in Post 16. They must meet the entry criteria and apply by the end of the Autumn Term.
- All applicants will be given **an interview a meeting** and will receive an offer of a place within 4 weeks of their **interview meeting** conditional on their achievements at GCSE.
- Any applicant refused a place has the right to appeal to an independent appeal panel. Please contact BGLC for more information.