



ADMISSIONS POLICY

2025 – 2026



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 2025

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

Martin High School	180
Humphrey Perkins	180
Cedars Academy	190

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 (31st 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 The length of time a child has been attending the school will also be taken into account and a place will only be withdrawn if the child has attended the school for under one term.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 (March 1st 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

Appeals 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 Martin High School, Cedars Academy or Humphrey Perkins School are led by Leicestershire Local Authority School Appeals Service. 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. This applies to all in year admissions as well.

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 national offer date and the 31st 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 to the list.

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 Martin High Schools, Cedars Academy or Humphrey Perkins 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

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

1. Looked after Children and Previously Looked after Children (see note i).
2. Children who will have siblings in the college at the time when they will be admitted to the college (see note ii).
3. Children who live in the catchment area – see map available on the school/college/academy website.
4. Children living nearest to the college measured in a straight-line distance from the centre point of the property to the school's main designated front gate, using a computerized geo coded mapping system.



Notes

- i 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). 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.

Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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).

Where a family have equal split residency arrangements and the child resides either in the same school catchment or lives in two catchment areas, parents must prioritise one address. Informal arrangements between parents will not be taken into consideration.

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 Admitting Authority for the purposes of an application for a school place is the one where the child lives for the majority of the week. That is the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

- ii 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.

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 drawing of lots will be used as a tie break. This process will be independently verified.

Other 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.

If Cedars Academy, Martin High School and Humphrey Perkins School have a space, the LA will offer the place. If there are more applications than places the school will rank the applications according to the oversubscription criteria and inform the LA, who in turn inform parents of outcomes. The Council 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. Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc.

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 1st 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 accepting or refusing it) is received, then the offer of a place will be withdrawn. 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.

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.