



Admissions Policy - Infants

Statutory

Reviewed: Feb 2026

Next Review Date: Feb 2027

Role Responsible: Head of School

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1. Introduction

Humberstone Infant Academy is a popular Infant 3-7 school. It became part of Odyssey Educational Trust Multi Academy in April 2016 and as such the Trustees are the admissions authority and have responsibility for determining admission arrangements within the statutory framework including consideration of the Admissions Code of Practice and the School Admissions Appeals Code.

1. Purpose

1.1 This document sets out the admission arrangements for Humberstone Infant Academy. The document forms an Annex to the funding agreement between Humberstone Infant Academy and the Secretary of State.

1.2 Notwithstanding these arrangements, the Secretary of State may direct Humberstone Infant Academy to admit a named pupil to Humberstone Infant Academy. Before doing so the Secretary of State will consult the academy.

2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

2. Admission Arrangements

The admission arrangements for Humberstone Infant Academy for the years 2026/27 and 2027/28 and 2028/29 subject to any changes approved by the Secretary of State for subsequent years, will be described as below

2.1 Humberstone Infant Academy currently has a published admission number (PAN) of 90 places for the normal year of admission (Reception Year). For the 2027-28 academic year this will be reduced to 75 places for the normal year of admission (Reception year). This has been agreed by Trustees following a period of stakeholder consultation held in the Autumn term 2025.

Admissions for the Nursery are managed by the school directly and covered under the Nursery Admissions Policy. The Nursery has an agreed admission number of 26 part time places.

2.2 If Humberstone Infant Academy decides that it is able to admit above its published admissions number it will notify the local authority in good time to allow the Local Authority to deliver its coordination responsibilities.

3. Process of Application

3.1 Applications for places at Humberstone Infant Academy will be made in accordance with the Local Authority coordinated admission arrangements and will be made on the common application form provided and administered by the Local Authority.

3.2 Humberstone Infant Academy will take part in the coordinated admissions scheme in Leicester City, the timetable for which will be published annually by the Local Authority. The publication will include details relating to the administration of late applications.

4. Consideration of Applications

Humberstone Infant Academy will consider all applications for places. Where fewer than 90 applications are received for 2026/27 and fewer than 75 applications are received for 2027/28 the academy will offer places to all those that have applied.

5. Procedures where Humberstone Infant Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number for the year, applications will be considered against the criteria set out below;

Places are allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England

Criterion 2: Children who were previously in care outside of England.

Criterion 3: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested.

Criterion 4: Children whose home address is in the catchment area of the Infant school with a sibling at the school who will still be on roll when the applicant starts school.

Criterion 5: Children whose home address is outside the catchment area of the Infant school with a sibling at the school, who will still be on roll when the applicant starts school.

The Linked Schools are: Humberstone Infant School and Humberstone Junior Academy

Criterion 6: Children whose home address is in the catchment area of the Infant school

Criterion 7: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application.

Criterion 8: Children whose home address is outside the catchment area of the school and who have requested a place within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a

geographical information system measuring from the geo-code reference point from the child's home address to the geo-code reference point for the school.

Tie-break Criteria. Within each criterion, priority will be given to the children who live closest to the school. Distance will be measured on a straight-line basis using a geographical measuring system measuring from the GEO measuring point from the child's home address to the GEO code reference point to the school. In the unlikely event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis on lots drawn by a Director from Humberstone Infant Academy who is not involved in the administration of school admissions.

Multiple Births If the final place available at a school is offered to a twin or triplet and the remaining sibling would ordinarily be refused, places will be offered to the remaining sibling at the same school.

Operation of Waiting Lists

Where in any year, Humberstone Infant Academy receives more applications for places than there are available, a waiting list will operate. The list will be maintained by the local authority and it will be open to any parent/carers to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

Children's position on the waiting lists will be determined solely in accordance with the criteria set out in the over subscription criteria. Where places at the academy become available they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down on the list. At the end of the academic year, those on the waiting list will be contacted to determine if they wish to reapply for the following academic year and if applicable the child will be put on the waiting list for that admission year.

6. Arrangements for Appeals Panels

Parents have the right to an independent appeals panel if they are dissatisfied with a decision of Humberstone Infant Academy. The appeal panel will be independent of the academy and will be composed of 3 members who will include:

- At least one person who has no personal experience of Humberstone Infant Academy defined as a lay member
- At least one person with experience in education

The arrangements for appeals will be in line with the School Admission Appeals Code.

The determination of the appeals panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Parents will normally have 20 school days after notification of a place not being offered at the academy to lodge an appeal.

Parents wishing to appeal against an admission decision by the academy should send a completed appeal form to the clerk to the appeal panel at the address on the appeal

form. Other documents / additional evidence may be submitted in support of an appeal and should be lodged with the clerk to the appeals panel not less than 7 days before the appeal hearing. At least 7 days before the hearing the academy will provide the parent with a written statement detailing the reasons why it has not been possible to admit the child.

For applications for in- year admissions, appeals must be heard in 30 school days of the appeal being lodged. For applications made in the normal admissions round appeals must be heard within 40 school days of the deadline for lodging appeals. Parents will be given at least 10 school days' notice of their appeal hearing.

Parents will be informed of the outcome of the appeal in writing within 5 school days of the hearing. In the case of unsuccessful appeals, the appeal panel will give the parents the reasons for not upholding the appeal.

7. Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. If there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

9. Consultation

Humberstone Infant Academy will consult every 7 years, as required by the school's admissions code or sooner if there are proposed changes to its admission arrangements.

When consultation takes place, it will be by 1st March lasting for a minimum of 8 weeks in the determination year and will involve;

- a) parents of children between the ages of 2 & 18
- b) other persons in the area who in the opinion of the admissions authority have an interest in the proposed admissions.
- c) All other admission authorities within the relevant area, primary admission authorities, the Local Authority, any affected Local Authority in the neighbouring area.

10. Determination and Publication of Admission Arrangements

Following consultation, the academy will consider comments made by those consulted. Humberstone Infant Academy will determine its admission arrangements by the 15th April by the relevant year and before the 1st May will notify those consulted of what has been determined.

Publication of Admission Arrangements

Humberstone Infant Academy will publish its admission arrangements each year once these have been determined by publishing details on school website.

- copies being sent to the offices of the Local Authority
- copies being made available without charge upon request from the academy

The Published Arrangements will set out

- name and address of the Academy and contact details
- summary of the admissions policy including the over subscription criteria
- numbers of places and application for those places in the previous year.
- arrangements for hearing appeals

11. Proposed changes to Admission Arrangements by Humberstone Infant Academy after Arrangements have been published

Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change in circumstances. In such cases, the Academy must consult again those consulted under paragraph 1 above and must then reapply to the Secretary of State setting out:

- a) The proposed changes
- b) Reasons for wishing to make such changes
- c) Any comments or objections from those entitled to object

The Secretary of State will, consider applications from the Academy to change its admission arrangements only when the Academy has consulted on the proposed changes as outlines in paragraph 1 above

Details of whether an admission is successful or unsuccessful is kept for 1 year from date of admission/non-admission and shall be open for the inspection by the Secretary of State.

12. Monitoring arrangements

This policy will be reviewed and approved by the Executive Head every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the MAT board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.