

Published Admission Number (PAN)

9. The PAN for Year 7 is **240**.

Oversubscription Criteria

10. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

- 10.1. **Looked after and previously looked after children**

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that only Babington Academy is suitable for the child to attend and no other local school is suitable, which is caused by the exceptional need.

A decision will be made as to whether the child meets the criteria for inclusion in this category. If this is not the case, the child will be placed into the next category that applies to them.

10.3. **Children living in the catchment area of Babington Academy who have a sibling at that school at the time of application and admission**

The applicant child's home address (as defined in this policy) must be located within the catchment area for the Academy, as defined in the Catchment Area Map which is published alongside this policy.

The sibling must be on the roll at Babington Academy at the time of application, and will still be on the roll in at the time of the applicant child's admission. This means children with a sibling in Year 6 at the time of application will not meet this definition if they will have transferred to secondary school at the time of admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership

10.6. **Children of staff employed at Babington Academy**

The staff member must have been:

- a) employed at Babington Academy for more than 50% of their working week during term time, on a permanent contract or consecutive fixed term one year contracts, for two or more years at the time of application;

and/or;

- b) recruited to fill a vacant post at Babington Academy, for more than 50% of their working week during term time, on a permanent contract or fixed term one year contract, for which there is a demonstrable skill shortage.

The staff member may be full or part time, teaching or non-teaching staff. For the avoidance of doubt, it is not possible for staff to have priority for the admission of their children at more than one school within the Trust.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner. In all cases, the child must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file (which will also meet the definition in this policy for the child's home address). For the avoidance of doubt, a child of another family member (e.g. niece/nephew, grandchild) or of a friend will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent during the application process is prohibited.

A signed and dated letter on headed notepaper from the staff member's HR Manager confirming that they meet (a) and/or (b) above must be submitted with the application for inclusion in this category to be considered.

10.7. **All other children**

All applicant children not included in any of the categories above will be included in this category.

Tie Breaker

11. Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.
12. Distance will be measured by Leicester City Council using their geographical information system (GIS) software which is dedicated for this purpose. The software accurately measures from the geo-code reference point for the child's home address (as defined in this policy) to the geo-code reference point for the Academy. Measurements taken by any other software will not be considered.
13. Where the distance between two or more applicant children is equal, random lottery will be used to determine the order in which places are allocated, which will take place in front of

a person who is independent of the Academy.

14.

23. Parents should carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in lower priority and a place not being offered.
24. A '**late application**' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to negatively impact on the chances of achieving a place at higher preference schools. Parents are therefore strongly encouraged to submit applications by the statutory application closing date.

Application Process for In-Year Admission

25. An 'in-year application' is one made for Year 7 on or after the first day of term in September, or for any other year group at any time.
26. The PAN set for Year 7 applies throughout the year of admission, but ceases to apply after that. This means that in-year applications made for Year 7 may be refused on the basis that there are no places available within the PAN.
27. In respect of all other year groups, a place must be offered unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.
28. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of the available places.
29. The Academy has opted into Leicester City Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Leicester County Council (not the child's home Local Authority) by completing their In-Year Admission Application Form via their in-year

to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

Board of Trustees