

# **The Rutland Learning Trust**

Providing outstanding education for all pupils – today and tomorrow!

*First class education and care that allows every child to achieve their potential, regardless of location, prior attainment or back ground.*

**By.....**

**Working Together**

**Sustaining Excellence**

**Transforming Learning**

## **Admissions Policy 2026**



**Cottesmore Academy  
Empingham CE Primary School  
Exton and Greetham CE Primary School  
Glaphorn CE Primary School  
Great Casterton CE Primary School  
Ketton CE Primary School  
Langham CE Primary School  
Monksmoor Park Primary School  
Oakham CE Primary School  
Polebrook CE Primary School  
St Nicholas CE Primary School  
Uppingham CE Primary School  
Whissendine CE Primary School**

## **Contents**

<b>1.1</b>	Rutland Learning Trust Policy Overview	3
<b>1.2</b>	Aims and Objectives	4
<b>1.3</b>	Local Authority Obligations	5
<b>1.4</b>	The Application Process	6
<b>1.5</b>	School Transport	6
<b>1.6</b>	Starting School	7
<b>1.7</b>	Changing School (in year admission)	7
<b>1.8</b>	How does the process work?	8
<b>1.9</b>	What is the Planned Admission Number?	6
<b>1.10</b>	Fair Access Protocols	9
<b>1.11</b>	Children with Special Educational Needs and Disabilities	9
<b>1.12</b>	Withdrawing Offers	10
<b>1.13</b>	Late Applications	10
<b>1.14</b>	Waiting Lists	11
<b>1.15</b>	Multiple Births	11
<b>1.16</b>	Infant Class Size limits, Multiple Birth Children and Permitted Exceptions	11
<b>1.17</b>	Admission of children below compulsory school age and deferred entry	12
<b>1.18</b>	Admission of children outside their normal age group	12
<b>1.19</b>	Children of UK Services Personnel and other Crown Servants	15
<b>1.20</b>	Appeals	15
<b>1.21</b>	Distance and Tie breaks	16
<b>1.22</b>	Second Appeals and Significant Change in Circumstances	16
<b>1.23</b>	Oversubscription Criteria for each RLT academy	18
<b>1.24</b>	Catchment Areas	27

## **The Rutland Learning Trust**

**This policy covers the Rutland Learning Trust schools listed below:**

### **Rutland Local Authority**

857/2001	Cottesmore Academy
857/3111	Empingham CE Primary School
857/3112	Exton and Greetham CE Primary School
857/3120	Great Casterton CE Primary School
857/3113	Ketton CE Primary School
857/3114	Langham CE Primary School
857/3115	Oakham CE Primary School
857/3428	St Nicholas CE Primary School
857/3119	Uppingham CE Primary School
857/3117	Whissendine CE Primary School

### **North Northamptonshire Local Authority**

940/3031	Glaphorn CE Primary School
940/3051	Polebrook CE Primary School

### **West Northamptonshire Local Authority**

941/2239	Monksmoor Park CE Primary School
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## **1.1 Admissions Policy Overview**

The Rutland Learning Trust (RLT) is the admission authority for the schools within our Trust. The Rutland Learning Trust is its own admission authority and responsible for setting the criteria for admission, interpretation and for the administration of admissions to the schools within the Trust. The Department for Education (DfE) Admissions Code requires the admissions into the Early Years Foundation Stage year group, at the beginning of the academic year, be coordinated by the local authority; Rutland County Council is the coordinating authority for those admissions for RLT schools in Rutland. North Northamptonshire County Council is the coordinating authority for admissions into the Early Years Foundation Stage for RLT schools in North Northamptonshire. West Northamptonshire County Council is the coordinating authority for RLT schools in West Northamptonshire.

As the admission authority for all schools in the Trust, we need to ensure that the Trust's practices and criteria used to decide the allocation of school places is fair, clear and objective.

Our aim is that Parents can look at a set of admission arrangements and understand easily how places for an individual school are allocated. The schools within the Rutland Learning Trust welcome children from all backgrounds and abilities.

Rutland Learning Trust is a mixed, Church of England and Community Multi-Academy Trust. The Rutland Learning Trust Members approve the appointment of Trustees who are accountable for the effective leadership and management of the Trust. The Trustees delegate responsibility to each Local Governing body for managing the admission process within their school. The Trust will then consider and approve arrangements and administer admissions.

The admission arrangements for each of our schools reflect their own local communities and their own distinctive and individual school ethos. Admission arrangements are governed by the School Admission's Code 2021, which is published by the Department for Education.

Admission arrangements for each school must be subject to public consultation at least once every seven years. When planning significant changes, such as altering catchment areas, introducing new criteria or anything that would affect admissions of children into our schools, we are obliged as prescribed in the Admission Code, and would wish, to consult with our stakeholders and the local communities affected by any change.

As an Academy Trust with Church of England schools we are required, under the Schools Admissions Code, to have regard to advice from the Diocesan Board of Education (DBE). We are also obliged to consult with the Diocese before public consultation of our arrangements. The DBE's advice is that Church Schools do not make provision for faith-based criteria to be considered when more applications are received than there are places available. Our policy reflects that advice.

## **1.2 Aims and Objectives**

When considering admission of pupils into any of our schools, the following principles apply:

1. all applications are treated equally;
2. no Rutland Learning Trust school selects by ability;
3. admissions will be follow the individual school's admission criteria;
4. subject to infant class size regulations, and planned admission numbers within schools, our schools will prioritise parental preference wherever possible;

5. appeals against refusals to admit a pupil will be dealt with by an independent appeal panel, duly constituted, as required by the School Appeal Admissions Code 2022;
6. Rutland Learning Trust schools are inclusive and are committed to ensuring that the needs of every child on roll are met.

### **1.3 Local Authority Obligations**

In order to provide a quality service to parents and carers, the Department for Education (DfE) Admissions Code requires that admissions into the Early Years Foundation Group (i.e. children starting at primary school for the first time), at the beginning of an academic year, (also known as the 'normal round') be coordinated by the local authority (LA), for all schools, regardless of who is the admission authority. This co-ordination involves a common application form and a common timetable as described in the School Admissions known as the 'coordinated schemes'. This means for our schools in Rutland and North Northamptonshire (along with all other local authorities), must follow a specified timetable that must be detailed in the coordinated schemes.

Every local authority must publish a composite prospectus explaining the process for starting primary school each year.

For RLT schools, these are found on the Local Authority websites (Rutland, North Northamptonshire) and West Northamptonshire):

Rutland County Council's prospectus, entitled '*Starting Primary School*' explains information about the admission process, timetable, appeals process and other useful information. Below is a hyperlink to the Rutland County Council website section on Admissions <https://www.rutland.gov.uk/education-learning/school-admissions>

North Northamptonshire County Council's website contains information about the admission process, timetable, appeals process and other useful information. Below is a hyperlink to their school admissions webpages <https://www.northnorthants.gov.uk/school-admissions/school-admission-arrangements>

West Northamptonshire County Council's website contains information about the admission process, timetable, appeals process and other useful information. Below is a hyperlink to their

school admissions webpages

<https://www.westnorthants.gov.uk/school-admissions-and-appeals>

#### **1.4 The Application Process (normal admission round)**

When a child is due to start primary school for the first time for entry in our Early Years Foundation Group (also known as reception), if they are resident in Rutland, applications must be made to Rutland County Council using the Rutland County Council Co-ordinated Admissions Scheme. For children resident in North Northamptonshire, applications are made to North Northamptonshire County Council using the North Northamptonshire County Council's Co-ordinated Admissions Scheme. Any parent living outside of Rutland (for Rutland schools) or North Northamptonshire (for Glapthorn or Polebrook schools) or West Northamptonshire County Council (for Monksmoor Park Primary School) needs to apply to the local authority they pay council tax to. That local authority will then ensure that applications are shared with the relevant Local Authority for the coordinated response. Overseas applicants, for application into our Early Years Foundation Group (reception) for the first time, must contact Rutland County Council in the first instance (or North Northamptonshire County Council for Glapthorn and Polebrook Schools or West Northamptonshire County Council for Monksmoor Park Primary School).

The usual timeline for the process for Primary Admissions is as follows:

- 15 January Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers
- April to August Appeals process and outcomes
- Autumn Term - New intake starts at school

A parent or carer can request a paper application form from their home Local Authority.

## **1.5 School Transport**

Rutland Learning Trust is not responsible for any decisions relating to school transport, this is a matter for the local authority in which the child resides.

## **1.6 Starting School**

In Rutland, North and West Northamptonshire, children begin school at the start of the academic year during which they become five. There is one admission at the beginning of the Autumn term. There may be individual children who begin earlier or later in the academic year (see section 1.17).

## **1.7 Changing School (in year admission)**

The Rutland Learning Trust, as admissions authority, manages and administers applications for school places outside of the Normal Admissions Round. These applications are known as 'in-year admissions' and refer to a child who is not starting primary school for the first time but is changing from one primary school to another.

An application for an in year admission for a RLT school must be submitted to; The Admissions Coordinator, Cottesmore Academy, Kendrew Barracks, Cottesmore LE15 7BA. The admission authority will then send a response in writing, to advise whether they are able to offer a school place.

In year admission applications will be considered and accepted in advance. We aim to respond to applications within 10 school days of receipt of an application, and a decision must be made by the 15<sup>th</sup> school day, although this could take longer where additional information or process is required, for example if address details need to be clarified. School places will be offered with a start date up to 30 school days. If there are exceptional circumstances to be taken into account these must be referred to the Admissions Coordinator before the 30 days expires. After 30 days the offer of a place can be withdrawn by the Admission Authority. In advance of the offer date, except in the case children of service personnel and crown servants, where a school place may be offered up to 3 months in advance of the intended start date.

Applications into our Early Years Foundation Group (reception), follow the normal admission round as stated in para 1.4 above.

### **1.8 How does the process work?**

By law, every school must have a mechanism to deal with a situation when there are more applications than places. This involves setting an oversubscription priority criteria.

Children who have an Education, Health and Care Plan (EHCP) naming a school as part of that plan are not included within this Admission process. Admission for these children is governed by the relevant sections of the Children and Families Act 2014.

The number of places available in a school are indicated by the schools' planned admission number (PAN) for intake in Reception. When there are more applications than places, the oversubscription priority criteria is applied in an objective and fair way.

### **1.9 What is the Planned Admission Number?**

The PAN is the determined number of children the school can accommodate and is staffed for at the usual point of admission, which is Reception in all RLT schools. Setting a PAN is a requirement and is the number that the school considers it can teach in an effective manner. Additionally, the Infant Class Size Regulations require that in Reception, Year 1 and Year 2 no class shall have more than 30 pupils to each qualified teacher. This may mean that in smaller schools, combinations of year groups (i.e. vertically grouping) are also affected by Infant Class Size Regulations (otherwise known as future prejudice); where there are mixed year groups the combined size of the class must not exceed 30 pupils per qualified teacher.

The Planned Admission Number (PAN) for first time admission to Reception in each Academy is:

Cottesmore Academy	<b>30</b>
Empingham CE Primary School	<b>13</b>
Exton and Greetham CE Primary School	<b>15</b>
Great Casterton CE Primary School	<b>15</b>
Glaphorn CE Primary School	<b>15</b>
Ketton CE Primary School	<b>28</b>
Langham CE Primary School	<b>30</b>
Monksmoor Park CE Primary School	<b>30</b>
Oakham CE Priamry School	<b>30</b>
Polebrook CE Primary School	<b>15</b>
St Nicholas CE Primary School	<b>20</b>
Uppingham CE Primary School	<b>30</b>
Whissendine CE Primary School	<b>30</b>

### **1.10 Fair Access Protocols**

Every school is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Guidance setting out the principles by which children without a school place are found one as quickly as possible is published by the DFE and delivered by each local authority. The fair access protocol procedure takes precedence over the waiting list.

[West Northamptonshire Fair Access Protocol](#)

[North Northamptonshire Fair Access Protocol](#)

[Rutland Fair Access Protocol](#)

### **1.11 Children with Special Educational Needs and Disabilities (SEND).**

- The Rutland Learning Trust will not refuse an application for admission to a Rutland Learning Trust school because it is believed that the school cannot cater for the child's special educational needs and/or disabilities
- Pupils with special educational needs and/or disabilities but no Education, Health and Care Plan (EHCP) are dealt with through the normal admissions policy. Schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for one.
- *The Trust Board is required by section 324 of the Education Act 1996 and Children and Families*

*Act 2014 s. 33 to admit to a school a child with an Education, Health and Care Plan which names the school. This is not an oversubscription criterion. Schools must admit children with EHCPs which name the school whether there are places available in the school or not, unless it would be incompatible with the efficient education of others, or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. SEN Code of Practice 2015, para 9.79*

### **1.12 Withdrawing Offers**

The Rutland Learning Trust can withdraw offers of places in certain circumstances. An offer of a place will be withdrawn when a parent has not responded to an offer within a reasonable period of time, usually 30 school days from the date of that offer. The offer can also be withdrawn if the basis of the offer was either a fraudulent or misleading application. The authority also reserves the right to withdraw an offer which has been accepted but which has not been taken up within 30 school days of the practical start date made in the offer.

### **1.13 Late Applications**

The Rutland Learning Trust, working with Rutland, North and West Northamptonshire County Councils, may accept late applications for first-time admission. All applications received by the closing date, which is the 15<sup>th</sup> of January in the admission year, will be treated equally. However, any application submitted after the closing date will be processed as a late application and will be processed after those that have been received on time. This could result in an applicant not receiving an offer at their preferred school.

Examples of exceptional reasons for a late application may be:

- family returning from abroad;
- lone parent has been ill for some time;
- family moving into the area from another area;
- other exceptional circumstances.

Whilst every case is treated on its own merits, evidence to explain why the application is late will be required in every instance. An application that is accepted as being late, but with

justifiable reason, will be included in the first cycle of allocations and the applicant will be notified on the national offer day.

Other late applications for a named academy after the specified date will be processed after the offer day and will be considered against the oversubscription criteria.

#### **1.14 Waiting Lists**

Each school will operate a waiting list. The list is made up of children whose parent/carer has applied for a place at the school and been unsuccessful. The list will be maintained until the end of each academic year that the application was made. If a place becomes available, the admission criteria is applied and ranked according to the oversubscription criteria and the next eligible child on the list is offered the space (applicants will move up or down the waiting list as the over-subscription criteria is applied if a place becomes available). If that family no longer requires the space, it will pass to the next eligible child and so on. The waiting list is dynamic, this means that as any new children are added or if circumstances change the list is reordered according to the oversubscription criteria.

At the end of each academic year, after the previous waiting list will be disbanded, places will be allocated on application and if a space is available, following the standard in-year admission procedures. Applicants may re-apply by submitting a new application and join the new waiting list if there are no places available.

#### **1.15 Multiple Births**

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances.

#### **1.16 Infant Class Size Limits and Permitted Exceptions**

In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into a school's area once initial allocation decisions have been made, will not necessarily be offered a place in the school if the relevant class will already contain 30 children *and* if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. Consideration of Infant Class Size prejudice needs to take account

of any potential future prejudice that may arise if additional children are admitted into Reception over the PAN, for example the impact of additional pupils who move into Year 1 if there are arrangements for mixed age teaching. If there are no places available in nearby schools, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils.

The exceptions are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an Independent Appeals Panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

### **1.17 Admission of children below compulsory school age and deferred entry**

Upon notification of a school place being offered, a child is entitled to a full-time place in the Autumn term following their fourth birthday.

Parents can request that the date the child is admitted to the school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the original application was made. To defer a place at first time admission, parents are asked to inform the school where the child has been allocated the school place. If a child does not attend school by the beginning of the final term of the school year for which the original application was made, parents are required to make a new application.

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

Parents may seek a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health.

For early entry, parents are to contact Northamptonshire or Rutland County Council in the first instance.

Parents of a summer-born child, that is those children born from 1<sup>st</sup> April to 31<sup>st</sup> August, may request to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example, to Reception rather than Year 1.

To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the Admissions Authority (*DfE School Admissions Code paras.2 17 – 2.20*)

Decisions will be made by the admissions authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents' views, information about the child's academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen into a lower age group if the child was not born prematurely. The views of the Headteacher of the school concerned must be taken into account. Decisions made by the admissions authority will be clearly set out.

When informing a parent of the decision on which year group the child should be admitted to, the reason(s) will be given.

Where the admitting authority 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 the appropriate time, and as a consequence the child will be admitted to a

relevant age group (the age group to which pupils are normally admitted to the school). The local authority (and admission authority) will process the application as part of the main admissions round. If the parental request is made too late for this to be then the usual process for late applications will be applied as set out in this policy.

One admission authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that admission authority. Decisions will be made by the admission authority regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

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

### **1.19 Children of UK Services Personnel and other 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.

Places should be released as soon as possible if they are not required.

### **1.20 Appeals**

For first time admissions, the local authority will confirm whether a place has been awarded each year on 16 April or the next working day prior to the start of the academic year in which the child will start at the school.

For in-year admissions the school will confirm whether a place can be offered, within fifteen school days of receiving the application. If an application for a school place is unsuccessful, then parents have a right of appeal to an Independent Appeal Panel.

Where an application for a place at a school within the Rutland Learning Trust is unsuccessful, applicants may appeal the decision. Information about appealing the decision can be found on each School website.

### **1.21 Distance and Tie Breaks**

Measurement of distance is calculated by the Local Authority admission team. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software. Distance from the school is used as a means of giving priority to children. Should the computerised system throw up an equality of distance for more than one child (who do not have the same home address), the final tie breaker will be used.

In the event that there are two applications which cannot otherwise be separated following application of the over subscription criteria (including using the final application of distance if more applicants are within a single criterion), the allocation of a place will be by lot. The names of the relevant children will be drawn from a hat by an independent person. This process will be independently verified.

### **1.22 Second Appeals and Significant Change of Circumstances**

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Admission Authority may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;

- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

### 1.23 Oversubscription Criteria for each RLT Academy

Criteria for prioritising admissions to:

#### Langham CE Primary School

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

*Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

*If applications can not otherwise be separated, random allocation will be used to allocate places.*

a	<p>“Looked After” children (LAC) and those children who were previously “looked after” (PLAC) but immediately after being looked after became subject to an adoption, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required)</p> <p>Also “Internationally adopted previously looked after children” (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 includes 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).</i></p> <p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
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<b>b</b>	<p>Children who live in the catchment area of the School.</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. Living in the catchment area does not guarantee a place at the catchment school.</i></p>
<b>c</b>	<p>Children who will have an older sibling attending the School at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance is defined as either the older sibling must be attending at the time of application or the older sibling must be attending at the time the younger child is to be admitted.</i></p>
<b>d</b>	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. 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</p> <p>b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
<b>e</b>	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, 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.</p> <p>The following list are examples of the areas considered exceptional:</p> <ul style="list-style-type: none"> <li>• Children subject to Child Protection Plans</li> <li>• Parents suffering domestic violence (subject to documentary evidence by a lead professional)</li> </ul> <p><i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i></p>

**f**

Children living nearest to the academy/school measured in a straight-line distance

*The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

Criteria for prioritising admissions to:

**Glaphorn CE Primary School**  
**Polebrook CE Primary School**

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

*Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

*If applications can not otherwise be separated, random allocation will be used to allocate places.*

<b>a</b>	<p>“Looked After” children and those children who were previously “looked after” but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>Also “Internationally adopted previously looked after children (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 includes 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).</i></p> <p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
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<b>b</b>	<p>Children who live in the catchment area (see section 1.22)</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form</i></p> <p><i>Living in the catchment area does not guarantee a place at the catchment school.</i></p>
<b>c</b>	<p>Children who will have an older sibling attending the same school at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance is defined as either the older sibling must be attending at the time of application or the older sibling must be attending at the time the younger child is to be admitted.</i></p>
<b>d</b>	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. 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</p> <p>b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
<b>e</b>	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, 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.</p> <p>The following list are examples of the areas considered exceptional:</p> <ul style="list-style-type: none"> <li>• Children subject to Child Protection Plans</li> <li>• Parents suffering domestic violence (subject to documentary evidence by a lead professional)</li> </ul> <p>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</p>

**f**

Children living nearest to the academy/school measured in a straight-line distance

The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.

*Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

Criteria for prioritising admissions to:

**Cottesmore Academy**  
**Empingham CE Primary School**  
**Exton and Greetham CE Primary School**  
**Great Casterton CE Primary School**  
**Oakham CE Primary School**  
**Ketton CE Primary School**  
**St Nicholas CE Primary School**  
**Uppingham CE Primary School**  
**Whissendine CE Primary School**

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

*Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

*If applications can not otherwise be separated, random allocation will be used to allocate places.*

<b>a</b>	<p>“Looked After” children and those children who were previously “looked after” but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>Also “Internationally adopted previously looked after children (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 includes 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).</i></p>
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	<p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
<b>b</b>	<p>Children who will have an older sibling attending the same school at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance is defined as either the older sibling must be attending at the time of application or the older sibling must be attending at the time the younger child is to be admitted.</i></p>
<b>c</b>	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. 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</p> <p>the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
<b>d</b>	<p>Children who live in the catchment area (see section 1.22)</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form</i></p> <p><i>Living in the catchment area does not guarantee a place at the catchment school.</i></p>
<b>e</b>	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, 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.</p> <p>The following list are examples of the areas considered exceptional:</p> <ul style="list-style-type: none"> <li>• Children subject to Child Protection Plans</li> <li>• Parents suffering domestic violence (subject to documentary evidence by a lead professional)</li> </ul> <p>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</p>

<b>f</b>	<p>Children living nearest to the academy/school measured in a straight-line distance</p> <p>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.</p> <p><i>Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.</i></p>
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Criteria for prioritising admissions to:

### **Monksmoor Park CE Primary School**

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

*Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.*

*If applications can not otherwise be separated, random allocation will be used to allocate places.*

<b>a</b>	<p>“Looked After” children and those children who were previously “looked after” but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>Also “Internationally adopted previously looked after children (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>Previously looked after children are children who were looked after, but ceased to be so because they were</i></p>
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	<p><i>adopted (or became subject to a child arrangements order or special guardianship order). This includes 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).</i></p> <p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
<b>b</b>	<p>Children who will have an older sibling attending the same school at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance is defined as either the older sibling must be attending at the time of application or the older sibling must be attending at the time the younger child is to be admitted.</i></p>
<b>c</b>	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. 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</p> <p>B.the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
<b>d</b>	<p>Children for whom Monksmoor Park CE Primary School is the closest Primary/Infant School to their home.</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. See the notes at the top of this section for details of how distances are measured).</i></p>
<b>e</b>	<p>Children of worshipping members of any church that is a member of Churches Together in England (this includes the Church of England); these applications must be accompanied by a Supplementary Information Form Part A (SIF/A) available from the school. The completed SIF/A will then be sent to the minister with the Supplementary Information Form Part B (SIF/B) to verify church allegiance.</p>
<b>f</b>	<p>Other children, whose parents have requested a place.</p>



Children with Education, Health and Care Plans (EHCP) have a different admission process. If a child has an EHCP or parents are in the assessment process, it is important to have a discussion with the Headteacher about what to do next. There is more information in this policy at paragraph 1.11

In the event of that there are more applications than places available, a School may need to ask for proof of the following when applying the criteria for prioritising admissions:

- Address
- Child’s date of birth
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to that order being made.

#### 1.24 Catchment Areas

Catchment areas for schools within the Rutland Learning Trust are determined as follows

<b>Cottesmore Academy</b>	Cottesmore village
<b>Empingham CE Primary School</b>	villages of Empingham and Whitwell
<b>Exton and Greetham CE Primary School</b>	Villages of Exton and Greetham
<b>Glaphorn CE Primary School</b>	villages of Glaphorn and Southwick
<b>Great Casterton CE Primary School</b>	villages of Great Casterton, Little Casterton, Tickencote, Pickworth, Stretton and Clipsham
<b>Ketton CE Primary School</b>	villages of Ketton, Geeston, Tinwell and Tixover
<b>Langham CE Primary School</b>	villages of Ashwell, Cold Overton, Knossington, Owston, Newbold, Langham, Market Overton, Teigh, Thistleton, Whatborough and Withcote.
<b>Monksmoor Park CE Primary School</b>	No specific catchment is stipulated by WNC.
<b>Oakham CE Primary School</b>	West Oakham and the villages of Egleton, Hambleton, Barnsdale and Burley (See map below)
<b>Polebrook CE Primary School</b>	Villages of Polebrook, Lutton, Hemington, Luddington on the Brook, Ashton Wold and Thurning
<b>St Nicholas CE Primary School</b>	Villages of Cottesmore and Barrow
<b>Uppingham CE Primary School</b>	North Uppingham and the villages of Preston, Ridlington and Ayston
<b>Whissendine CE Primary School</b>	Whissendine village

# Primary school locations and catchment areas in Rutland

Map showing the location of primary schools in Rutland and the catchment area information, if applicable.

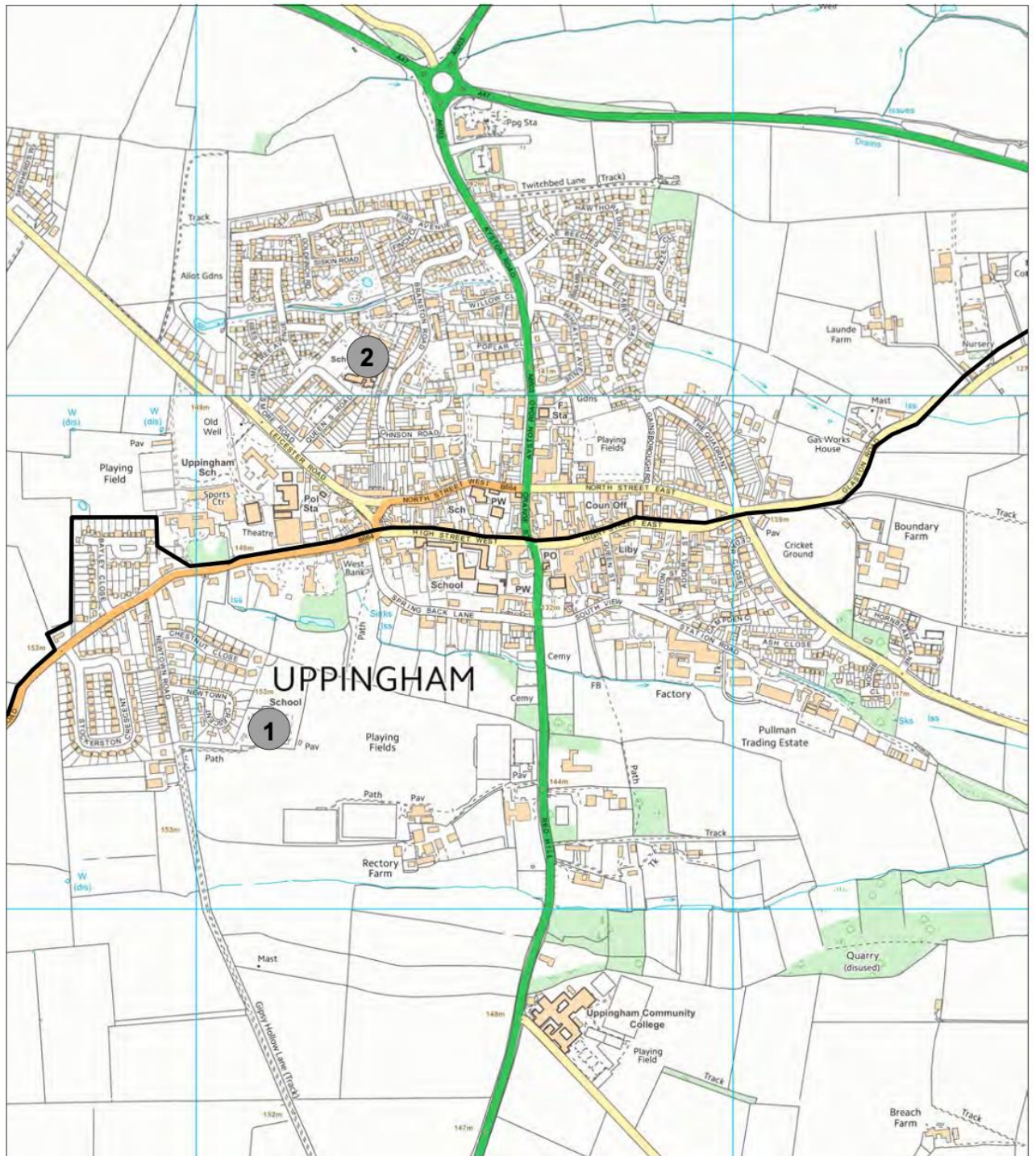
## Key to Primary Schools

- 1 Brooke Hill Academy (no catchment area)
- 2 Catmose Primary (no catchment area)
- 3 Cottesmore Academy
- 4 Edith Weston Academy (no catchment area)
- 5 Empingham C of E Primary
- 6 English Martyrs Catholic Academy
- 7 Exton and Greetham C of E Primary
- 8 Great Casterton C of E Primary
- 9 Ketton C of E Primary
- 10 Langham C of E Primary
- 11 Leighfield Primary School
- 12 Oakham C of E Primary
- 13 Ryhall CE Academy
- 14 St Mary & St John C of E Primary
- 15 St Nicholas C of E Primary
- 16 Uppingham C of E Primary
- 17 Whissendine C of E Primary

Number in diamond denotes which school catchment area a village falls into. e.g. This village falls into the catchment area of St Mary & St John C of E Primary (No. 14).  
If a village does not have a number, it does not fall within the catchment area for any Rutland school.



# Primary school locations and catchment areas in Uppingham

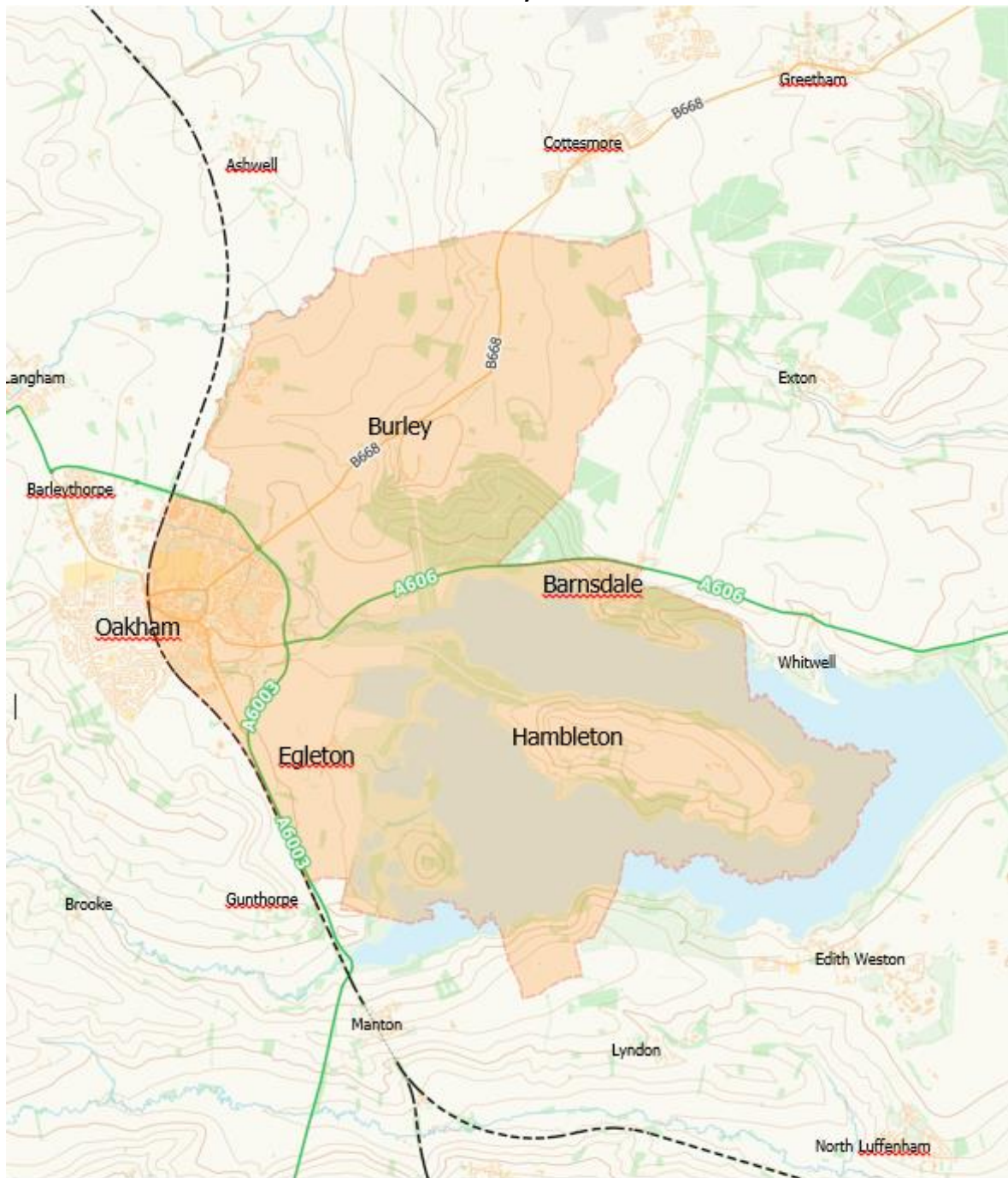



## Key to Uppingham Primary Schools

- ① Leighfield Academy (catchment area includes all of Uppingham)
- ② Uppingham C of E Primary School (catchment area includes the north of Uppingham which is the area shown above the black catchment boundary line on the map)

————— Catchment boundary

## Oakham CE Primary School Catchment Area



 Oakham C of E Catchment Area

 - - Railway Line