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Policy Review Date:	September 2027	Mrs. Jenny Goddard (Headteacher)	<i>J Goddard</i>	10.9.2025
Adopted by Governing Body:				
Chair of Governors:		Ed Chester	<i>[Signature]</i>	2025-10-02



Avenue Primary School Admissions Policy 2025- 2027



Introduction

Our governing body applies the Local Authority regulations on admissions.

Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. The only restriction we place on entry is that of number, particularly in KS1 where class sizes should not exceed 30. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

Pupil Admission Number

Avenue Primary School has a Pupil Admission Number of 75 pupils per statutory year group. We have 34 places each year in our Nursery class, 15- and 30-hour places are usually available.

How parents can apply for their child to be admitted to our school – Reception, KS1 and KS2

The Admissions Authority for our school is Leicester City Council. The Local Authority provides a booklet each year with guidance and a timetable for the admissions process. This can be found at: <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/admissions-policy-and-arrangements/>

Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made online at: <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/starting-infant-or-primary-school/apply-for-an-infant-or-primary-school-place/>

Parents can access help with making an application, by emailing admissions.online@leicester.gov.uk or calling 0116 454 1009

Admission Appeals

If the Local Authority do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

Parents wishing to appeal should do so within 20 school days of receiving the refusal notification. The appeal process is managed by Leicester City Council, and guidance on how to appeal is available on their website.

Nursery Admissions

The Governing Body of Avenue Primary School is the admissions authority for Nursery pupils. The school holds a list of names of pupils whose parents express an interest in their child attending. All three- and four-year olds are entitled to 15 hours of free nursery education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

We encourage parents to express their interest in our Nursery class as early as possible by registering their child following the child's second birthday. Please come into the School Office to complete an application form. If the Nursery is oversubscribed, the school will use the same oversubscription criteria used by Leicester City Council. For parents interested in 30-hour placements, please see Annex A for more details.

Monitoring and Review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the Local Admissions Forum.

Avenue Primary School - 30 Hours Policy-Annex A

How can I access my 30 hours free education/childcare at Avenue Primary School?

From September 2017 the Government pledged to provide 30 hours of free childcare for working parents and as a school we are committed to supporting parents to access this. We offer 30-hour provision in our Nursery, where capacity allows, from 9.00am-3.00pm.

Families not eligible for the 30 hours will still be able to access their 15 free hours by their child either attending the AM (9.00-11.30) or PM (12.30-3.00) session four days each week, plus one full day.

In addition to the government funded 15-hour and 30-hour places, we now also offer families the opportunity of an additional paid 15-hour place, again where capacity allows. This is charged at £75 per week and is paid up front on a termly basis.

To check if you are eligible for the 30 hours and/or other benefits please visit <https://www.childcarechoices.gov.uk/> and use the calculator to get your eligibility code. You will need to bring this with you to enable you to access the 30-hours free.

You will need to reconfirm your eligibility every 3 months – to do this you must log in to your childcare account, check your secure messages for a reminder, and confirm your details haven't changed. If your circumstances have changed, such as your income or employment, you will need to amend and resubmit your details to reconfirm your eligibility.