

 LEO Academy Trust	LEO ADMISSIONS POLICY 2027-28
Approved by:	Trust Board
Approved:	Autumn 2025
Review:	Autumn 2026

We aim to promote staff wellbeing by providing a safe and healthy environment for all employees at work. The Trust is committed to an inclusive environment where everyone feels included, respected and valued.

Version	Date	Revision Author	Summary of changes - see file/version history for all changes
5	11/25	DR	New schools added

ADMISSION ARRANGEMENTS FOR ENTRY IN SEPTEMBER 2027

Statement for Equality

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at the schools in the Trust.

The LEO Academy Trust is a multi-academy trust with schools across the London Borough of Sutton and Surrey County Council

The admission arrangements for each of the schools in the LEO Academy Trust are detailed in this document which applies to all applications received for September 2027 onwards.

Places will be allocated using the criteria below for the following schools:

- Brookfield Primary Academy
- Chandlers Field Primary Academy
- Cheam Common Infant Academy
- Cheam Common Junior Academy
- Cheam Fields Primary Academy
- Cheam Park Farm Academy
- Furzefield Primary Academy
- Hurst Park Primary Academy
- Manor Park Primary Academy

- Polesden Lacey Infant Academy
- Shawley Community Primary Academy
- West Ashtead Primary Academy

Published Admissions Number

Each academy/school has a published admissions number (PAN), which is the number of places they are able to offer for the point of entry to the school, i.e. Year R for Primary and Infant Schools, Year 3 for Junior Schools. The table below sets out the PAN for each academy/school in the LEO Academy Trust:

School	Published Admission Number (PAN)
Brookfield Primary Academy	60
Chandlers Field Primary Academy	30
Cheam Common Infant Academy	120
Cheam Common Junior Academy	120
Cheam Fields Primary Academy	60
Cheam Park Farm Academy	120
Furzeffield Primary Academy	58
Hurst Park Primary Academy	60
Manor Park Primary Academy	90
Polesden Lacey Infant Academy	30
Shawley Community Primary Academy	30
West Ashtead Primary Academy	30 for Reception and 2 for Year 3

Oversubscription Criteria

The oversubscription criteria below will be used when more applications are received than there are places available at the school and the places available will be allocated in the noted order of priority.

There are separate statutory procedures in place which govern the admission of children with special educational needs (“SEN”) for whom an Education Health and Care Plan (“EHC plan”) has been issued by their Local Authority. Children with an Education Health & Care Plan (EHCP) naming the particular school will be admitted. Remaining places will be allocated up to the PAN under the following oversubscription criteria.

1.	Looked After Children or previously Looked After Children. 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 the school. A previously looked after child is a child who was looked after but ceased to be so because they were
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	<p>adopted (or became subject to a child arrangements or special guardianship order). Previously looked after children also includes those who appear to the Trust to have been in state care outside of England and ceased to be in state care* as a result of being adopted.</p> <p><i>*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.</i></p>
<p>2.</p>	<p>Children who have exceptional medical or social needs which make the school particularly suitable for the child. In their application the parent should give details of why they are applying under this rule. They must also provide independent professional evidence, for example, a doctor, psychologist, health visitor, education welfare officer or social worker in support of those reasons. The evidence must detail why the school is the only school that can meet the child’s needs, and ideally should also set out the reasons why other schools would not be able to meet this need.</p> <p>Providing professional evidence does not guarantee a child will receive priority under this criterion; the decision will be made by the Admissions Committee which will consider if the evidence provided demonstrates that the circumstances warrant the child being admitted at this school above any other.</p> <p>Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school’s exceptional medical criterion would not normally be given for these.</p> <p>Additionally, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.</p>
<p>3.</p>	<p>(Applies to Cheam Common Junior only) Children in Year 2 at Cheam Common Infants. Applicants who already attend Cheam Common Infants who wish to transfer to Cheam Common Juniors.</p>
<p>4.</p>	<p>A child with a sibling on roll at the intended time of admission and, for applicants to Cheam Common Juniors, a younger sibling attending Cheam Common Infants School at the intended time of admission.</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer’s partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Other family relationships such as cousins will not be considered under this criterion.</p> <p>Siblings in Nursery or Year 6 at the time of an application to start Reception in September 2026 will not qualify as a sibling.</p>
<p>5.</p>	<p>Straight line distance between the child’s home address and the school. Distance will be measured in a straight line from the child’s home address, with those living closer to the school receiving the higher priority.</p> <p>For London Borough of Sutton schools the point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by</p>

the computerised Geographical Information System maintained by the Sutton Admissions Team.

For Surrey County Council schools the distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

The home address is where the child normally lives. If the parents do not live together, the address is where the child spends most of their time. If there is equal shared custody of the child, it is left to the parents to decide which address to use.

Further guidance can be found on the home local authority website. All applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Application Process and Allocation of Places

Arrangements for applications for places in Reception and for a Year 3 place at Cheam Common Juniors and West Ashted Primary will be made in accordance with the home local authority's co-ordinated admission arrangements:

- Parents resident in Sutton can apply online www.sutton.gov.uk/admissions
- Parents resident in Surrey can apply online www.surreycc.gov.uk/admissions
- Other areas must apply through their home local authority

The LEO Academy Trust schools will use the home local authority's timetable published online for these applications and the home local authority will make the offers of places as required by the School Admissions Code. If you wish to apply for a place at a LEO Academy Trust school, you must name the school as one of your preferences on the application form.

A separate application must be made for all children for entry into the Reception year regardless of where they attend nursery or pre-school. Places are allocated according to the admissions criteria shown above; no automatic entry or priority is given to children attending the nursery.

A separate application must be made for all children for entry into Year 3 at Cheam Common Juniors regardless of where they attend in Year 2. Places are allocated according to the admissions criteria shown above; no automatic entry is given to children attending Cheam Common Infants.

Tie Breaker and the admission of twins, triplets & other multiple births

If the school becomes oversubscribed within any of priority categories 1 to 4, subsequent categories will be used as a tiebreaker e.g. if the school is oversubscribed in category 3 (siblings) then category 4 (distance) will be used as the measure. Where two or more applicants share the priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, random allocation will be used as a tie-break in the presence of a person who is independent of the Academy.

In the case of twins, triplets and other multiple births, where there is only one place available in the school, both or all applications will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting, or crown servants returning from overseas can apply for schools before they move back to the UK. The School Admissions Code will be followed which states that admission authorities must:

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. Admission authorities must not refuse to process an application and must not 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. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

c) not reserve blocks of places for these children.

d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

Waiting Lists.

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. Waiting lists are cancelled on 31 December. If you wish to remain on the list for a LEO Academy Trust school after 31 December, you must email/write to the school before this date and then at the end of the academic year thereafter.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

The address used to rank waiting lists will default to the child's current address, and not the address that the child was living at on the closing date for application, as they may have since moved.

Appeals

Parents/Carers have the right to appeal against their failure to secure a place at the school. If you wish to appeal you must set out your grounds for appeal in writing. An appeals form is available from the school and an appeal timetable is published on the school website.

The Appeals Panel is independent of the school and the Trust. The Appeals Panel decision is binding on parents and governors.

Further information is available at:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>
[Advice for parents and guardians on school admission appeals - GOV.UK](#)

Late Applications

Applications received after the closing date will be considered in accordance with the Local Authority coordinated admissions scheme. If your application is made after the closing date or you change your existing preferences after this date, your application will be treated as late. A late application will not be considered until after all those that were received on time and may jeopardise the possibility of your child being offered a place at one of your preferred schools.

Notification and Acceptance of Offers

Parents/Carers will be notified whether their application for a place at the school has been successful on the primary National Offer Day i.e. 16 April or the next working day.

Written acceptance of the offer of a place should be received as determined in the offer notification. The School's admissions officer will also ask to see a copy of the child's short birth certificate once the offer has been accepted.

Admission of children outside their normal age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The school will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents/carers should visit the school. The Principal, or Senior Leadership team, will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns parents/carers may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal of the school concerned must also be taken into account.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents/Carers requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

Further information is available at: [Making a request for admission out of the normal age group - GOV.UK](#)

Deferred Entry (Year R - Starting School admissions only)

Children are admitted to the reception class at a primary school in the September prior to their fifth birthday. Parents who feel their child is not quite ready to start a full time school place can ask for them to attend part time, or even defer entry until they reach the legally required age. Parents may defer their

child's entry to Reception until later in the Reception year, but not beyond statutory school age. Parents will still need to apply by the given deadline and must discuss this with the school's Principal/Headteacher.

Further information is available at: [Summer born children starting school: advice for parents - GOV.UK](#)

In-Year Admissions

In-year admissions are applications to enter a year group that has already started at the school. Applications for in-year admissions must be made direct to the local authority by visiting their website and completing an in-year application form:

London Borough of Sutton <https://www.sutton.gov.uk/admissions>

Surrey County Council www.surreycc.gov.uk/admissions.

In-Year Fair Access Protocol

All local authorities must have a Fair Access Protocol to ensure that outside of the normal admissions process, unplaced children are allocated a suitable school as quickly as possible. The Trust will participate in the Fair Access Protocol that is in operation for the schools by the home local authority. Pupils admitted via the Fair Access Protocol override the usual admission arrangements in line with the mandatory requirements of the School Admissions Code.

Monitoring and Review

These admissions arrangements will be reviewed annually, or earlier, if necessary.