



LUTTERWORTH COLLEGE

ADMISSIONS POLICY

(This policy applies for admissions to Lutterworth College during the academic year 2027-2028)

Administration of Policy	
Last review date	January 2026
Reviewed by	Executive Headteacher
Approval Level	Directors
Review frequency	Annually
Ratified by / date	Trust Directors / Jan 2026
Next review due date	January 2027 (for admissions Policy 2028-2029)
Exceptional changes approved (if required)	

Stakeholders			
Trust Leader	X	Directors	X
Headteacher	X	Governors	X
Deputy Headteachers	X	Union Representatives	X
SLT	X	Students	
ELT	X	Parents	X
Support Staff	X	Others	

All statutory policies are accessible on the Lutterworth College website (link below)

[Lutterworth College - Policies & Documents](#)

STATEMENT OF POLICY APPLICATION

Lutterworth College is a Church of England school and sixth form in South Leicestershire. The school was founded in 1880 to serve the town of Lutterworth and its surrounding communities. All school policies support the school's mission and objective of '**enabling every young person to learn, flourish and succeed**'. We enable this objective by having joint strategic aims of having the 'best teachers delivering the best learning' and by embedding the Be Christ values in our young people. The Be Christ values are that we ask our pupils to 'Be' Courageous, Hardworking, Reflective, Inspirational, Supportive and Tenacious.

All school policies have the underlying principle that Lutterworth College is a faith-based school. Our objective centres on the idea of the imitation of Christ and the values that are reflected in his life. As his teaching encourages human flourishing and wisdom so pupils are encouraged to share in that world vision. The courage of Christ underpins the school's motto '**Dare to be wise**'.

ADMISSIONS CONSULTATION FOR LUTTERWORTH COLLEGE

1. Introduction

The Trustees, who are responsible for admissions to Lutterworth College, have agreed with the Local Authority to admit 240 pupils for each year group. This number has been agreed between the Trustees of Lutterworth College and the Local Authority and applies to admissions for the 2027-28 school year. These arrangements and the admissions criteria are reviewed annually.

In accordance with school admissions code of practice the Trustees will admit a child with an Education, Health and Care Plan (EHCP) in accordance with parental preference, provided the school is named as being the appropriate school on the EHCP.

The purpose of this policy is to ensure that student places at Lutterworth College are allocated and offered in an open and fair way. Lutterworth College must act in accordance with admission legislation and School Admissions Code 2021.

This policy will operate from September 2027 and it will apply to all admissions for the school year 2027-2028. The arrangements are ratified annually by 28th February of the prior year.

If places are available in the relevant year group, they will be allocated. In determining whether a place is available, consideration will be given to whether the admission of a further child would prejudice the efficient provision of education and the efficient use of resources.

Where it is determined that a place must be refused, The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. This will include details of the right to appeal, and how they should do this.

2. Published Admission Number

Lutterworth College Published Admission Numbers (PAN) to remain the same.
Planned Admission Number from September 2027 into Year 7 will be 240 pupils.

3. Oversubscription criteria for entry autumn 2027 Admissions and Mid-term Applications Academic Year 2027/28

Where there are more applications for Lutterworth College then the following criteria, or combination of the criteria, will be used to allocate places:

1st	Children who are in public care including those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted. 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 a school. A previously looked after child is a child who were looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became subject of a child arrangement order or special guardianship order (under the Children Act 1989). By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's Virtual School Head.
2nd	Children of staff directly employed by Lutterworth College. This is applicable where either the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.
3rd	Children who live in the catchment area of Lutterworth College. The catchment area of Lutterworth College is published on the school's website. Priority will be given to pupils living nearest to the school measured in a straight-line distance from the centre point of the place of residence to the school's main designated front gate. The child's place of residence is taken to be the main parental home at which the child resides for the majority of their time during the school week.
4th	Pupils who will have an older brother or sister attending the Lutterworth College. Children who have a brother or sister attending Lutterworth College living at the same address at the time of application and who will fulfil the criteria at the time of admission, with priority for admission given to those children who live nearest to Lutterworth College measured in a straight-line distance from the centre point of the place of residence to the school's main designated front gate. The child's place of residence is taken to be the main parental home at which the child resides for the majority of their time during the school week. For these arrangements the term brother or sister includes half-brother or half-sister (also known as step-brother or step-sister), or legally adopted child being regarded as the brother or sister measured in a straight-line distance from the centre point of the place of residence to the school's main designated front gate. The child's place of residence is taken to be the main parental home at which the child resides for the majority of their time during the school week. For these arrangements brothers or sisters who will be of sixth form age are counted as brother/sister connections.
5th	Where exceptional circumstances exist: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend Lutterworth College. In this instance professional documentation & evidence confirming the situation must be submitted with the application from the lead professional connected to the circumstances.

	Children of UK service personnel who are to be posted within the school's catchment area map will be given priority, subject to the receipt by the Admission Authority of an official letter that declares a relocation date and unit posting address. At the time of application pupils have a disability or a serious or life-threatening condition and the needs of the pupil can only be met at Lutterworth College. The school must be provided with substantive supporting medical evidence from a consultant doctor If there are sensitive family circumstances, such as a significant family disability or involvement of support services. In this instance professional documentation & evidence confirming the situation must be submitted with the application from the lead professional connected to the circumstances. Each case will be assessed on its individual merits by the school. It is important that any exceptional circumstances, as described, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement. It is your responsibility to provide the necessary evidence at the point of application.
6th	Children living nearest to the school measured in a straight-line distance. Priority will be given to pupils living nearest to the school measured in a straight-line distance from the centre point of the place of residence to the school's main designated front gate. The child's place of residence is taken to be the main parental home at which the child resides for the majority of their time during the school week.

Where there is equal 'ranking' following the application of oversubscription criteria, lots will be drawn.

Where the last available place has been offered to a twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted.

1. Normal Application Process

Lutterworth College participate with the normal application process of Leicestershire County Council. This means parents must apply through the Local Authority online system or using their common application form. The application forms must be completed and submitted by the annual national closing date; the 31st October.

2. Late Application Process

Any applications received after the closing date will be accepted but considered only after those received by the closing date. All supplementary information i.e., medical consultant letters, proof of change of address, remains the parent's responsibility to supply. Applications for a school place received after the national closing date are classified as late.

3. Mid-term or in-year transfer

If the application for a school place is outside the normal application process, and has been refused, then an appeal must be lodged within 20 school days of being notified that the application was unsuccessful.

4. Oversubscription Criteria

If Lutterworth College has more applications than places available, the Trustees will provide a criteria-based list (see 3. above) for use by the Local Authority to whom the school has delegated responsibility. Children who have an Education & Health Care Plan (EHCP) that names Lutterworth College will be admitted even if the school is full.

5. Waiting List

If Lutterworth College is oversubscribed for Year 7 applicants, it will maintain a clear, fair, and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when

any new child is placed on the waiting list. The waiting list will be maintained for the first academic term in the year of admission. The waiting list may change, this means that a child's waiting list position during the year could go 'up' or 'down'. The waiting list makes no distinction between on time or late applications.

Following the first academic term in the year of admission any waiting list will be dissolved and closed.

6. Appeals

If a child has been refused a place at Lutterworth College, you retain the statutory right to appeal. Lutterworth College has engaged the services of the Local Authority (Leicestershire County Council) to conduct appeals on its behalf. Therefore, an appeal can be submitted using the Local Authority's 'Notice of Appeal' procedures. The Local Authority will arrange the appeal on behalf of the Trustees to be heard by an independent panel, whose decision is binding on all parties.

7. Applications during the School Year

Lutterworth College has engaged the services of the Local Authority to co-ordinate applications that are made outside of the normal application process. If there are more applications than places the Trustees will rank the applications and inform the Local Authority, who in turn inform parents of outcomes. Parents making applications for their children outside of the normal application process are encouraged to contact the school in the first instance to discuss the viability of the application especially when the child is already on a formal course resulting in an exam-based qualification.

8. Education out of year group

Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree to such a request. In each case it is for the school to make the decision based on the circumstances of the case. Parents should discuss the matter with the school prior to making such an application and must provide supporting evidence alongside their application. It will be for the Trustees to determine whether (subject to places being available) to accept the child out of year group or offer a place in the chronological age group. Parents have the right of appeal against a refusal, save where a place is offered in the chronological age year group.

9. Exclusions

Lutterworth College may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. Lutterworth College will co-ordinate these arrangements in accordance with the Leicestershire Fair Access Protocol.

10. Fair Access Protocol

Lutterworth College will participate in full with the Leicestershire's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

11. Withdrawal of offer

If the allocation of a place has been made based on fraudulent or intentionally misleading information, the Trustees will withdraw the place. The application for admission will be considered afresh and a right of appeal where the offer is refused.

If an offer of a place has not been responded to within a reasonable amount of time (32 calendar days) the applicant will be notified that the offer may be withdrawn and given an opportunity to respond and explain why the offer of a place has not been responded to.

