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	29 th October 2018

decisions made after National Offer Day for year 7 admissions;
in-year admissions into other year groups; and
for the order of the waiting list following National Offer Day.

If your child has been refused a place at the School, you have the right to appeal. The School has engaged the services of Leicester City Council to conduct its appeals. The link for appeals is on the School website (under Parents and Admissions). Leicester City Council will arrange the appeal to be heard by an independent panel, whose decision is binding on all parties.

All applications made outside of the normal application timetable should be made directly to Leicester City Council using their online application form and will be administered in accordance with the oversubscription criteria set out on pages 2 and 3 of this policy. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the oversubscription criteria.

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into consideration the views of the Principal and any supporting evidence provided by the parent. 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.

When informing a parent of the decision on the year group to which the child should be admitted, the School will set out clearly the reasons for the decision.

There is a statutory right of appeal against a refusal of a place but this does not apply if the child is offered a place in another year group at the School.