

# Admissions Arrangements



**Lealands**  
High School

**Admissions Arrangements (SJW)**

Lealands High School

Date: Jan 2024 for admissions Sept  
2025



## **ADMISSION ARRANGEMENTS FOR LEALANDS HIGH SCHOOL**

**SEPTEMBER 2025**

### **INTRODUCTION**

This paper sets out the admission arrangements for Lealands High School for the academic year beginning September 2025.

### **LUTON CATCHMENT AREAS**

Luton operates a catchment area system. Parents are advised of their designated catchment area school and of their right to express a preference for any school.

The Admission Forum, in conjunction with the Council's Executive, oversees and coordinates the effective working of admission arrangements. Pupils are admitted without reference to ability of aptitude, up to the published admission number. If the number of places in a particular year group is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given overleaf) to determine how places will be allocated.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocols for secondary schools agreed by Luton's Admission Forum, following consultation with schools.

Admission Numbers for 2025 – 2026.

Lealands will have capacity for a total of 1050 pupils in September 2025 (210 in each year group from Year 7 to Year 11).

## **PRIORITIES FOR ADMISSION**

In accordance with the Education Act 1996, children with an Education and Health Care Plan (EHCP) for their special educational needs are required to be admitted to the school named in the EHCP. Thereafter, the following priorities will apply:-

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order \* including those who appear to the Council to have been in state care \*\*outside of England and ceased to be in care as a result of being 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 (section 22(1) of the Children Act 1989).
2. Pupils living in the catchment area of the school.
3. On medical grounds supported by medical evidence.
4. Brothers and sisters (siblings) of pupils attending the school when the pupil starts at the school.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>2</sup> of the school site and the pupil's home address<sup>3</sup>, with those living closer to the school being accorded higher priority.

The admissions criteria will be applied and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

## **ADMISSIONS PROCESS**

The Council will continue to use the equal preference system that was adopted for all Luton schools for September 2025 admissions.

\*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. 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).

\*\*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.

<sup>2</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>3</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

## 'Equal preference' system

### Stage 1

All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the Council does not distinguish between first, second or third preference applications. For example, if the school has 150 places and there are 300 first, second, and third preference applications all are considered equally against the admission criteria.

### Stage 2

If a pupil qualifies for a place at more than one school, the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case, the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

### High Schools:

<b>Week commencing</b>	
<b>September 2024</b>	Parents receive information on the transfer to high school admissions process.
<b>September/October 2024</b>	High school open evening takes place
<b>31<sup>st</sup> October 2024</b>	Closing date for submission of application forms.
<b>February 2025</b>	Exchange of data between LAs:  Luton will notify neighbouring LAs of the outcome of applications for out of borough residents requesting a place at a Luton School.  Luton LA receives notification of the outcome of applications to schools outside borough.
<b>February 2025</b>	Provisional lists sent to junior and primary schools for checking.
<b>February 2025</b>	Allocation lists sent to high schools and academies. Luton junior and primary schools sent letters to distribute to parents of Year 6 pupils in March 2025.
<b>March 2025</b>	Offer date.
<b>April 2025</b>	Admission appeals take place from April 2025.

Luton Borough Council undertakes the processing of applications for Lealands High School.

## **APPLICATION PROCESS**

Parents are encouraged to apply on-line, however, hard copy application forms are available on request. Parents can express up to three preferences on the Council's application form which is available online via the Luton Borough Council website.

## **APPLICATIONS FROM PARENTS RESIDING OUTSIDE OF THE BOROUGH**

Out of Borough applications will be processed in parallel with Luton Applications. Out of Borough applications will be forwarded to Luton Borough Council as the relevant admission authority for Lealands High School.

Luton Borough Council will then notify the home Council as to whether a place can be offered.

## **WAITING LISTS**

Where it is not possible to agree all applications, a waiting list will be devised. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For all other year groups, unsuccessful applications received from the start of the Autumn term 2025 until the end of the Spring term 2026 will be placed on a waiting list until 31 July 2026. Applications received from the start of the summer term 2026 to the end of the academic year will be placed on a waiting list until 31 July 2027.

## **HOME ADDRESS**

For the purposes of allocating places in the normal admission round (i.e. the initial allocation of places for Year 7 intakes) where the school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date applications.

Children who gain a place at a school because their parents/carers have given the Council a false home address will have their place withdrawn.

## **LATE APPLICATIONS**

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

## **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents seeking a place for their child outside of the chronological age group should submit their written case. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the Headteacher and other relevant local authority professionals. The School will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

## **IN-YEAR ADMISSIONS**

In-Year admissions for Years 7-11 are applications to enter a year group that has already started at the School. The Council is responsible for coordinating in-year applications for Lealands High School. Therefore, parents seeking a place should complete the Council's In-Year Application Form and return this form directly to the Council. The Council will then liaise with the School to ascertain if the preference can be met. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

The oversubscription criteria described above will be used in cases where a year group does not have space to admit a pupil 'in-year' and a waiting list will be operated, unless that child is 'looked after' by a local authority, has an EHCP which names the school or meets the criteria for In-Year-Fair-Access Protocol operated within the Local Authority.

## **PUBLICATION OF ADMISSION ARRANGEMENTS**

The Council will publish information booklets for parents on the admissions process. An interpreter service is available to assist parents/carers. Assistance can also be provided for hearing or visually impaired parents.

The School will publish its admission arrangements on the School Website and these are available by contacting the School.

## **RELEVANT AREA**

The current relevant area for admissions consultation purposes is all admission authorities within the Borough of Luton, neighbouring Councils and all admission authorities within a three-mile radius of Luton.

## **DEFINITIONS**

### **Siblings**

The term 'siblings' includes natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

### **Medical Grounds**

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical rounds with regard to admission to the School.

### **Children of Staff**

The School regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

- (a) Has been in post continuously for at least two years; or
- (b) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child's parent or legal guardian and the child must be living permanently with the member of staff.

### **Home Address**

The School regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a child-minder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

### **Catchment Areas**

Details of catchment areas can be found on the Council's website at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions). Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 01582 548016. Luton catchment areas are currently in the process of being reviewed through consultation with all schools.