

# Admissions Arrangements



**Lealands**  
High School

**Admissions Arrangements (SJW)**

Lealands High School

Date: Jan 2026 for admissions Sept  
2027



**Lealands**  
High School  
A Specialist Sports College  
*Aspire Believe Achieve*

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

**SEPTEMBER 2027**

### **INTRODUCTION**

This paper sets out the admission arrangements for Lealands High School for the academic year beginning September 2027.

The policy aims to;

- Explain how to apply for a place at Lealands High School;
- set out the school's arrangements for allocating places to the pupils who apply;
- Explain how to appeal against a decision not to offer your child a place.

### **LEGISLATION AND STATUTORY REQUIREMENTS**

This policy is based on the following advice from the Department for Education (DfE)

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes and the law relating to admissions as set out in the School Standards and Framework Act 1998.

### **HOW TO APPLY**

For applications in the normal admissions round you should use the application form provided by the Local Authority. You will receive an offer for a school place directly from the Local Authority.

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.

### **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 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.

### **Published Admission Number (PAN) for 2027 – 2028.**

Lealands will have capacity for a total of 1050 pupils in September 2027 (210 in each year group from Year 7 to Year 11).

### **PRIORITIES FOR ADMISSION**

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 of the school site and the pupil's home address<sup>1</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 2027 admissions.

1. 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 2026</b>	Parents receive information on the transfer to high school admissions process.
<b>October 2026</b>	High school open evening takes place
<b>31<sup>st</sup> October 2026</b>	Closing date for submission of application forms.
<b>February 2027</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 of the borough.
<b>February 2027</b>	Provisional lists sent to junior and primary schools for checking.
<b>February 2027</b>	Allocation lists sent to high schools and academies. Luton junior and primary schools are sent letters to distribute to parents of year 6 pupils in March 2027.
<b>1<sup>st</sup> March 2027</b>	Offer date.
<b>May 2027</b>	Admission appeals take place from May 2027.

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

## **APPLICATIONS FROM PARENTS RESIDING OUTSIDE OF LUTON**

Following an application for a pupil residing outside of the Borough, Luton Council 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 the new Year 7 intake, students' names will be held on the waiting list until 31 July 2028. For all other year groups, unsuccessful applications received from the start of the Autumn term 2027 until the end of the Spring term 2028 will be placed on a waiting list until 31 July 2028. Applications received from the start of the Summer term 2028 to the end of the academic year will be placed on a waiting list until 31 July 2029.

## **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 and send it to [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk). 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.

## **WITHDRAWING AN OFFER OF A PLACE**

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## **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.

## **APPEALS**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Local Authority Admissions Team.

Appeals will be heard by an independent appeal panel.

## **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

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children**, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

A **special guardianship order** as defined in Section 14A of the Children Act 1989 is an order appointing one or more individuals to be a child's special guardian (or special guardians).

## 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.

### **FAIR ACCESS PROTOCOL**

We participate in Luton's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocol and via managed moves where a placement has been coordinated by Luton's Pupil Placement Panel.

### **MONITORING**

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.