

Brook Mead Academy Admissions Policy

from 2026⁵ onwards

Policy Monitoring, Evaluation and Review

Version:	5.0
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Determined by:	Trust Board
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Revision History

Version	Date	Author	Summary of Changes
5.0 (2026)	25/10/2024	CBR	Criterion 6 (children of staff) and Criterion 7 (children in catchment area) swapped.
4.0	30/08/2024	CBR	Criterion 6 (pupils in catchment) and Criterion 7 (children of staff) swapped because this change of order from V1.0 to V2.0 was not consulted on.
3.0 (2025)	15/12/2023	CBR	Criterion 5 – addition of requirement to be in catchment for PP criterion to apply. Note 4 – clarification on application of PP criterion and removal of note on children for whom parents cannot provide evidence registered for FSM.
2.0	19/01/2022	CBR	Change from 2021 admissions to 2023 onwards. Changes in line with School Admissions Code 2021: <ul style="list-style-type: none"> • Addition to Criterion 1 - children who were previously in care outside of England. • Addition to Note 6 for Criterion 7 to clarify which children and staff this applies to.
1.0	21/08/2020	JRI / Team	New admissions policy

**Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period*

Introduction

Brook Mead Academy ('the School') is an 11 to 16 school sited in Leicester with a city-wide catchment area. The School is part of The Mead Educational Trust (TMET) which is a school trust with schools in Leicester and Leicestershire.

The Mead Educational Trust is the admissions authority for the School and, as such, is responsible for setting the criteria for admission and their interpretation; however, at all times it will act in accordance with the School Admissions Code published by the Department for Education. The Trust has decided that the School will remain part of the Leicester City Council admissions process and, therefore, this local authority administers all admissions to the School.

Planned Admission Number (PAN)

The School has an admission number of 240 for entry in year 7.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the School to all those who have applied.

Application process

All parents wishing to apply for a place at the School should do so via the online Leicester City Council admissions process, the link for which is on the School website (under Parents and Admissions). Parents have a right to express a preference for the school they want for their child. Applications are online via the Leicester City Council website and must be submitted to the Council by the specified date which is published annually, usually the end of October for secondary schools.

Oversubscription criteria

Where the number of applications for places exceeds the number of places available, as specified by the Planned Admission Number, the following criteria, in priority order, will be applied to determine those children who will be offered a place.

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the School before any other allocations are made.

- Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England (see note 1).
- Criterion 2: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School (see note 2).
- Criterion 3: Children whose home address is in the catchment area of the School with a sibling at the School, who will still be on roll in Years 8 – 11 when the applicant starts school (see note 3).
- Criterion 4: Children whose home address is outside the catchment area of the School with a sibling at the School, who will still be on roll in Years 8 – 11 when the applicant starts school (see note 3).

Criterion 5: 90 children whose home address is in the catchment area of the School and are eligible for the Pupil Premium (see note 4).

Criterion 7: Children whose home address is in the catchment area of the School (see note 5).

Criterion 6: Children who are sons/daughters of staff working at the School for at least 2 years at the time of application (see note 6).

Criterion 8: Children whose home address is outside the catchment area of the School and who have requested a place.

Note 1: A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the school. A “previously looked after” child is a child who was looked after, either in England or outside of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order. 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.

Note 2: All schools have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. Please refer to the full guidance shown in the Leicester City coordinated scheme.

Note 3: Sibling means a brother or sister, half siblings, step siblings, adopted siblings or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address. Siblings must be attending in Years 8 to 11 at the point of entry.

In the case of twins, triplets or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Note 4: Those eligible for **Pupil Premium** admission priority are children who:

- are currently registered as eligible for free school meals; or
- have been registered as eligible for free school meals at any point in the last six years.

This criterion will only be applied for applications for Year 7 places each year up to National Offer Day. This criterion will **NOT** be applied to:

- 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.

Note 5: 'Home address' means the child's permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. 'At the time of application' means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

Note 6: Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more 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 skill shortage.

Children include natural, adopted, step-children and children of cohabiting partners, living with the staff member or elsewhere.

The member of staff must be employed by The Mead Educational Trust and have worked at the School for at least 2 years.

Within each criterion, priority will be given to children living closest to the School, as measured on a straight line basis using a geographical information system measuring from the Geo-code reference point for the child's home address to the Geo-code reference point for the School. Applicants living in the same block of flats will be regarded as living the same distance from the School.

In the event that two applicants within a category live exactly the same distance from the School and only one place remains, the names will be issued a number and drawn randomly to determine which child shall be offered the place.

Late applications

In the event of the School being oversubscribed, applications received after the closing date, which is published each year, will be dealt with after all on time applications.

Waiting List

For parents whose children have been refused a place, Leicester City Council holds a waiting list in order of the School's admissions criteria until July of the admission year. If a place becomes available, it will be offered to the first child on the waiting list. The Council is not allowed to distinguish between on-time and late applications when maintaining waiting lists so a child can move down the list when a child being added to the list meets a higher admissions rule.

Being placed on the waiting list does not remove the applicant's right of appeal.

Appeals

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.

In Year Admissions

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.

Admission of children outside their normal age group

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.

Fair Access Protocol

The School will participate in full with the Local Authority's Fair Access Protocol in order to ensure that the most vulnerable children are offered a place at a suitable school as quickly as possible. In exceptional circumstances, this may include admitting children above the School's published capped admission number. Children who are allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those on the waiting list.