


Policy:	Admissions Policy September 2025	
Status:	Statutory	
Review Date:	Yearly– Sept 2026	

It is the school's admission policy to follow the procedures within the [LA policy](#), **provided the Planned Admission Limit (PAL) of 60 pupils is not exceeded.**

Where there are more applications than places, these will be ordered in accordance with Leicestershire County Council's priority criteria for maintained schools:

1. Children who are looked after and those children who were previously looked after children.
2. Pupils who live in the catchment area at point of application.
3. Sibling, where there is sibling attending the requested school and will still be attending the requested school at point of entry.
4. Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested.
5. Pupils with a sibling attending the Linked Junior School. (N/a for our school)
6. Pupils living nearest to the school measured in a straight-line distance (home to school gate)

Admission to the Foundation Stage

Children are admitted to the Foundation Stage at the beginning of the year following their 4th birthday. Our expectation is that young children should have achieved continence when they are admitted to school. We recognise that young children vary widely in their levels of maturity and in achieving continence. We also recognise that children may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems.

Parents who would like their child to attend St. Botolph's C. of E. Primary School, are encouraged to visit. As we are a maintained school, they will then need to complete the online Local Authority application that goes to the Allocations Department at County Hall. **The Local Authority are solely responsible for the allocation of our school places.**

Many children attend local pre-schools before they start school. There are close links between the school and the pre-schools. Foundation Stage staff visit the local pre-schools to get to know the children before they are admitted. Before a child starts school they are invited into the Foundation Stage for a stay and play session (with parents) and for a more formal induction session with their pre-school friends. Children with special needs are offered additional visits and a member of staff attends SEND reviews. The headteacher will show the parent(s) and child around the school on request or during an open visit. Home visits are offered to all parents of new starters to our Foundation Stage at the start of the academic year. The children then start full time in the first full week in September.

Admission to Year 1-6

Children are admitted at any time in the school year in agreement with the LA admissions department. Children are admitted up to the school's PAL in accordance with the guidelines set out in the LA policy. Families are again encouraged to visit before starting and the children are invited to an afternoon to meet their class before they formally join our school.

This policy will be reviewed in light of LA recommendations/changes to procedures.