School Admission Policy 2026 to 2027

Admission arrangements at Reception

Children may start school during the year in which they become five. All children will be offered a full time place from September. Parents may defer their admission providing the child is in full time education by the term after their fifth birthday and by the beginning of the summer term at the latest. In the case of over-subscription, places will be offered in the following order of priority:

Published admission limit: 25

Children who are due to start school and:

1. Have an Education Health and Care Plan naming the school;
2. Children in public care and those previously in public care who have been adopted or are subject to a residence order or special guardianship order who are due to transfer;
3. Live in the area served by the school and who have a sibling attending the school at the time of their admission;
4. Have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability);
5. Live outside the area served by the school who have a brother or sister with an Education Health and Care Plan attending the school at the time of their admission;
6. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission;
7. Children of staff in either or both of the following circumstances:

    a) Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or

    b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
8. Have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability);
9. Children who are due to start school, living outside the area served by the school who have no brother or sister at the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

'In year' admission requests will be considered on an individual basis. If we are able to offer a place to an applicant, we will aim to start that pupil at Litcham School as soon as can reasonably be organised.

Admission at Year 7

Published admission limit: 87

Children already in Year 6 at Litcham School will automatically progress to the secondary phase at the start of Year 7. Parents of children in Year 6 (the last year of primary school) at other primary schools are invited to make an application to join the school and are provided with information by the Local Authority. Applications must be completed and returned by the specified date.

If there are more requests for places than places available, the Local Authority will admit children in the following order of priority:

1. Children with an Education Health and Care Plan naming the school;
2. Children in public care and those previously in public care who have been adopted or are subject to a residence order or special guardianship order;
3. Children who are due to transfer and live in the area served by the school;
4. Children who are due to transfer and live outside the area served by the school who have a brother or sister attending the school at the time of admission;
5. Children of staff in either or both of the following circumstances:
    a) Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
    b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. Children who are due to transfer and live outside the area served by the school but are attending a feeder primary school at the opening date of the admission round;
7. Children who are due to transfer and live outside the area served by the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

If following the application of admission rules and distance, two applicants cannot be separated for a final place at a school, the Local Authority will use random allocation to determine the priority for the remaining place. Arrangements for admission in all other years are managed by the Local Authority (Telephone: 0344 800 8020).

'In year' admission requests will be considered on an individual basis. If we are able to offer a place to an applicant, we will aim to start that pupil at Litcham School as soon as can reasonably be organised.