



MERCIA ACADEMY

Lionheart Educational Trust

ADMISSIONS POLICY

Arrangements for entry into Year 7

2026 – 2027



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1. Making an Application

- 1.1 Lionheart Educational Trust 'the Trust' is the admissions authority for Mercia Academy 'the Academy'. During the normal admissions round, Derbyshire County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Derbyshire County Council also manages in-year admissions to the Academy, details of which can be found below.
- 1.3 Parents considering sending a child to Mercia Academy are invited to make an appointment to visit the school for a tour with one of our Senior Leadership Team. Telephone 01283 216404 or email info@merciaacademy.org.uk for further information. For Derbyshire Country Council – Changing Schools go to <https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>

2. Published Admissions Number (PAN)

- 2.1 Mercia Academy has a PAN of 150 for entry into Year 7 for 2026. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

3. Oversubscription Criteria

- 3.1 Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:
- 3.2 Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 3.3 Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
- 3.4 Children living in the normal area served by the school at the time of application and admission
- 3.5 Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
- 3.6 Other children whose parents have requested a place
- 3.7 When in the case of 2, 3, 4, or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.
- 3.8 Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This



includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- 3.9 Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the catchment area is included below;
- 3.10 Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4. Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The 'catchment area' can be found at the DCC link below
<https://apps.derbyshire.gov.uk/applications/school-details/profile.asp?DfES=4015>
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements. The County Council reserves the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.
- 4.6 Please note a place cannot be guaranteed for any child, even those living in a school's normal/local area 'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the Academy.

5. Tie breaker

- 5.1 Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6. Applying for a year group outside of chronological age group

- 6.1 Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to Derbyshire District Council at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports



it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7. Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal to Derbyshire County Council against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8. Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9. In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Derbyshire County Council website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10. Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.