



2022/23 academic year admissions criteria

How to make an application for a place

The Meadows Primary School is an Academy and as such the Academy Governance Committee (AGC) (previously called the Governing Body) is the admissions authority. However, the Academy uses the admissions service of South Gloucestershire Council to help in the administration of the admissions process, including allocations, and rankings. All applications for admissions must be submitted to your home Local Authority (LA) by the published closing date.

Published Admissions Number

The Academy has a Published Admission Number of 30 which means that it will admit 30 children into Reception Class. This includes children with Statements of Special Educational Need or Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 30 or fewer applications (including those from the parents of children in receipt of a Statement of Special Educational Need and those in receipt of an EHCP) are received, all those applying will be offered places. If the Academy receives more than 30 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

How places are allocated

The following criteria will be applied in the order in which they appear below should the number of applicants exceed the number of places available, having first deducted from the published admission number those children with an Educational Health Care Plan (EHCP) which has The Meadows Primary School as their named school. These criteria have been agreed between Members of the Academy Governance Committee, Futura Learning Partnership and the Local Authority.

PRIORITY A

Children in Care (Looked After Children) or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order. Children in care (LAC) are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

PRIORITY B

Siblings. Where there are siblings in attendance at The Meadows Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

PRIORITY C

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Please see the 'Supplementary Application Form' at the end of this Document

PRIORITY D

Geography. Children living closest to the school as measured in a direct line from the home address to the school. 'Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence

may be required to confirm a child’s home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.’

Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the main school building using the Local Authority’s computerised mapping system.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by an individual who is independent of the Academy.

Special Educational Needs

Children with an Education, Health and Care Plan follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

Additional Notes

Please note that applications for The Meadows Primary School should be made through the family's home local authority by the national closing date of 15th January.

For Priority C applicants the Academy’s Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15th January.

Oversubscription Criteria

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Definition of statutory school age for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age.

Child’s fifth birthday	May defer until	If I defer which class will my child join
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	If a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time (but please note “Delayed entry to Reception” section below).	

However, children are normally admitted to school in the September following their fourth birthday.

Deferred entry to Reception

Where an applicant to Reception is below compulsory school age the parent(s) can request:

- (a) that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see table above) or
- (b) that their child takes up the place part-time until the child reaches compulsory school age.

Delayed entry to Reception

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child(ren) to start school in the reception year group in the September following their fifth birthday, the Multi-Academy Trust will make a decision based on the circumstances of the individual case. Factors considered may include:

in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.

In Year Admissions (i.e. all applications for existing year groups)

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application. Please see the 'In Year Application Form' at the end of this document.

All applications will be considered by the Academy Governance Committee and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

Admission Appeals

If the Academy Governance Committee does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Governance Committee have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Monitoring and Review

The Governance Committee will monitor this admissions policy and it will be reviewed at least every two years or sooner if required.

Appendix

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admission Authority (the Academy) will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Please note that if a child is admitted to a school year outside their normal age group at primary level, when they reach secondary level they may be expected to join the school year for their normal year group.

SUPPLEMENTARY APPLICATION FORM

Priority C

To be completed by the School staff parent

Wansdyke Primary School is part of Wellsway Multi Academy Trust. The Governing body of the School is the admission authority and has responsibility for setting the admissions policy.

The Admissions Policy states that to satisfy **Criteria C** school staff are defined as those who are employed by the school for two or more years or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time of this application.

Once you have completed Part C please ask the Head Teacher to complete part D and then pass the form to the School Office by the closing date of 15 January.

You must in all instances complete a Local Authority Common Application Form and return it to the Local Authority by 15 January for it to be considered as on time.

Child's Forename			
Child's surname			
Date of Birth		Gender	
Name of parent/ Guardian			
Address & Postcode			
Phone number			

PART D To be completed by the Head Teacher

Signed: _____ Name: _____

Date: _____

Please return this form to the School Office by 15 January



In-Year Application Form

Preferred starting date			
Child's Forename			
Child's surname			
Date of Birth		Gender	
Current Address			
Looked After Children	<p>Is this child 'Looked after' by a local authority? Y/N</p> <p>If yes, Local authority:</p> <p>Name of social worker:</p> <p>Contact phone number:</p> <p>Email address:</p> <p>Has your child previously been 'Look after'? Y/N</p> <p><small>If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last 'looked after' the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.</small></p>		
Parent/Carer Details	<p>Title: First Name:</p> <p>Surname:</p> <p>Relationship to the child:</p> <p>Do you have parental responsibility for the child? Y/N</p>		
Current Address & Postcode (if different from child's)			

Home Phone	
Mobile Phone	
Work Phone	
Email	
SEND Details	Does your child have an Education Health Care Plan (EHCP), extra support for their learning or any other additional needs?
Reason for moving	What is the reason for requesting a move to The Meadows Primary School?
	Is there any other information that we should be made aware of?
	I certify that the above information is true and accurate
Signature	
Date	

Please return this form to:

School Office, The Meadows Primary School, Bitton, Bristol. BS30 6HS

Tel: 0117 9322203

enquiries@themeadowsprimaryschool.org.uk



In-Year Letter of Appeal

Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name _____

Home Telephone Number _____

Mobile Telephone Number _____

Alternative Telephone Number _____

Email address _____

Child's Details

First Name(s): _____

Surname/Family Name: _____

Date of Birth: ____/____/____

Address: _____

Reasons for Preference/Grounds for Appeal:

Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. If required, please continue on a separate sheet.

Signed (Parent/Carer): _____ Date: ____/____/____

Please return this form to:
School Office, The Meadows Primary School, Bitton, Bristol. BS30 6HS
Tel: 0117 9322203
enquiries@themeadowsprimaryschool.org.uk

