



Policy for the Admission Arrangement of Pupils to Studley Green Primary School for the Admissions Year 2026-27

NB: This policy has been written as a result of a Consultation Process with local stakeholders which ended on November 30th 2024.

Index

Section	Page
Fair Access Protocol	2
Children entering school in September at the age of 4 years	2
In-year applications to transfer to Studley Green	2
Waiting lists	3
Early admission	3
Deferred admission until later in the academic year	3
Exceptional circumstances requiring delayed admissions	3
Appeals Process	3
Oversubscription Criteria	4

This policy was adopted:

This policy will be reviewed: September 2025

Signed by Head Teacher:

Signed by Chair of Governors:

Date:

This policy applies to Studley Green Primary School, which is a member of the EQUA Mead Learning Trust. The Trust, via the Full Governing Body as the Admissions Authority, are responsible for determining admissions policy and procedures.

This policy has been written in accordance with the Admissions Code from the Department for Education, Feb 2012, and in accordance with advice from Wiltshire Council.

The total number of children admitted to the school shall be in accordance with the Published Admission Number (PAN). **This defines the number of places available for each year group in the school.** All applications will be agreed until the PAN has been reached and if in keeping with the agreed statements in this policy. **The PAN for the school for admission from September 2026 is 30. This is the same as the previous year.**

In keeping with our school ethos of openness and honesty, the admissions authority for Studley Green Primary School wishes to make it very clear that they will admit pupils to their school in the full confidence of having the capacity to meet that child's individual needs.

We would urge prospective parents to visit our school website to gather a clear overview of what our school can offer for their child.

With the above ethos in mind, the admissions authority for Studley Green Primary School wish to make reference to section 86 of the School Standards and Framework Act 1998 which states that '*the admission authority **must** comply with any preference expressed by a parent except where to do so would prejudice the provision of efficient education or the efficient use of resources.*'

Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a partially high proportion of children with challenging behaviour or previously excluded children.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with an Education, Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Children entering school in September at the age of 4 years

Parents have a right to ask for their child to begin school full time from the first day of term.

At Studley Green we will, in every case, recommend a phased start to school. Our induction process for Reception children can be read in our Induction Policy and is made known to all parents considering a place at our school for their child.

Parents will be able to make an online application at www.wiltshire.gov.uk. If an online application has been submitted, a written application is not necessary. The deadline for Reception admissions in 2026 will be January 15th 2026.

In-year applications to transfer to Studley Green

In-year admissions will be processed within the statutory timescales set out in 2.30 of the school admissions code; upon receipt of an in-year admission, the admission authority or the local authority if it is co-ordinating the admission authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified within 15 school days. Parents should make applications direct to the Admissions Team Wiltshire Council www.wiltshire.gov.uk/schools-learning-admissions-online

If parents wish to transfer their child to Studley Green mid-year, they are advised to contact the school to arrange an initial visit of interest. The Governing Body of Studley Green School has an admissions panel who meet approximately every 4 weeks if required to consider in-year applications received from the local authority. It is always advised that, except in emergency situations, children will transfer at the beginning of the next term. In the interest of safeguarding children, all in-year applications for admission to all year groups are coordinated by the Local Authority.

Waiting lists

The Governing Body for Studley Green School maintains a clear, fair and objective waiting list for the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Early, deferred or delayed admission:

Early admission

Admissions earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the admission authority's professional advisers and there must be no suitable alternative pre-school provision available.

All cases will be considered and terms agreed, individually, with no precedent set for future applications.

Deferred admission until later in the academic year

A school place in the reception class is available for children from the September of the academic year in which they are four. Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for the child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought.

Where a parent or guardian chooses to defer their child's admission beyond the academic year for which admission is sought, the place originally offered cannot be held over and a fresh application is required. Children whose entry is deferred are expected to join their chronological peer group, i.e. year 1.

Delayed admissions

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 1 September 2021: Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group. The decisions on requests for applications outside the child's normal age group are made by the admission authority for each

particular school, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception year for any Wiltshire school, must first submit a formal application to the LA. If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is oversubscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception year in the alternative school may not be possible. If the parental request for delayed admission into reception year is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made, the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Appeals Process

If a parent has not been successful in gaining a place at Studley Green Primary School, they have a right to appeal.

Parents should submit their appeal in writing to the Chair of Governors at the school address which can be found on the school's website.

Oversubscription Criteria

Where the school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

1. Looked After Children / Previously Looked After children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Designated Area Siblings and Shared Area Siblings

A child is considered under this criterion if an older sibling is attending the school as at the deadline date, excluding pupils in year 6, and where the child lives within the designated area or shared area at the same address as the older sibling. Step, half and foster siblings are also included in this category;

3. Other Children from the Designated Area or Shared Area

Children resident within the designated area or shared area who do not qualify under one of the criteria above;

4. *Other Siblings*

A child is considered under this criterion if an older sibling is attending the school as at the deadline date, excluding pupils in year 6, and where the child lives at the same address as the older sibling. Step, half and foster siblings are also included in this category;

The definition of 'sibling' is: a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living at the same family unit at the same address.

5. *Other children*

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If 2 or more children with the same priority for admission live in an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random application).

This policy was previously consulted on during 2020/2021. The PAN was reduced to 30 for the 2022 cohort. No further changes have been made to the admissions criteria for Studley Green Primary School. The Governors agree this policy annually. The policy for 2026 has been considered by Governors and will be formally agreed on 17.10.2024.