

Bourton on the Water Primary Academy
Admissions Policy 2025 - 2026

Governors' Committee Responsible:	Safeguarding, Staff and Pupils Committee
Governor Lead:	Cte Chair
Nominated Lead Member of Staff:	Mrs L Connor
Status & Review Cycle:	Statutory Annual
Next Review Date:	October 2026

The admission number is 45 pupils for Reception.

All applications for places are made on the applicants' home Local Authority form. This will in almost all cases be Gloucestershire County Council's application form. Although the Governing Body has responsibility for deciding on admissions, the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents. Any child with a statement of Special Educational Needs (SEN) or Educational Health Care plan (EHC), that names the Academy in their statement or plan, will be admitted.

Over Subscription

In the event that more than 45 applications are received, the oversubscription criteria will be applied to determine priority for places. All school preferences, as declared by parents on the LA application form, are treated equally.

Over-subscription Criteria

(1) 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) Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

(3) Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's online Mapping Tool.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

**An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In-year Admissions

In-year admissions will be dealt with by the Academy. However, the Local Authority's Common Admissions Form will be used and they will be informed. Should this admission exceed the planned admission number for that year group, the place will be refused pending an appeal process. (see Appeals Process below)

Twins and children of multiple births

The school admission code of 2021 allows additional children to be admitted above the published admission number under very limited exceptional circumstances, even when this breaches the Infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places "when one of the siblings is the 45th child admitted".

Late Applications

All applications sent in by the closing date will be dealt with equally. Late applications will normally be dealt with after those received on time. In some instances, when an application is submitted after the closing date, but prior to the allocation date, it may be considered equally as those received on time. However, this will be judged by the Governor's Admissions Committee (staff and Pupils Cte) within the Governing Body, who will consider the reasons provided for the late application.

Waiting List

Once all places have been allocated, further and all future applicants will, if parents still wish to apply for a place, be informed of the appeal process and added to a specific waiting list for that appeal. The Local Authority do not let us know who is on any waiting list they hold for us as we are an Academy, so parents must let us know if they would like to proceed through an appeal. If and when such applications occur the Appeals process will be triggered as soon as possible.

Admission Arrangements

Children are legally obligated to be in full time education in the term that they are 5 yrs old. Parents may take the option not to take up the place until that time or are free to discuss part time arrangements and indeed other options. The first week of term is usually a one-off session on a One to One basis so that we can begin to develop the relationship between pupil and teacher. In week Two, all pupils attend for the morning and then do so until after lunch. By week three or four, all children are in full time. During weeks one and two Parents are advised not to 'give up' any pre-school or childminding services.

Admission of Summer Born Children for Reception Entry for Bourton on the Water Primary Academy

The Governing Body acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of the School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at

the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Appeals Process

All applicants for admission will need to complete an official application form for each child, and their application for admission will be dated from the receipt of this form. Completion and acceptance of this form does not, in itself, guarantee admission. If applications exceed the number of places available, the Academy, as its own admissions authority, will draw up a reserve list in order that steps to fill unexpected vacancies can be quickly addressed.

Parents of children who have not been offered a place have the right to appeal against any decision not to admit their child to this school.

This appeal should, as a first step, be submitted in writing to the Clerk to the Governors, c/o The School Office, Bourton on the Water Primary School, School Hill, Bourton on the Water, GL542AW.

Appeals are heard by an **Independent Appeals Panel Committee** and their procedures will be followed in accordance with the School Standards Framework Act 1998 as amended by the Education Act 2002. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and their rights for the appeal meeting by the Clerk of the Appeals panel.

Notes

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place where the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents will need to decide.

Ordinarily Resident/Residence

Reference to where a child is ordinarily resident, means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

