



Reviewed February 2025

## **St. Berteline's Church of England Aided Primary School**

### **Admission Arrangements 2026**

#### **Making an application**

Applications for admission to our school should be made on the common application form on the Local Authority's website. Applications must be forwarded to the Local Authority by the national closing date of 15th January 2026.

If you wish to apply for a place under criteria 3 (i.e., as an active member of a Christian church) you will need to complete a supplementary form which is available on the school website or can be collected in person from school. This supplementary form must be returned to the school and not to the Local Authority.

**It is not normally possible to change the order of your preferences for schools after the closing date.**

The Governors will consider all the applications received. Letters/emails informing parents of whether their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> **April 2026**. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

If you do not have access to the internet, applications can be made by visiting any of the Local Authority Direct Link offices or contacting the School Admissions Team to request a paper copy.

#### **Admission procedures**

The number of places available for admission to the Reception class will be a maximum of 30. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities, and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom application is received exceeds this number. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all applications received and the Local Authority allocates places according to its policy. If there are more applicants than places, the Governing Body will allocate places using the oversubscription criteria which are detailed separately.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is *before the Governors have established their list of pupils to be admitted*, then it will be considered alongside all the others.

### **Waiting List**

Where we have more applications than places, the admissions oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in an order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31<sup>st</sup> of December of the year of entry.

### **Children with Education and Health Care Plans.**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP that names their school.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents must notify the school (or if it is before places are allocated), the Local Authority School Placement Department. **Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.** Parents may be asked to show evidence of the claim that is being made for the address, by providing a Council Tax or Utility

Bill. Where there is dispute about the correct address used, the Governors reserve the right to make enquiries of any relevant third parties. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is required.

**NB** In the event of a tie break situation linked to proximity to school, a lottery will be undertaken under independent jurisdiction.

### **Definition of 'parent'**

For this purpose, the 'parent' is any person who has parental responsibility as defined by the courts or has residential care of the child on a day-to-day basis.

### **In-year admissions.**

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions, or out of normal round admissions. Such admissions will be co-ordinated by the school. Please contact the school directly to make an application in this instance. Written confirmation of the outcome of the application will be sent to the parent/carer and to the Local Authority School Placement Team.

Please note that you cannot re-apply for a place at the school within the same school year unless there has been relevant, significant, and material change in family circumstances.

If a child leaves the school, then an application to return within that school year will not be possible unless exceptional circumstances can be proven.

### **Appeals**

Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, amended by the Education Act, 2002. **Parents should notify the Pupil Admissions Team at the Local Authority of their wish to appeal by 18<sup>th</sup> May 2026.** Parents will have the opportunity to submit their case to the panel in writing and to attend in person to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or KS1 because of government limits on infant class sizes, the grounds on which your appeal could be successful are limited.

Please note that the right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from parents, (for example a false claim of involvement in a place of worship or giving a false address) which effectively denies a place to a child with a stronger claim, then following investigations, the Governing Body is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

### **Deferred Admission/Part-time Admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

If your child is born between 1<sup>st</sup> April and 31<sup>st</sup> August, you may choose not to send that child to school until the September following their 5<sup>th</sup> birthday and request that they are admitted to Reception rather than Y1. However, it is important that you still apply for a place at school for your child for the September of what would have been their 'normal' year of entry. If deferred admission is agreed, you will then need to re-apply for a place for the following year.

In special circumstances, such as ill health, a request can be made for a child to be admitted to school outside of the normal age group. Application must be made as normal and then if deferment is agreed an application for admission should be made again for the following year.

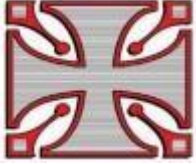
Where parents wish, children offered a place for September may attend part-time until later in the year but not beyond the point at which they reach compulsory school age.

Please contact school to discuss the procedure for requesting deferred or part-time entry if you are considering this option.

## **Twins/Multiple Birth**

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered, then the second twin (or other children in the case of multiples) will be admitted as 'excepted' pupils.

We hope that this information is helpful. Should you have any queries or require any further information, then please feel free to contact the school.



## St Bertoline's Church of England Primary School

### Oversubscription Criteria

The Governors admit 30 children to the reception class each September. This admission limit has been agreed following statutory consultation. In the event of applications exceeding the number of places, the Governors will admit pupils using the following criteria in priority order:

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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole main purpose is to benefit society. [a]
2. Children who have a sibling in the school at the time of application and who will continue to attend at the beginning of the year of admission. [b]

Once places have been allocated under criteria 1 and 2 above, the remaining places will be divided equally to be allocated under criteria 3 and 4 below. In the event of an odd number of places being available, the single odd place shall be made available for allocation under criterion 3.

3. Children whose parent/parents are involved in the work and worship of any Christian church which are a member of Churches Together in Britain and Ireland and have provided evidence using the supplementary form[c]
4. Pupils living nearest to the school. [d]

Within criteria 3 and 4, places in each category will be allocated in order of shortest distance according to the straight-line measurement from the child's permanent residence to the school as measured by the Local Authority.

Notes:

[a] A Looked After Child as defined in section 22 of the Children Act 1989.

[b] Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

[c] Evidence of parents' commitment to and their involvement in their place of worship will be required in the form of confirmation from the parish priest on the supplementary application form. By 'involved in the work and worship' we mean attendance at church for at least two services per month for at least six months prior to the closing date for applications. Where a family has moved house during the 6-month qualifying period, then evidence to meet the criteria showing continuity of involvement at another church will need to be produced.

Notes:

*"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".*

[d] Distance - measured by the Local Authority using an Ordnance Survey address point system which measures straight line distances from the address point of the school to the address point of the child's permanent home address.

### **Additional Information.**

The governors will not admit more than the agreed number of pupils (30) where the admission of more children may compromise the provision of efficient education to the other children in our school and prevent the efficient use of resources.

Example:

In an example year, the school has 30 places to allocate. Applications are received in respect of two looked-after children and 14 siblings, so the first 16 places are allocated to these applicants.

The remaining 14 places are divided to give 7 places each for allocation under criteria 3 and 4.

Places for applicants are then allocated under criterion 3 in order of shortest distance from the school. Once the available places (7 in this example) have been allocated, any unsuccessful applications under this category are added to the remaining applications and considered under criterion 4. Places available under criterion 4 (7 in this example) are then allocated in order of shortest distance from the school.

This information is published by the Governors of St Berteline's Church of England Aided Primary School. Admission criteria is reviewed annually and may change from year to year.