St Helen's
CE Primary School

'They will Soar on Wings like Eagles'

Isaiah 40:31

Excellence, Enjoyment and Achievement Together in a Nurturing Christian Community

ADMISSIONS POLICY 2028 - 2029

FOR CONSULTATION

Ratified By:	**Board of Trustees**	In consultation with:	**South Gloucestershire LA Diocese of Bristol**
Approved by:		Date:	
Policy Date:	**Autumn Term 2 2026**	Review Date:	**Autumn Term 2 2027**
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1. Introduction

This policy should be read in conjunction with the South Gloucestershire Primary School Admissions Guide and the Department of Education Schools Admissions Code September 2021.

For further information on admissions please contact the Admissions and Transport Team via:

- Email: admissionsandtransport@southglos.gov.uk
- Telephone: 01454 868008
- Website: South Gloucestershire Admissions

This policy will be published on the school's website; https://www.sthelensprimary.org.uk/our-school/policies/ and on the Severn Federation Academy Trust website; www.sfat.uk/policies

2. Admissions Authority

The Board of Trustees is the Admissions Authority for St. Helen's Church of England Primary School as part of the coordinated scheme with the Local Authority.

Parents must apply for a place at the school via the online application service Apply online for a school place | South Gloucestershire (southglos.gov.uk).

Paper application forms can be accessed through contacting South Gloucestershire Admissions and Transport team: 01454 86008, or contacting the school office.

3. Published Admission Number

There will be 30 reception places available in September 2028.

The Published Admission Number for St. Helen's Church of England Primary School is 30 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998.

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

4. Children with an Education, Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan (EHCP) Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEND Code of Practice associated regulations and not general school admissions arrangements. The Board of Trustees are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

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5. Over Subscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied in the order stated below:

1. **Children in public care *(1)* or a child who was previously in public care but immediately after being in public care became subject to an adoption *(2)* child arrangements order (residency order) *(3)* or special guardianship order *(4)* 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 adopte*d (5)***

   1) A 'child in public care' 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) at the time of making an application to a school.

   2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

   3) Under the provisions of section 12 of the Children and Families Act 2014.

   4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

   5) A child is regarded as having been in state care outside England if they were in the care of, or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. **Children who have a sibling who will be attending St. Helen's Church of England Primary School at the time of reception admission (i.e. a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner)**

   Note: 'Sibling' means brother, sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carers partner. The older child must be continuing to attend the school when the younger child is admitted and in every case the child must be living in the same family unit at the same address.

3. **Children with an authenticated medical reason for attending the school**

   Note: Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications will only be considered if supported by a written statement from the applicant's doctor which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. The final decision to accept a child under this category will be made by the St. Helen's Local Academy Committee through consultation with relevant professionals where necessary.

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4. **Children of members of staff**

   Note: (a) If the member of staff has been employed at St. Helen's Church of England Primary School for two or more years at the time the of the application being made, (b) if the member of staff is recruited to fill a vacant post of which there is a demonstrable skill shortage.

5. **Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications**

   Note: The distance will be measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school. Those living the closest will receive the higher priority.

Special Notes:

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (the strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children, when applying criterion 5, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's home address (including flats) to the ordnance survey address point of the school using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the St. Helen's Local Academy Committee. This process will be overseen by an independent person.

6. Deferred Entry

Children are entitled to a full-time place from the September following their fourth birthday, however, the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the academic year for which the original application was accepted. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

7. Delayed Admission

The Board of Trustees of the Severn Federation Academy Trust, of which St. Helen's Church of England Primary School is a member of the Trust, 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.

St. Helen's Local Academy Committee will make a decision on behalf of St. Helen's Church of England Primary 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

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following year. St. Helen's Local Academy Committee will decide whether the deferred entry can be approved for the school.

St. Helen's Local Academy Committee will decide whether the deferred entry can be approved for the school. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents will be notified of the Local Academy Committee's decision within one school term.

Children born in the summer and whose parents do not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year unless there is a professional agreement that joining a lower year group is in the best interests of the child in which case a common application form will have to be completed for admission to reception in the academic year 2029/2030. An agreement to placement out of year group will not guarantee a place at St. Helen's Church of England school, as any application will be considered against the published admission criteria when the application is made for the following year.

For additional information please see the Parental Guidance for Delayed Admissions on the school website; St Helen's CE Primary School, or contact the Headteacher.

8. 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.

9. In Year Admission

In the school year 2028/2029 and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. If there are available places in any year group during the year they will be allocated based on the over-subscription criteria above.

However, the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

10. Appeals

If the school is full in the relevant year group, and a place is not offered, parents/carers have a right to appeal against this decision to an Independent Appeal Panel. Any appeal must be in writing and addressed to the Headteacher as soon as possible after reconsideration.

Appeals will be arranged in accordance with the School admission appeals code. Further details about the appeal process are available from the School Office; sthelensprimary@sgmail.org.uk 01454 866530.

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11. Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria. The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

This policy is available on the school website: www.sthelensprimary.org.uk/our-school/policies/

Paper copies are available on request from the School Office

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