



Admissions Arrangements 2025-2026

Approved by: Headteacher **Rebecca Bennett**

**Approved by: Chair of
Governors** **Georgina Griffiths &
Jane Billington**

Last reviewed on: February 2024

Next review due by: February 2025

1. Introduction

The Admissions Authority for Ash Primary School is the Governing Body.

An Admissions Committee comprising of Governors is responsible for taking admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children starting school. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2025.

2. The Published Admission Number

The Published Admission Number for the Reception Class for 2025 is 21 for the year of entry.

3. Applying for a school place

In order to be considered for a place at Ash Primary School, an application form must be completed. Starting school applications must be made to Somerset Council. In-year application forms are available from the school.

4. Applications for reception year in 2025

The closing date for reception year applications in September 2025 is **15th January 2025**. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second-class post on the published outcome date, **16th April 2025**. Any applications received after the closing date will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

5. In-Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six-month tenancy agreement. **The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.**

Exceptions to the process are made for children of UK service personnel and crown servants returning from overseas to live in the area, please refer to paragraph 16 below for details.

Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

6. Oversubscription Criteria

Where there are more applications received than places available within the Published Admission Number the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with an Education, Health and Care plan (EHCP) if the school is named, then:

- | |
|--|
| 1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children 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 (see important note 1) |
| 2. a) Children of teachers employed by the school for at least two years prior to the application closing date. b) Children of teachers employed by the school who were recruited to fill a vacant post for which there is a demonstrable skill shortage (see important note 2). |
| 3. Children with an older sibling (see definition of ‘sibling’ at end of policy) at the school at the time of admission, and who live at the same address. |
| 4. Other children living nearest the school as measured by a straight-line distance (for explanation please refer to section 7 below). |

Important Notes

1. A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as those children 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. Relevant evidence will be required to be submitted.

2. The Head Teacher of the school will be asked to verify.

7. Tie Breaker

In the event of oversubscription within any of the criteria above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical Information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

8. Multiple birth applications (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any multiple-birth siblings above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This is permitted as an exception to the Infant class size legislation which in other circumstances sets a statutory limit of 30 infants (key stage 1 children) per teacher.

9. Shared care arrangements

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the Governing Body will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case-by-case basis.

Where it is necessary to establish the permanent home address for the child parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. They may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

10. Waiting Lists

Where an application has been refused in any year group, the child will be placed on a waiting list which will operate until the end of the academic year for which the place has been requested. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

Children who are the subject of a direction by the Secretary of State for Education to admit or who are allocated to the school in accordance with the decision of an admission appeals panel or In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

11. Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading. The application will be considered again in light of the correct information.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

12. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

13. Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

14. Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

15. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust 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 head teacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

- The parent/carer is required to make an application for their child's normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attach supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.

- For all requests for admission outside of normal age group: If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it.
- 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.

16. Children from overseas

The Admissions Authority will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

This is the most recent guidance which takes account of the post-brexit immigration system.

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

17. Appeals

Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

18. Children of UK service personnel and Crown servants returning to the area

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. For children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area we will not apply the definition of 'home address' at 17 below but will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter (an official government letter (e.g. UK Armed Services, MOD, FCO or GCHQ) that declares a relocation date and a Unit postal address or quartering area address.

This does not mean that such children will be allocated before other children who apply at the same time but that the admission authority will accept the alternatives listed above as proof of address.

If the parent/carer is moving to the area as a result of leaving the armed forces, then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information, please refer to the DfE explanatory note on Admission of Children of Crown Servants;

19. Definitions:

Home Address The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.

With the exceptions set out in paragraph 16 above, documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month tenancy agreement. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Admissions Authority must be notified of any change of address during the admissions procedure.

Sibling

For the purpose of admissions, a sibling is defined as a child living at the same permanent home address as a half or full brother or sister or an adoptive brother or sister. Also, children of the same household where the permanent home address is the same for both children.

Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

20. Objections to Admission Arrangements

Objections to the 2025/2026 admission arrangements policies can be made to the schools' adjudicator. This must take place in the period between the admission authority determining their admission arrangements for 2025/2026 which must take place by 28 February 2024 and the deadline for making objections which is the 15 May 2024. Objections may still be considered after this date, but this is at the discretion of the adjudicator. For further information on how to make an objection please visit the Office of the Schools Adjudicator

website <http://www.education.gov.uk/schoolsadjudicator/>