

Frogwell Primary School

Safe and Happy – Supportive – Respectful – Aspirational - Inclusive

Admissions Policy

Date of Policy: Term 1- 2025

Review Date: Term 1- 2026

Governor Responsibility: Full Governing Body

Governor Lead: Nigel Linacre

Nominated Lead Member of Staff: Imogen Woods

Status & Review Cycle: Statutory Annual

FROGWELL PRIMARY SCHOOL

1. Planned Admission Number (PAN). The Planned Admission Number of 30.
2. Date of Admission. There is one intake each academic year at the beginning of the Autumn Term starting in September.
3. Date of Application. Applications for places are to be received by the LA by the cut-off date published annually.
4. Age of Admission. Children, following their 4th birthday, are entitled to start full-time school in September. As part of the Induction Programme school staff and parents together decide if a child is ready for full-time school as part of the induction process.
5. Compulsory School Age. Where a child is offered a place to commence before they are of compulsory school age, parents may opt to defer entry until later in the school year up to the point of compulsory school age but the place must be taken up in the same year for which admission is sought.
6. Applications for Admission. For admissions during and from 2025/26, as per the Local Authority co-ordinated scheme for admissions all applicants applying for any school place must complete an application form which should be returned directly to the LA and not the school. The applicant may or may not live in Wiltshire. Applicants must apply to their home LA.

Shared Parental Responsibility

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the application used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled.

For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

ADMISSION CRITERIA

7. Where applications for admission exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit:
 - a. Looked After Children/Previously Looked After Children The definition of 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). Proof will be required and must be submitted by the deadline date.

- b. Where there are medical grounds (supported by a Medical Specialist) to show that it would be detrimental to the child's health not to be admitted into the school;
- c. Those children who have a sibling living at the same address who will be attending the school at the time of admission. The siblings of twins, triplets or other multiple births will be admitted irrespective of whether doing so would exceed the PAN.

The admissions authority will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.16 of the School Admissions Code 2021, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted;

- d. Any other children not covered in the previous criteria will be admitted on the basis of the distance from the child's home to the school and will be measured as distances supplied by the LA and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation). This will be determined by the Admissions Panel. Link to defined area:
<https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=78160d89e1004ccda210923b82ee9959>

- 8. In the event of there being a tie for places in either of the criteria at paragraphs 7b or 7c then the criteria in paragraph 7d shall be applied as a tie breaker.

REMAINING APPLICATIONS

- 9. In the event of there being applications for admissions remaining after the allocation of places is complete, the Admissions Panel will prioritise them on a waiting list by year group using the criteria at paragraph 7 above.

Waiting lists for all year groups

Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt.

This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term in July 2026.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

Places that become available will not be offered to pupils who are not on the waiting list.

OTHER APPLICATIONS

10. Applications received other than for the normal intake at the beginning of the Autumn Term starting in September (see paragraph 3 above) will be considered in order of receipt and assessed using the criteria at paragraph 7 above.

To apply for your child to transfer please apply online using the Parent Portal <https://www.wiltshire.gov.uk/schools-learningadmissions-online> alternatively, a copy of the in-year transfer application form can be obtained by calling Customer Services on 01225 713010.

All paper application forms must be posted back to the address on the application form. Email copies will not be accepted.

CHILDREN WITH SEN OR EHC PLAN

11. All children whose statement of special educational need or Education, Health Care Plan names the school must be admitted.

APPEALS

12. Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school where education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code. Please contact the school for more information.

Please note appeals are only heard in term time.

DEFINITIONS

13. The following definitions apply to this policy:
 - a. Sibling (para 7c). The term 'sibling' includes half, step and foster brothers and sisters.

Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk