



The
**Avenue
Primary
School**
& Children's Centre



Acorn
Education Trust

Determined Admissions Policy 2024-2025

Date Agreed: February 2023

Admission of Pupils:

The Avenue Primary School and Children's Centre welcomes applications for any child wishing to attend our school.

The Avenue Primary School and Children's Centre is compliant with the School Admissions Code issued by the Department for Education in September 2021, and with the law relating to admissions. As The Avenue Primary School and Children's Centre is an academy, responsibility for admissions falls to the Academy Council. Through this policy, the school ensures that the practices and criteria used to decide upon the allocation of school places are fair, consistent and objective.

1. Policy and Planned Capacity

Pupils will be admitted to the school at the beginning of the school year in which they reach their fifth birthday.

The Planned Admission Number for the year commencing 1st September 2024 is **45**.

The overall capacity of the Resource Base for the year commencing 1st September 2024 is **28**.

The school will admit pupils with an Education, Health Care Plan (EHCP) when the school has been named by the LA administering the EHCP and it is the wish of the parents.

2. Returning application forms and deadlines

Application forms are available from the School or Local Authority. They should be returned by midnight on **15th January 2024** for Primary School applications. All applications for the normal point of entry should be made online at www.wiltshire.gov.uk. Postal applications can also be made and returned to County Hall, Trowbridge, BA14 8JN.

3. Oversubscription Criteria for Admissions

Where applications for admission to the school exceed the places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- i. Looked After* Children/Previously Looked After Children This is the first oversubscription category. There is no qualification to limit this to Wiltshire children or indeed to children within a particular designated area.

* 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).

- ii. Children living within the designated or shared area who have a sibling currently on roll, or who were on roll within two years of the date of admission of the applicant at The Avenue Primary School and Children's Centre. A sibling refers to brother or sister, half brother or sister, adopted or fostered brother or sister, or the child of the parent/carer's partner and in every case, who is living in the same family unit at the same address.
- iii. Children from our feeder nursery which is The Avenue Primary School & Children's Centre Nursery, who live in the designated area and the shared area and who are eligible for the early years pupil premium, the pupil premium or the service premium.
- iv. Children from a service family who are eligible for service premium, whose parents are currently serving in the U.K. armed forces and resident within the designated or shared area.
- v. Children from the designated area and the shared area who are resident within that area and who do not qualify under the above criteria.
- vi. Children of a member of staff employed in the school for more than two years at the time of which the application is made, living in the same family unit at the same address.
- vii. Children from our feeder nursery which is The Avenue Primary School & Children's Centre Nursery, living outside the designated area and the shared area and who are eligible for the early years pupil premium, the pupil premium or the service premium.
- viii. Children from outside the designated area and the shared area who have a sibling attending The Avenue Primary School and Children's Centre. This includes half brothers and sisters, adopted brothers or sisters, fostered brothers and sisters.
- ix. All other children to whom none of the above criteria apply.

4. Tiebreak

Tiebreak is used in the event of being oversubscribed in any of the admission criterion. In the event of a "tie break" (e.g. being oversubscribed with siblings), the Academy Council's Admissions Panel will make its decision based on distance. Priority will be given to those children whose home is closest to The Avenue Primary School and Children's Centre, as measured in a straight line, "as the crow flies" from the centre point of the school address to the centre point of the pupil's home address using an Ordnance Survey map (data available from LA).

Where two adults share parental responsibility, the address used will be for the parent who has a residence order. If no such order has been made, the address will be where 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.

Should children of multiple births cause the school to go over the published admission number of 45, the Academy Council Admissions Panel would consider this to be an exceptional circumstance and would admit all children of that birth.

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 45th child admitted.

5. Admission Arrangements

Children are entitled to a full-time place in the September following their fourth birthday.

Induction arrangements at the beginning of Term 1 may involve a short period of part-time provision or phased entry, which would usually be for no more than two weeks. Information about these arrangements is provided directly to parents at the end of the summer Term prior to entry.

However, parent(s)/guardians can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer was made.

Where 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. Part time is determined as five mornings a week or five afternoons a week.

However, the place must be taken up within the same academic year as was originally offered and admission cannot be delayed beyond the statutory start date, i.e., places can be held open until January or April as long as the child joins the school no later than the start of the term following their fifth birthday.

Summer Born Children

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by

the admission authority for each particular school.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the council. Parents considering this option are encouraged to meet with the school to discuss this in the first instance.

How to Apply

Parents wishing to register children for the school should complete a Primary Common Application Form (PCAF) which is available online at www.wiltshire.gov.uk or from all primary and junior or infant schools in Wiltshire, or from County Hall, Trowbridge, BA14 8JN. Application Forms must be returned directly to the LA by midnight on **15th January 2024**. Any applications received after this time will be treated as late applications*.

All applications received after midnight on **15th January 2024** will be considered as additional applications and after all those received by the deadline have been determined.

Parents of children applying for admission will be notified of whether a place is to be offered, by letter dispatched on **17th April 2024**. Parents wishing to accept the place on behalf of their child must confirm the place with Wiltshire Council by noon on **3rd May 2024**.

* Late applications, those received between 16th January 2024 and 26th April 2024, will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at that time. Parents of pupils being considered for admission at this time will be notified of whether a place is offered by letter dispatched towards the end of May 2024.

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which 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. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

Applications for any remaining places that are available after the 22nd April 2024 will be offered on a first come, first served basis.

Parents of pupils not being offered a place may put their child's name on the school waiting list by contacting the school office in writing, by email, by telephone or in person.

6. Applications for in-year transfers

Applications received after 25th July 2024 for Reception year and any applications received for other year groups are classed as in-year transfer applications. Avenue Primary School and Children's Centre is part of Wiltshire Council's Co-ordination Scheme.

Applications for in-year transfer should be made to Wiltshire Council online at [Wiltshire Council - apply for a school place](#). Paper copies are available from the school office or online (see above link).

All applications will be considered together with any applications that have already been refused. Should it not be possible to offer a pupil a place at the school, parents will be invited to have their child's name added to the school's waiting list and they will be contacted as and when a place becomes available.

All offers of a place must be accepted in writing, by email or by telephone within 28 days of the date of the offer letter, or the offer will be withdrawn.

7. Admission of children outside their normal age group

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

8. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk.

ADDENDUM

Admissions outside of the usual point of entry (Reception).

The admissions authority has determined an operational capacity of 30 pupils per year group for the academic year 2024-25. Admission beyond that point in any year group would prejudice the school's ability to deliver the curriculum and thus its ability to provide an efficient education.