



ADMISSION ARRANGEMENTS 2026

Upton Heath C of E Primary
School

Amendment Sheet

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Approved by Board of Trustees		02/04/25	
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Review of policy

These arrangements must be reviewed annually and determined by 28th February in the year prior to the year in which the arrangements relate.

As an academy the Trust Board is the admissions authority. The Trust Board have delegated the process of ranking applications to the Local Academy Committee (LAC).

1. Making an application

Applications for admission to the school should be made on the common application form enclosed with your home Local Authority's brochure. Applications may also be made electronically.

The closing date for applications is 15th January 2026.

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

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April (or the nearest working day). Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

2. Admission procedures

The Planned Admission Number (PAN) which is the number of places available for admission to the Reception year will be a maximum of 60. This arrangement follows consultation between the Trust, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Trust will not place any restrictions on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Children with an Education Health and Care Plan in which the school is named will be admitted and remaining places allocated accordingly. All preferences are treated equally and places are allocated according to the oversubscription criteria.

In the event that there are more applicants than places remaining, the places will be allocated using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Siblings. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years Reception through to Year 5 and expected to continue at the school in the following school year, at the time of admission. Siblings in Year 6 six will not be considered under this criterion for the normal admission rounds.
3. Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Where the school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

In the event of a tie break a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the school.

3. Waiting list

Where we have more applications than places, the admissions 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 the 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 to 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 31st December of the year of admission.

4. Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been drawn up, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and where applicable, placed on the waiting list in order according to the criteria.

5. 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 should notify the school and the Local Authority. 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, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

6. Non-routine 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. Parents wishing their child to attend this school may arrange a visit. Parents should contact the school where they will be asked to complete an application form and will be offered a place if one is available. The Local Authority (LA) will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the LAC will inform the applicant in writing, together with the LA and information about how to appeal against the refusal will be provided. Where

more than one application is received the oversubscription criteria will be used to rank the applications.

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

7. Appeals

Where we are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. All appeals must be made to the school within 20 school days of the issue of the refusal notification.

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

8. Fraudulent applications

Where it is discovered that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the offer of the place will be withdrawn. The application will be considered afresh and a right of appeal offered if a place is refused.

9. Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

10. Children educated outside of their normal year group

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health, specific circumstances which mean they are not ready to start school or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request.

Parents of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.

These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point.

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).

11. Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

12. Children of multiple births

In relation to children of multiple births, exceptionally it may be possible to offer places over the published admission number in order to keep siblings together.

13. Children of UK service personnel

Places will be allocated in advance of the family arriving in the area for children of UK service personnel and veterans, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address for considering the application against local authority oversubscription criteria.