Admissions Policy 2027/2028

Elm Primary Academy

Version	V0.01
Approval Date	02 Feb 2026
Approved	Jo Wakeman, Principal
Lead Reviewer	Academy Committee
Review Date	Mar 2027

Contents

1. Introduction
2. Statement of Intent
3. General
4. Oversubscription criteria
5. Waiting list
6. In-year admissions
7. Additional Information

1. Introduction

This document details the organisational policy for admissions at Elm Primary Academy.

2. Statement of Intent

The policy outlines the arrangements for applications for places at Elm Primary Academy within the BCP agreed scheme for coordinated admissions arrangements 2027/28.

Audience

This policy is intended for use by all support, teaching staff and management of the Trust.

Revision History

Issue	Date	Author	Changes
V0.00	15/10/2025	Jo Wakeman, Principal	Update to new policy template
V0.01	02/02/2026	Jo Wakeman, Principal	Published

3. General

The Published Admission Number for the Academy for the year 2027/28 is:

60 pupils in Year Reception

Arrangements for applications for places at the Elm Primary Academy operate within the BCP agreed scheme for coordinated admission arrangements 2027/28.

The Academy Trust will consider all applications for places at Elm Primary Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Elm Primary Academy to all those who have applied.

4. Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of children with Education, Health and Care Plans where Elm Primary Academy is named on the Plan the criteria will be applied in the order in which they are set out below:

A) A 'Looked After Child' or who was previously a 'Looked After Child' (as defined by the Admissions Code);

B) Children of staff at Elm Primary Academy where the member of staff has been employed at

the Academy for two or more years at the time at which the application for admission is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

C) Children who live in the school's designated catchment area and whose siblings currently attend the school and who will continue to do so on the date of admission;

D) Children who live within the school's designated catchment area;

E) Children who do not live in the school's designated catchment area but who have siblings who attend the school and will continue to do so on the date of admission;

F) Children who do not live in the school's designated catchment area but have attended Elm Nursery (prior to the year of reaching compulsory school age);

G) Children who do not live in the school's designated catchment area but are the children of UK Service Personnel (UK Armed Forces);

H) All other children.

5. Waiting list

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Elm Primary Academy receives more applications for places than there are places available, a waiting list will operate until 31 December. This will be maintained by the Local Authority for the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out for entry to Reception. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

All waiting lists for each year group will cease on August 31st 2028, prior to a new waiting list being generated in September 2028. In June 2028, families with children on the waiting list in any year group will be required to confirm with the academy that they wish to remain on this list for the following 2028-2029 academic year.

6. In-year admissions

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications. If the year group applied for has a place available, it will offer a place unless admitting the child would prejudice the efficient provision of education or use of resources.

If more applications are received than there are places available, the oversubscription criteria for Reception will apply. Parents / Carers whose application is turned down will be entitled to appeal the decision through the local authority.

Applications should be made directly to BCP admissions:
https://www.bcpcouncil.gov.uk/Schools-and-learning/School-admissions/Changing-during-the-school-year/Changing-school-during-the-school-year.aspx

We strongly believe that to ensure that health, wellbeing and the social, emotional, mental health of children we need to carry the following actions before a start date is agreed.

1. contact the previous school to discuss needs and academic progress
2. meet the family
3. family to visit the school

This will enable the school to ensure that there is a smooth and successful transition, with resources in place to meet the pupil's needs.

7. Additional information

1. Looked After Children

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 "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision

will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

2. Applications for a place in any year group other than a young person's correct age-related National Curriculum year group

Applications for young people to be educated outside their normal national curriculum year group will be considered by a specialist panel comprising:
The Special Educational Needs Coordinator (SENCo), a member of the Academy Advisory Committee and the Associate Principal of the Academy.
Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that to place the young person in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
2. Clear evidence that it would not be detrimental to the interests of the young person's social and emotional development to be placed in a different year group.
3. Clear evidence that the young person has previously been placed in a different year group and this has had positive benefits.

(A young person would need to meet Criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of Criterion 3 would serve to strengthen a case.)

3. In Year Fair Access

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission. Subject to any provisions in the co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications. If the year group applied for has a place available, it will offer a place unless admitting the child would prejudice the efficient provision of education or use of resources. This includes where behaviour significantly interferes with the pupil's / other pupils' education or jeopardises the rights of staff and pupils to a safe and orderly environment.

If more applications are received than there are places available, the oversubscription criteria for Reception will apply. Parents / Carers whose application is turned down will be entitled to appeal the decision through the local authority.

Applications should be made directly to BCP admissions:
https://www.bcpcouncil.gov.uk/Schools-and-learning/School-admissions/Changing-school-during-the-school-year/Changing-school-during-the-school-year.aspx

All the admission authorities in BCP have established an In-year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round –

unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that the Academy might have to admit young people which could result in the Published Admission Number being exceeded.

4. **In Year Admissions – Looked After Children and Previously Looked After Children**
   A Looked After Child or Previously Looked After Child may be admitted to the Academy above the Published Admission number if it is felt by the Academy, in consultation with the local authority that the Academy is the most appropriate placement to meet the needs of the individual child.

5. **Applications from separated parents**
   Only one application can be considered for each child. Where parents / carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer. To be read in conjunction with the Legal Name Policy.

6. **Applications for young people of multiple births**
   If there are insufficient places to accommodate all the young people of a multiple birth (i.e. twins, triplets etc.) if one young person can be admitted then the other siblings of the multiple birth will be admitted over the Academy's Published Admission Number.

7. **Withdrawing an offer of a school place**
   The Academy may withdraw the offer of a place if it is considered that the offer of a place was obtained using fraudulent or intentionally misleading information.

8. **Home address**
   The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

9. Definition of siblings

"Sibling" means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

10. Distance measurements

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority. Distance will be measured in a straight line by the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system). If distances are equal, for example in a flat in a block of dwellings with the same front entrance, a random allocation system will be used to determine the allocation of a place. This process will be supervised by someone independent of the school.

11. Young persons of equal priority

If there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the Academy who has no involvement in the school admissions process.

12. Flexi Schooling

Elm Primary Academy does not support applications for flexi-schooling – see section 10.8 Elective home education: departmental guidance for local authorities (publishing.service.gov.uk)

13. Non-Statutory School Age Part-Time Education

If the applicant is under statutory school age, parents and school may jointly agree that a part-time timetable may be applicable if there is a significant Special Educational Need with recommendations from external agencies, parents and school may jointly agree a pattern of daily attendance that would suit the child, starting at mornings only, building up across the year. Part-time attendance will be reviewed and monitored regularly.