ADMISSIONS POLICY

Academic Year 2026/27

1. How to apply for a new Reception Primary school place

Chandag Primary School is an Academy and as such Futura Learning Partnership is the Admissions Authority. The school is part of the Bath and North East Somerset Coordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The local authority will forward all applications to the school and the AGC will rank all applications against the admissions criteria. The ranked list will then be returned to the local authority under the coordinated admissions scheme and they will make a single offer of a place on the published date.

2. Published Admissions Number (PAN)

The Academy has a PAN of 60, which means that it will admit 60 children into the Reception Year Group. This includes children with Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 60 or fewer applications (including those in receipt of an EHCP) are received, all those applying will be offered places. If the Academy receives more than 60 applications, i.e. the Academy is over- subscribed, the following criteria is followed:

3. Special Educational Needs

The Special Educational Needs Code of Practice requires that governing bodies admit any children with a Statement of Special Educational Need or an EHCP naming Chandag Primary School before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the AGC will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the AGC will admit those children. Where there are more applications received than there are places available within the required year group, the AGC will consider all on time applications against the criteria as set out below.

4. How places are allocated

The following criteria will be applied in the order in which they appear below should the number of applicants exceed the number of places available, having first deducted from the PAN those children with an EHCP which has Chandag Primary School as the identified education provider. These criteria have been agreed between Members of the AGC, Futura Learning Partnership and the Local Authority.

PRIORITY A

Looked After Children or children who were previously looked after but immediately after being looked after became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order, including those who appear to have been in state care outside England and ceased to be in state care as a result of adoption.

PRIORITY B

Siblings Where there are siblings in attendance at Chandag Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, stepbrother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

PRIORITY C

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Please see the 'Supplementary Application Form' at the end of this Document.

PRIORITY D

Geography Children living closest to the school as measured in a direct line from the home address to the school. 'Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.'

Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

5. Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school, they will be offered their highest preference as stated on their application form.

Applications for Chandag Primary School should be made through the home local authority by the national closing date of 15th January 2026. For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15th January 2026.

5.1 Oversubscription Criteria

Where there are more applications than there are places remaining within a particular category. Direct line distance from home to school will be used as a tie-break. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by an individual who is independent of the Academy.

5.2 Late Applicants

Any late applicants should complete their home local authority's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Academy will be informed of any late applications received.

5.3 Waiting List

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Reception Class are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until March. Please note that Looked After Children, Previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn, and the available place offered to the next child on the waiting list to qualify for the available place.

5.4 Home Address

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays. The Academy reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records. A place allocated based on fraudulent information may be withdrawn.

5.6 Definitions

Siblings are defined as children who are brother or sister; half brother or sister; adopted brother or sister; step-brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.

- A member of **Academy staff** is defined as full time and part time, teaching and nonteaching staff employed by the Academy and who are paid through the school's payroll system.

6. Deferred entry to Reception

Where an applicant to Reception is below compulsory school age the parent(s) can request:

1. that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see section 2.7 above), or
2. that their child takes up the place part-time until the child reaches compulsory school age.

7. Delayed entry to Reception

Parents of summer born child (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The Trust will make the final decision.

7.1 The decision will be made based on the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- information about the child's social, emotional, cognitive, or physical development. Is adversely affected by their readiness for school;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;

7.2 Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will be have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

7.3 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

7.4 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

8. In Year Admissions

Application Process

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application. Please see the 'In Year Application Form' at the end of this document. All applications will be considered by the AGC and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

9. Admission Appeals

9.1 When an offer of a place is refused, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an Independent Appeals Panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Details of how to appeal will be explained in the decision letter. The Independent Appeals Panel's decision is binding for all parties concerned. Parents whose application is turned down by the AGC have the legal right to appeal to an IAP.

9.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

9.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.

9.4 Parents wishing to appeal against an admission should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.

9.5 Parents will be given 10 school days' notice of the appeal hearing unless they agree to a shorter period of notice.

9.6 The decision of the Independent Appeals Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

10. Monitoring and Review

The AGC will monitor this admissions policy and it will be reviewed annually. Review date February 2026.