# Admissions Arrangements for the academic year 2027-28

**Futura Learning Partnership ('the Trust')**
**Willowdown Primary School ('the School')**

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# Admission Arrangements 2027

*For the purpose of these arrangements:*

*A 'parent' includes the natural or adoptive parent of a child (irrespective of whether they are or ever have been married, with whom the child lives, whether the child has contact with them, or whether they have parental responsibility for the child), as well as people who are not the child's natural or adoptive parent, but have care of, or parental responsibility for, the child.*

*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 its social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted or made subject to a child arrangements order or special guardianship order, as well as a child who appears to have been in state care outside of England (i.e. in the care of, or accommodated by, a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in these categories may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care and of being adopted may be required, ideally accompanying the application. All available evidence will be considered and a Trust Admissions Decision Panel will make a judgement on whether priority should be applied under the published over-subscription criteria.*

*A 'sibling' is the applicant child's:*

- *full brother or sister (sharing both parents), or*
- *half-brother or sister (sharing one parent), or*
- *adopted brother or sister (sharing one or both parents), or*
- *foster brother or sister (a looked after child placed with the family), or*
- *a step-brother or sister (one child's parent married to the other child's parent), or a child of a cohabiting partner (one child's parent cohabiting with the other child's parent)*

*and **in all cases** where the applicant child and the 'sibling' are living at the same home address (as defined in this document) and are being brought up as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin) and/or a child of a friend will not meet the definition of a 'sibling' even if they live at the same home address as the applicant child.*

## 1. Purpose of the Admission Arrangements

The purpose of these arrangements is to make the admissions process to the school clear and open. They should be read in conjunction with the relevant Local Authority guidance on school admissions. Applicants are also encouraged to visit the School's website~~s~~ and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the School's website by 15 March.

## 2. Children with Education, Health and Care Plans (EHCPs).

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the School's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the Published Admission Number (PAN).

## 3. Children of Multiple Births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

## 4. Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address. The address at which the child will be living will be used when applying the over-subscription criteria.

Places may be offered and reserved up to one term in advance of the place being required. There are 6 terms each academic year. Term dates can be found on the school website.

## 5. Home Address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time.

Documentary evidence may be required to confirm a child's home address and a Trust Admissions Decision Panel will determine the appropriate address to be used in ranking the application for a place at the School.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place.

What is accepted as address validation:-

- A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of a sale or Notice to Quit on your current/previous property.

- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with pro0f of your sale or Notice to Quit on your current/previous property.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

For clarity, the Trust cannot accept:

- a temporary address
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above
- the address of a house it is intended to move to (other than under section 4 above)
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

Please note this is not an exhaustive list.

For bulk applications to Reception, you must use your child's permanent home address as at the 15th January 2027.

## 6. Nursery

Separate admission arrangements apply to the Nursery/Pre School at Willowdown Primary School, and a place at the Nursery/Pre School will not guarantee a place at the School.

## 7. Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to Reception is below CSA, parent(s) have the right to defer their entry:
• until later in the academic year or until the term in which the child reaches CSA, or
• That their child takes up the place part-time until the child reaches CSA,
or • A combination of the above.

| Children reaching the age of 5 between: | Can defer until: | And will join the: |
|---|---|---|
| 1 September – 31 December 2027 | 1 January 2028 | Reception class |
| 1 January – 31 March 2028 | 31 March 2028 | Reception class |

Children reaching the age of 5 between 1 April and 31 August 2028 may defer their entry until September 2028 but a new application will have to be made to join Year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2028 Reception class (see Section 8).

However, children are normally admitted to school in the September following their fourth birthday.

## 8. Education Outside of Normal Age Group

Parents may apply for a place outside of their child's normal age group. In addition to the usual application form parents must complete the form found in Appendix D and return it to admissions@futuralearning.co.uk.

A panel of Trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- the views of the head teacher;
- information about the child's academic, social and emotional development;
- any relevant, medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may have fallen into a lower age group were they not born prematurely.

Please note this is not an exhaustive list, and every case will be considered individually. Where the Panel of Trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, 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 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 will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.

Children placed in a year group below their chronological age will reach statutory school leaving age before completing Key Stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4.

## 9. In-Year Transfer

The following applications will be treated as in-year admissions during 2027-28:

- applications for admission to Reception which are received after 1 September 2027
- all other applications for admission to Years 1 to 6

Parents who wish to obtain a place at the School other than at the bulk September intake, should apply directly to admissions@futuralearning.co.uk using the form contained in Appendix E.

Applications will not normally be considered in advance of the date the place is required, this will be up to 21 days in advance. However, applications for admission in September 2027 can be made from June 2027.

In-Year Applications are reviewed by the Trust Admission Decisions Panel and offered in accordance with the school's oversubscription criteria.

The Admissions Authority (The Trust) will notify parents of the outcome of their application in writing within 10 school days following the receipt of their application.
Where a place is offered we would expect it to be taken up without delay and usually within two school weeks. If you do not respond to the offer within two weeks the place may be withdrawn.
**Please note that if a place is offered as a result of false information, it may later be withdrawn.**

## 10. Bulk September Applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the (PAN which can be found in Appendix A. If the school is over-subscribed, allocations will be made according to the criteria in Appendix B).

Applications must be received by 23:59 on 15 January 2027 otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day.

Children attending any nursery at the school do not have the automatic right of a place in Reception. Parents must apply in the usual way and places will be allocated based on the over-subscription criteria contained in Appendix B.

Infant Class Sizes: Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2021.

## 11. Waiting Lists

Where there are more children than places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.

Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on the waiting list for a new academic year, they must reapply for a place.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's oversubscription criteria and any allocations will be made using this. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

## 12. Fair Access Protocols

Each Local Authority must have a Fair Access Protocol to ensure that any unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible, outside the normal admissions round.

The protocol ensures that all schools, whether they have vacancies or not, are asked to take a proportionate number of children who have either been excluded from other schools or who have challenging behaviour.

The Fair Access Protocol is available at Somerset Council - Fair Access Protocol

## 13. Appeals

Where an application is refused, parents have a right to appeal to an independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter.

## 14. Alteration

It should be noted that this policy is subject to alteration to reflect any changes in legislation, Case Law, Council Policy or to ensure legal compliance.

# 15. Appendices

## 15.1. Appendix A: Published Admission Number (PAN)

Reception has a PAN of 45. The Trust is supported by the LA in allocating places.

## 15.2. Appendix B: Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

a) Looked after and previously looked after children.

b) Children living in the catchment area, with a sibling at the school at the time of admission and who live at the same address.

c) Children of Willowdown Primary Staff employed on a permanent contract by the school for at least two years at the time of the application, or where the member of Willowdown Primary Staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school campus for other employers.

d) Children living in the catchment area

e) Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

f) Children not satisfying a higher criterion.

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

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## 15.3. Appendix C: Catchment Areas

Find your school catchment - Somerset Council

## 15.4 Appendix D: Request for admission outside normal age group (for In Year Admissions)

| REQUEST FOR ADMISSION OUTSIDE NORMAL AGE GROUP | |
|---|---|
| **Child's full name:** | |
| **Child's date of birth:** | |
| **Child's home address (as defined by the Admission Arrangements):** | |
| **Parent's full name:** | |
| **Parent's email address (for communication of decision):** | |
| **Year group sought for child:** | |

**Please carefully set out your reasons for asking for your child to be admitted to a year group outside their normal year group:**

*You should have regard to the following factors which the Trust will take into account when considering whether or not to agree your request in principle:*

- *Information about your child's academic, social and emotional development*
- *Where relevant, your child's medical history and the views of their medical professional*
- *Whether your child has previously been educated outside their normal age group*
- *Whether your child may naturally have fallen into a lower age group if it were not for being born prematurely*

*This is not an exhaustive list, and you should provide any other information you believe is relevant.*

| |
|---|
| |
| **Please list here any documentation you have attached in support of your request:**<br><br>*(e.g. a letter from your child's GP, hospital consultant or other medical professional, social worker, home tutor, nursery teacher, etc.)* |
| |

| | |
|---|---|
| **Signed:** | |
| **Dated:** | |

**Please note, this request is <u>not</u> an application for admission, for which a separate application must be made in the usual way.**

## 15.5. Appendix E: In-year application form

**If your child has an Education and Health Care Plan or has been accepted for statutory assessment, please do not use this form. For school transfers you will need to speak to the 0-25 team in your home Local Authority.**

Please indicate which school(s) you are applying to, and the order of your preferences:

| **PRIMARY** | | | |
|---|---|---|---|
| All Saints Church of England Primary School | | Bridge Farm Primary School | |
| Chandag Primary School | | Cheddar Grove Primary School | |
| Chestnut Park Primary School | | Four Acres Academy | |
| Mary Elton Primary School | | Northgate Primary School | |
| Puriton Primary School | | Saltford CofE Primary School | |
| St John's CofE Primary School | | St Nicholas' Chantry CofE Primary School | |
| The Meadows Primary School | | Tickenham CofE Primary School | |
| Two Rivers CofE Primary School | | Wansdyke Primary School | |
| Westover Green Community School and Autism Centre | | Willowdown Primary School | |
| Woolavington Village Primary School | | Yeo Moor Primary School | |
| **SECONDARY** | | | |
| Bedminster Down School | | Chilton Trinity School | |
| Clevedon School | | IKB Academy | |
| Sir Bernard Lovell Academy | | Wellsway School | |

| | |
|---|---|
| Preferred start date: | |

All applications will be processed in accordance with the over-subscription criteria in each school's admission arrangements.

Please read the following information carefully before applying for a place

***Offers***
*Where a place is offered we would expect it to be taken up without delay and usually within two school weeks. If you do not respond to the offer within two weeks the place may be withdrawn.*
***Please note that if a place is offered as a result of false information, it may later be withdrawn.***

***Refusals***
*Where a place is refused, you can make an appeal to an independent appeal panel:*
*https://www.gov.uk/schools-admissions/appealing-a-schools-decision*
*Appeal forms are available on request from the Trust Admissions Officer*

***Waiting list***
*As places become available, they will be offered in accordance with the over-subscription criteria and* ***not*** *the length of time that the student's name has been on the waiting list.* ***This means that a child may move up or down the waiting list.*** *It is up to you to keep us informed of updated contact details. If we are unable to contact you within two school weeks, the place will be offered to the next child on*

*the waiting list.*

***Data Protection***
*Please refer to the Privacy Notices (Parents & Students) at*
*https://futuralearning.co.uk/governance#policies*

Please return this form to admissions@futuralearning.co.uk

Futura Learning Partnership
c/o Two Rivers CofE Primary School
35 Fairfield Way
Keynsham
Bristol

BS31 1GE

**Student**

| Forename(s) | Surname | Date of birth | Gender (M/F) |
|---|---|---|---|
| | | | |
| Address: | | | |
| If the application is made in anticipation of a house move, please give the new address and planned move date. Until the child is living at the new address, their previous address will be used to rank the application (unless section 4 of the admission arrangements regarding Service Children applies). | | | |
| This section is optional, but completing it may speed up the application process:<br><br>Current school<br>Year group:<br>Previous school(s) and dates attended:<br><br>For secondary applications only,<br>Name of Tutor:<br>Name of Head of Year:<br>*Reason(s) for requesting a transfer:* | | | |

| |
|---|
| *Has the child been permanently excluded from two or more schools (only if the most recent exclusion was within the last two years)?*<br>If so, please give the names of the schools: |
| *Is the child, or has the child ever been, in Local Authority Care?*<br>If so, please provide evidence. |
| *Does the child already have any sibling/s at the school(s) applied for?*<br>If so, please give name(s) and Date(s) of Birth and which school they attend: |

**Please include with your application:**

1. **a copy of an official document clearly showing the child's date of birth**
2. **recent evidence of your address**
3. **evidence of the child's date of arrival in the UK (if applicable)**

**Any fields left blank, or failure to include evidence of date of birth and address, may delay the processing of your application.**

**Parent/Carer**

| Full name | Title | Relationship to student |
|---|---|---|
| | | |
| Address (if different from above): | | |
| Email address (PLEASE PRINT CLEARLY) | Telephone (home) | Telephone (mobile) |
| | | |

I certify that the information above is true and accurate.

…… (Signature) …….. (Date)

# 15.6. Appendix F: Supplementary information Form Oversubscription Criteria - C

To be completed by the school staff parent

**Bulk September Applications**
You must in all instances complete a Local Authority Common Application Form and submit your application by 15 January 2027 and you must also complete the Supplementary information form and return to admissions@futuralearning.co.uk by the closing date of 15 January 2027.

**In-Year Transfers**
You must complete Appendix E -In Year Application Form and the Supplementary Information Form and return both to admissions@futuralearning.co.uk

| | |
|---|---|
| Child's Forename | |
| Child's Surname | |
| Date of Birth | |
| Name of Parent/Guardian | |
| Address & Post Code | |
| Phone Number | |