Futura Learning Partnership ('the Trust')
BRIDGE FARM PRIMARY SCHOOL ('the School')
Admissions Arrangements for the academic year 2027-2028

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Admissions Arrangements 2027

Status: Draft
Oct 2025

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 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.

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. For bulk applications to Year 7 you must use your child's permanent address home address as at the 31st October 2026. For bulk applications to Reception you must use your child's permanent home address as at the 15th January 2027.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which any child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the 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, in accordance with the process set out in Appendix E.

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

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 up to the end of term 2.

6. Nursery

If in future the school opens nursery provision, separate arrangements will apply.

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
- elect for their child to take up the place part-time until the child reaches CSA, or
- choose 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. A Trust Admission Decisions Panel 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 Trust Admission Decisions Panel 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 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

Parents who wish to obtain a place at the School other than at the bulk September intake, should apply directly to the Trust Admissions Officer using the form contained in Appendix F. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the Admission Arrangements, or a referral will be made under the Fair Access Protocol (Section 3.14 of the School Admissions Code 2021).

Where there is no place available within the PAN for the relevant year group (Reception) or where (for any other year group) the admission of further children would prejudice the provision of efficient education or the efficient use of resources, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

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)

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, which are listed in Appendix G.

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.

11. Waiting Lists

Where the School is oversubscribed and places have been refused to some applicants, a waiting list for each year group will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be maintained indefinitely and prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. If parents do not respond by the deadline specified, their child will be removed from the waiting list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

12. Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the Appeals Form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. 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 (see section 6 above). Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances. The Trust Admissions Decision Panel will consider any such requests and their decision whether to permit a second appeal is final.

Publication

The determined admission arrangements will be placed on the School's website by 15th March 2026.

Appendix A: Published Admission Number (PAN)

Reception has a PAN of 90. The Trust is supported by the LA in allocating places.

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 with a sibling already at the school who will still be on roll at the date of admission. Siblings of a child previously admitted to the school through an EHCP will also fall into this category (regardless of their home address)

c) Children of Bridge Farm Primary School 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 Bridge Farm Primary School 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 nearest the school

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.

Appendix C: Area of Prime Responsibility

No Area of Prime Responsibility

Where there is no Area of Prime Responsibility defined local siblings will be deemed to be those living closet 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.

Appendix D: Request for admission outside normal age group

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*

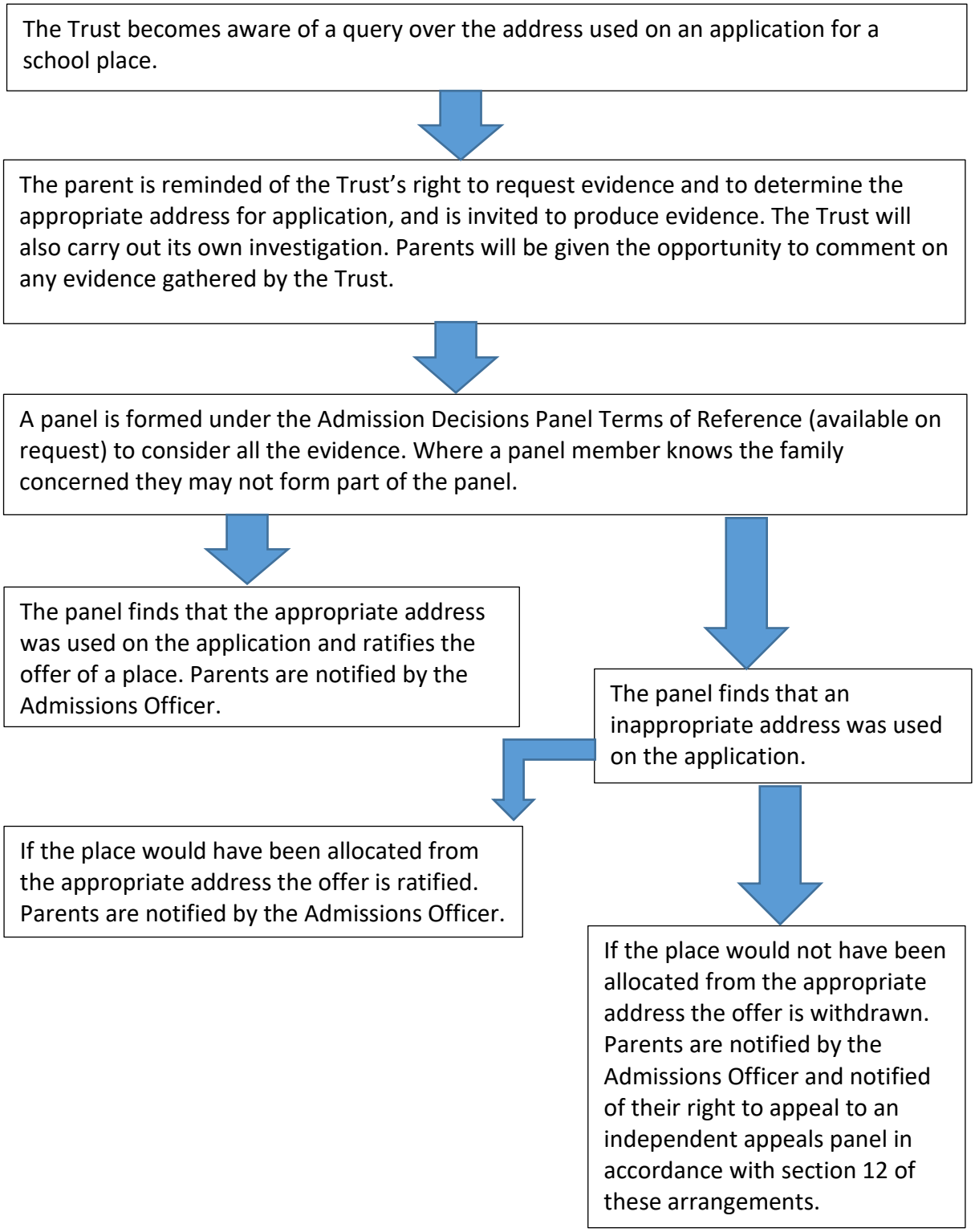
This is not an exhaustive list, and you should provide any other information you believe is relevant.

Please list here any documentation you have attached in support of your request: *(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.

Appendix E: Process for establishing the address to be used for allocation where a query has been raised



Appendix F: 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		Saltford CofE Primary School	
St John's CofE Primary School		St Nicholas' Chantry Church of England Primary School	
The Meadows Primary School		Tickenham Church of England 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: Current school Year group: Previous school(s) and dates attended: For secondary applications only, Name of Tutor: Name of Head of Year: 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)? If so please give the names of the schools:
Is the child, or has the child ever been, in Local Authority Care? If so, please provide evidence.
Does the child already have any sibling at the school(s) applied for? 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)*

Appendix G: Supplementary information Form Oversubscription Criteria - C

Priority C - To be completed by the school staff parent

You must in all instances complete a Local Authority Common Application Form and return it to the Local Authority by 15 January 2027 for it to be considered as on time you must also complete the Supplementary information form below.
Once you have completed the form please return to admissions@futuralearning.co.uk
by the closing date of 15 January 2027.

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

Appendix H: Infant Class Size legislation

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.

List of exceptions:

a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;

b) looked after children and previously looked after children admitted outside the normal admissions round;

c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;

d) children admitted after an independent appeals panel upholds an appeal

e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

f) children of UK service personnel admitted outside the normal admissions round;

g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;