

***Churchfields, the Village School***

# Admission Arrangements for 2025/26 Academic Year

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## 1. GENERAL INFORMATION

Churchfields, the Village School is affiliated with the Palladian Academy Trust which is the statutory Admission Authority for the school. Each school within the Trust is treated as a separate school for admissions purposes; this policy applies solely to applications for places within Churchfields, the Village School. This document sets out the admission arrangements of Churchfields, the Village School for the academic year 2025/26.

The published admission number (PAN) for entry into Churchfields, the Village School is 25. The school will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the school, then places will be offered in accordance with the oversubscription criteria at section 2 of this policy.

Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require class sizes to be no bigger than 30 children although the PAN may be much lower than 30.

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).

When applying to start school in Reception in September 2025 you must apply to your home LA. Online applications are encouraged wherever possible via [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk/) . All applications for first admission must be received by your home LA by the closing date of 15 January 2025. The home LA will make a single offer of a place on 16 April 2025 (or next working day). Offers should be accepted by notifying the LA and the school by 30 April 2025.

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| **IMPORTANT DATES FOR ADMISSION TO CHURCHFIELDS, THE VILLAGE SCHOOL IN SEPTEMBER** | |
| **FIRST ROUND APPLICATIONS:**  01 September 2024 | First round applications open. Applications can be made. |
| 15 January 2025 - Midnight | Deadline for applications. |
| 16 April 2025 | National Offer Day for September 2025 entry. |
| 30 April 2025 | Deadline for acceptance of the place offered. |
| **SECOND & THIRD ROUND APPLICATIONS** | Applications received after 15 January 2025 will be classified as either second or third round applications depending on the date of receipt and treated as late applications. |
| **APPEALS PROCESS** | Appeals will be considered and processed as soon as possible during June/July 2025 |

The aim of the policy is that it should provide clear guidance on admissions for parents/guardians, so that they may take the best decisions on the preferred school for their child/ren.

## 2. OVERSUBSCRIPTION CRITERIA

Where the school is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes (below) for further guidance.

1. **Looked After Children / Previously Looked After Children** – A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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 their social services functions (see the definition in Section 22(1) of the Children Act 1989).

1. **Vulnerable Children** - A child is eligible in this category where the child has an identified social or medical need.

1. **Children living in the Designated Area with a sibling at the school** - A child living inside the Designated Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will still be attending the School at the time of admission.

1. **Children living outside the Designated Area with a sibling at the school** - A child living outside the Designated Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will still be attending the school at the time of admission.

1. **Other children from the Designated Area** - Children resident within the Designated Area or shared area who do not qualify under one of the criteria above.

1. **Children of staff at the school** - A child is considered to fall under this criterion: where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. If applicants wish to be considered under this criterion, then a letter from the Head teacher confirming the above applies to the applicant must be provided at the time of application.

1. **All other children**

## Tie Breaker

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the school. The school will adopt the measurement system of Wiltshire Council to determine the distance from the school to the home address. Distances supplied by the LA will be used and these will measure the straight-line distance using the Ordnance Survey eastings and northings for the child’s home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation). This will be carried out by someone independent of the school.

## Oversubscription Criteria: Explanatory Notes

**Address -** The child’s address provided on the application form should be that of the child’s normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child’s priority for a school place. The Admissions Authority has the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Year Reception September 2025 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child’s normal place of residence (i.e., the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week) as at the deadline date of 15 January 2025. The address that determines a child’s designated area.

A future address from an applicant who is moving can be considered if the Admissions Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 8 February 2025.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used or

**Home address** - Means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The school may require documentary evidence of house ownership or tenancy together with evidence of the child’s residency at the property.]

**Designated Area** - means the geographical area from which children will be afforded priority for admission to the school. The Designated Area is available to view through the following link: [https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=78160d89e1004ccda2 10923b82ee9959](https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=78160d89e1004ccda210923b82ee9959)

A hard copy is available at the school office.

Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

**Shared Parental Responsibility -** Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer’s partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

**Vulnerable Children** (i) Medical need means where written evidence has been provided from a senior clinical medical officer or the child’s general practitioner / specialist showing that the child’s condition would make it detrimental to the child’s health not to admit him/her to the school. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the school on or before 15th January 2025. (ii) Social Need means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the Supplementary Information Form and sent to the school on or before 15th January 2025.

**Children of UK Service Personnel (UK Armed Forces)** - Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the Local Authority as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline/exceptional circumstances deadline.

If there is a tie-break situation then the criteria above will be applied.

The school will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Year 6. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an ‘excepted pupil’ under the School Admissions (Infant Class Sizes) (England) Regulations.

### 3. Supplementary Information Form (SIF) (see Annex B)

1. Where seeking priority under the vulnerable children (3b) criterion parents must fully complete the relevant part of the SIF and provide the required supporting evidence.
2. The SIF must be returned to the school office on or before 15th January 2025. A copy is not required by the LA. The SIF is available on the school website or a paper copy may be requested from the school office.

## IN YEAR TRANSFER APPLICATIONS - for year groups other than Reception 2025 intake

Applications received after the 25 July 2025 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused and the child’s name will be placed on the waiting list accordingly.

Applications received will be considered no more than a maximum of one term in advance. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If your child is offered a place at the school then the place must be accepted or declined within 10 working days of the date of offer.

If your child is offered a place at the school and you accept the place, you must take the place up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the school will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child’s chronological age will only be agreed if supported by the Trust’s relevant professional adviser(s) and the school.

All applications for in year transfers are co-ordinated by the Local Authority Admissions Team.

To apply for your child to transfer please apply online using the Parent Portal <https://www.wiltshire.gov.uk/schools-learning-admissions-online>alternatively, a copy of the in-year transfer application form can be obtained by calling Customer Services on 01225 713010.

All paper application forms must be posted back to the address on the application form. Email copies will not be accepted.

## FAIR ACCESS PROTOCOL

The school will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the Governing Body of the School refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the Local Authority for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP), as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for approval can be viewed at www.wiltshire.gov.uk

### 4. Appeals

1. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

1. The admission appeal timetable is published on the school’s website by 28th February each year.

### 5. Important Information

1. **Waiting Lists:** If the school is oversubscribed for September 2025 entry a waiting list will be maintained for the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child’s name be removed from the waiting list at any time. If a place is offered but refused then the child’s name will be removed from the waiting list.

1. **Summer Born children:** Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

* 1. You **must** make an application for admission to the School for September 2025 entry but make it clear on the application form that you wish your child to enter the reception class in September 2026.

* 1. Discussions with the school are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2026. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

* 1. If the request is agreed the September 2025 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2026 entry which will be processed as a fresh application along with all other applications and in accordance with the school’s admission arrangements. **PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2026 as there is no guarantee of a school place.**

* 1. I f the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child’s fifth birthday.

### c) Deferred entry and part time attendance below statutory school age

A child may start at the school in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full-time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school, then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner). Part time or deferred entry must be agreed in advance with the school.

### d) Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Such requests should be discussed with the Executive Headteacher as early as possible in the admissions round associated with that child’s date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision. e) **Multiple Birth Applications**

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the school.

### 6. Withdrawal of an Offer

The school may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

### 7. In Year Admissions

1. Applications for in year admission may be submitted at any time during the school year. The application form is on the school website or a paper copy may be requested from the school office. All applications for transfers must be made via Wiltshire Council (see [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk/) ) who will co-ordinate applications for the school.
2. Where the school has no spaces available, because the admission of another child would prejudice the efficient education of others at the school or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 4, will arise.
3. The oversubscription criteria at section 2 will be only used where the school is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

8. **Further Information**

1. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the school you are advised to refer to your home LA’s website.
2. If you have any questions in relation to these admission arrangements, please contact the school office
3. The school will handle all personal data in accordance with the requirements of the Data Protection Act 2018