Admissions Policy 2027/28

Burford Primary & Nursery School, an academy within Transform Trust

Proposed by:	LGB/Trust Board	**Date:**	January 2026

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy within a Multi-Academy Trust, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked After Children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously Looked-After Children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a maximum of 4 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group (including "summer-born" children)

Parents are entitled to request a place for their child outside of their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

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

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 30 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children in Care (“Looked-after Children”) and all Children Previously in Care (“Previously Looked-after Children”) including those children who appear (to the admitting authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (“Internationally Adopted Previously Looked-after Children”), who apply for a place at the school.
2. Children with exceptional Medical or Social need that can only be met at the academy (having specialist provision for example). Applications in this category must be supported by a statement in writing from a doctor, social worker or other relevant suitably qualified professional. This is necessary because you are asking the academy to assess your child ahead of other children. Each case will be considered by the Admission Authority based on the interests of the child concerned.
3. Children living within catchment (at the application closing date, and reassessed on the National Offer Date) with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Children living within catchment (at the application closing date, and reassessed on the National Offer Date) without siblings at the school.
5. Children living outside catchment (at the application closing date, and reassessed on the National Offer Date) with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
6. All other children

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child’s home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child’s home address to the school’s front gates. A child’s home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children’s homes and the school is the same, a random drawing of lots overseen by a person independent of the School & Trust will be used to decide between them.

Where multiple birth siblings (twins and triplets, etc) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child’s entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Waiting List

If there is oversubscription within year groups (Reception to Year 6), the academy will maintain a Waiting List. Waiting Lists will be maintained until the last day of the June 2028. Inclusion in the Waiting List does not guarantee a place will become available.

The Waiting List will be maintained strictly on the oversubscription criteria, not on the date the child entered the Waiting List. Where places become vacant, the next pupil at the top of the Waiting List will be offered that place subject to compliance with infant class size legislation.

The Waiting List will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children who are the subject of a direction by the Secretary of State to admit, or who are allocated a place in accordance with the Fair Access Protocol will take precedence over children on the Waiting List.

6.6 Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples could include fraudulent or intentionally misleading applications (eg, a false claim to residency in catchment). Failure to accept a place offered at the academy within 14 days may also lead to withdrawal of that offer.

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.8 Fair Access Protocol

We participate in Nottingham City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. The waiting list for this year group will be re-ranked as part of this process. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are handled by the relevant Local Authority's in-year coordinated process, a service opted into by the academy. Applications should therefore be sent to the relevant Local Authority.

Decision-making remains with the Academy and parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the address disclosed in the letter refusing the place within 20 school days. The academy opts to follow the Local Authority Appeals process, and the Appeals timetable, which is disclosed on both the school and Local Authority website.

9. Monitoring arrangements

This policy will be reviewed and approved annually by the Local Governing Body in accordance with the Trust's Scheme of Delegation.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Body will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.