



Bishop Carpenter CoE Primary School

Admissions Policy for entry in 2027/28

Introduction

The Warriner Multi Academy Trust is the Admissions authority for the school. They have delegated the decision making function of an Admissions authority to the Academy Committee of the school, but remain responsible for the final determination of the admissions arrangements. The administration of admissions, including applications (both at normal point of entry and in year admissions), waiting lists and appeals will be carried out by the Local Authority.

The Trust has made every effort to ensure that these arrangements comply with their funding agreement and the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities

Aims

This policy aims to:

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

Monitoring and Evaluation

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

The Admissions Policy was last consulted on from 1st November 2025 to 31st December 2025.

The Admissions Policy was determined by the WMAT Board of Trustees in its meeting on:

Next review due October 2026

1. Introductory Statement about the school

Bishop Carpenter Church of England Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We have close links with local churches and the Diocese of Oxford and provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the school office.

2. Admission Numbers

The Published Admission Number ("PAN") for entry to Reception year group in September 2027 is **15**

The school will accordingly admit this number of pupils if there are sufficient applications. Where there are fewer applicants than the PAN, the Trust will offer places at the school to all those who have applied.

Where a child has an ***Education, Health and Care Plan*** naming the school that child will be admitted and the number of available places under the PAN will reduce accordingly.

3. Application Process for admission into Reception in September 2027

At our school, pupils are normally admitted at the beginning of the school year (1st September – 31st August) in which they reach their 5th birthday.

Parents wishing to apply for the Reception (Foundation) year in September 2027 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the child lives at the time of the application. The form must be returned to the LA no later than 15th January 2027. Offers and refusals of places will be posted by the home LA on National Offer Day (16th April or the next working day)

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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.

4. Application arrangements for entry to other year groups during 2027/28 academic year (in year applications).

The school is part of the coordinated admission process of the Local Authority. The Local Authority In Year Admission Scheme is published on the Local Authority's website.

[**Changing or moving school | Oxfordshire County Council**](#)

In year applications can be made half a term in advance of the requested entry.

Usually, places will be offered if there are places available in the year group (i.e. where the number of children in the year group is less than the historic PAN for that year group) and there is no child on the relevant waiting list with a higher priority (in accordance with the below oversubscription criteria)

Sometimes it will not be possible to offer places even though there are less children in the year group than the historic PAN because the school has had to organise in such a way that the admission of a further pupil would cause prejudice to the efficient education of the children already there or, for Reception, year 1 or year 2 such admission would breach the class size limit of 30 children per one qualified teacher required in law.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. 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 5 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

5. Over Subscription criteria

If the school is oversubscribed (there are more applications than places available), priority for admission will be given to those children who meet the criteria set out below, in priority order;

1. Looked after children and all previously looked after children, including those children 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
2. Children who receive the Early Years Pupil Premium for their early years provider
3. Children who are currently, or have been at any point, subject to a Child in Need Plan or a Child Protection Plan
4. Children living in the designated (catchment) area of the school (as set out in the map at the end of this policy) with a sibling on roll at the time of application who will still be attending at the time of entry.
5. Other children living in the designated area of the school
6. Children living outside the designated area who will have a sibling on roll at the time of application who will still be attending at the time of entry.
7. Children of staff at the school, in either or both of the following circumstances:
 - a. Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
8. Children who live outside of the priority area, but attend the school's nursery at the time of application (if applicable)
9. All other children

6. Tie Break

If, in categories 4-9 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's

home address to the front gates of the school in a straight line, using the LA's Geographical Information System.

Random allocation undertaken by the Local Authority will be used as a tie-break in categories 4-9 above to decide who has the highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Tie break will not be applied to multiple birth siblings from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN

7. Deferred entry for reception

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

If parents wish to exercise the right for the child to defer entry or to attend school part time until they reach compulsory school age, they should discuss the arrangements with the headteacher.

8. Admission of Summer Born Children to start school in reception outside the normal age group

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 group 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:

- (i) **A request for admission out of the normal age group is separate from an application for a school place; therefore, you still must make an application for admission to the School (via the home LA website) for September 2027 entry, but make it clear on the application form that you wish your child to enter the reception class in September 2028.**
- (ii) A request for admission out of the normal age group must also go directly to the Head Teacher of the school. An admission authority needs to make a decision about the age group to which a child should be admitted before places are allocated by the local authority based on the schools oversubscription criteria. Parents need the decision on the out of normal age group application prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2028. Therefore, the request should be submitted to the school by **28th February 2027**
- (iii) Parents should include the following information in their request for admission out of the normal age group;

- Name and Date of Birth of child
 - Year group they wish their child to be admitted to
 - Why they wish their child to be admitted out of year group
 - Supporting evidence is not a requirement, but it will make the application stronger if supporting evidence from relevant professionals is provided
- (iv) Parents will be invited to meet with the Head Teacher to discuss the request and explain the provision on offer and how children's individual needs are supported in the normal age group. If following this meeting, parents wish to proceed with their request for out of normal age range admission, both the parents' and Head Teacher's views will be sent to the admissions authority to consider and decide (The role of the admissions authority in respect to this decision has been delegated to the Admissions Decision Sub Committee of the school).
- (v) Any decision will be taken by the Admissions Decision Sub Committee of the school, on the basis of the circumstances of each case and in the best interests of the child concerned. They will take into account the DfE guidance on this matter [Guidance on handling admission requests for summer born children - GOV.UK](#)
- (vi) The admissions authority will confirm in writing the outcome of the request for admission out of normal age group before the national offer day.
- (vii) If the request is granted, parents will need to withdraw the application for the normal age group and make a new application for the following year.

PLEASE NOTE that it is possible, even if the out of normal age group request is agreed, that the child may not be admitted in September 2028, as places will be allocated along with all other applications and in accordance with the school's admission arrangements. There is no guarantee of a school place.

- (viii) If 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.

Parents do not have a right to appeal if they are offered a place, but it is not in their preferred age group.

It is important for parents to note that being offered a place out of normal age group at this school does not automatically mean that they will be offered a place out of year group on application to transfer to another primary school or to secondary school

9. Admission to other year groups outside their normal age group

Parents may request that their child is admitted outside their normal age group.

- (i) Parents must submit their application for a place at the school through the Local Authority as set out in section 4. They should include a note specifying why admission out of normal

year group is being requested and the year group in which they wish their child to be allocated a place.

- (ii) A request for admission outside the normal age group must also be sent directly to the Head Teacher of the school. In order to allow sufficient time for the Trust to make a decision in the child's best interests, this request should be submitted a full term before the date in which the place is to take effect from.
- (iii) Parents should include the following information in their request for admission out of the normal age group;
 - Name and Date of Birth of child
 - Year group they wish their child to be admitted to
 - Why they wish their child to be admitted out of year group
 - Supporting evidence is not a requirement, but it will make the application stronger if supporting evidence from relevant professionals is provided
- (iv) Parents will be invited to meet with the Head Teacher to discuss the request and explain the provision on offer and how children's individual needs are supported in the normal age group. If following this meeting, parents wish to proceed with their request for out of normal age range admission, both the parent's and Head Teachers views will be sent to the admissions authority to consider and decide.
- (v) Decisions on requests for admission outside the normal age group will be made by the Admissions Decision Committee of the school. They will consider each request on the basis of the circumstances of each case and in 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 there are good educational reasons why the child should join their normal age group
 - Whether they may have naturally fallen into a lower age group if it were not for being born prematurely
 - Headteachers' views
- (vi) Parents will always be informed by the admissions authority in writing of the outcome of their request and of the reasons for any decision on the year group a child should be admitted to.

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. 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 do not have a right to appeal if they are offered a place, but it is not in their preferred age group.

10. Waiting lists

The Local Authority will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Local Authority, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

11. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

To appeal a decision not to allocate your child a place at the school, and to see the timetable for appeals, please go to;

[Appealing for a school place | Oxfordshire County Council](#)

Appellants have 20 school days from the date of notification that their application was unsuccessful to submit an appeal.

12. Fair Access

The school participates in Local Authority's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group, and also take priority for admission over any child on the waiting list.

13. Fraudulent or misleading applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

14. Notes and Definitions

Looked after Child and Previously Looked after Child

A looked after child who is a) in the care of the 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). Previously looked after children are children

who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

Time of Entry

The oversubscription criteria give a higher priority to those with a sibling attending school at the applicant's "time of entry". This means that, in the normal admissions round, there will be no sibling connection for admission purposes for those applicants for Reception who have a sibling in year 6 at the primary school.

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

If parents are moving, we will ask for evidence of the move when considering any application for a place under the co-ordinated scheme.

Sibling

"Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place

Designated area

