ADMISSIONS ARRANGEMENTS 2027/2028

1 INTRODUCTION

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Admission Number at 60 for pupils to be admitted to the reception year, which begins in September 2027.

2 AIMS

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 The published admission number (PAN) for entry into the school is 60. The school will admit up to the PAN in the normal year of entry which is reception. 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 5 of this policy.

Children with an education, health and care plans

All children whose education, health and care plan names our school must be admitted.

3 HOW PARENTS CAN APPLY FOR THEIR CHILD TO BE ADMITTED TO OUR SCHOOL RECEPTION SEPTEMBER 2027 ONLY

The application round for entry into Reception 2027, opens on 1 September 2026. The deadline date for applications to be received is midnight on 15 January 2027. The home address given for the child must be the address where the child is resident as of the deadline date.
All applications received after the deadline of 15 January 2027, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.
Applications can be made on-line at www.wiltshire.gov.uk/schools-learning-admissions-online
The home LA will make a single offer of a place in April 2027.

3.1 Children enter Reception at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins).

4 EARLY ADMISSION

In order for any child to be considered for early entry, this would need to be fully supported by the preferred schools. In addition to this there must be clear evidence from the child's current pre-school or nursery confirming that the child is exceeding age-related expectations and that it would be detrimental for the child to remain in the current setting until they reach statutory school age. Such cases are only agreed in exceptional circumstances. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. Clear evidence must confirm that this is the child's best interest.

5 DEFERRED ADMISSION UNTIL LATER IN THE ACADEMIC YEAR

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part–time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that 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). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

DELAYED ADMISSION

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 1 September 2021:

Parents may seek a place for their child outside of their normal age group, for example, if a child has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required

to make clear in their admission arrangements the process for requesting admission outside of the normal age group.
The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception year for any Wiltshire school, must first submit a formal application to the LA.
If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.
If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.
In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's 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 views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception year in the alternative school may not be possible.
If the parental request for delayed admission into reception year is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made, the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.
When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

5.1 IN YEAR APPLICATIONS:

For admissions during and from 2027/2028, parents who wish their children to come to Ludgershall Castle Primary should make applications direct to the Admissions Team Wiltshire Council. www.wiltshire.gov.uk/schools-learning-admissions-online

The following Wiltshire Council links are also useful for information and guidance for this process.

https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies

https://www.wiltshire.gov.uk/article/4585/Admission-criteria

https://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=78160d89e1004ccda210923b82ee9959#schoolmap

6 ADMISSION APPEALS

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should visit www.wiltshire.gov.uk or contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

7 THE STANDARD NUMBER

7.1 OVERSUBSCRIPTION CRITERIA.

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. LOOKED AFTER CHILDREN/PREVIOUSLY LOOKED AFTER CHILDREN:

The definition of 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). Proof will be required and must be submitted by the deadline date.

b. VULNERABLE CHILDREN:

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

Children with particular educational needs where written evidence is available from health or educational professionals to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. DESIGNATED AREA SIBLINGS AND SHARED AREA SIBLINGS:

A child is considered under this criterion if a sibling is attending the school as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

d. OTHER CHILDREN FOR THE DESIGNATED AREA OR SHARED AREA:

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. OTHER SIBLINGS:

A child is considered under this criterion if a sibling is attending the school at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

f. CHILDREN OF STAFF AT THE SCHOOL:

A child is considered to fall under this criterion:

i) 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

ii) 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 Headteacher confirming the above applies to the applicant must be provided at the time of application.

g. OTHER CHILDREN:

Children to whom none of the above criteria apply.

TIE BREAK:

If the schools are oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by the Local authority.

6 WAITING LISTS:

We maintain a waiting list for all year groups for a minimum of three calendar months. Parents can request that their child are added to this list.

FAIR ACCESS PROTOCOL

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

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

7. MONITORING AND REVIEW

This policy will be monitored by the Governing Body and reviewed annually, in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

RACIAL EQUALITY: We will ensure that admissions criteria are open to all and administered consistently and fairly.

This policy was agreed by the Governing Body:

Signed: Mrs S Kirwan Date: September 2026