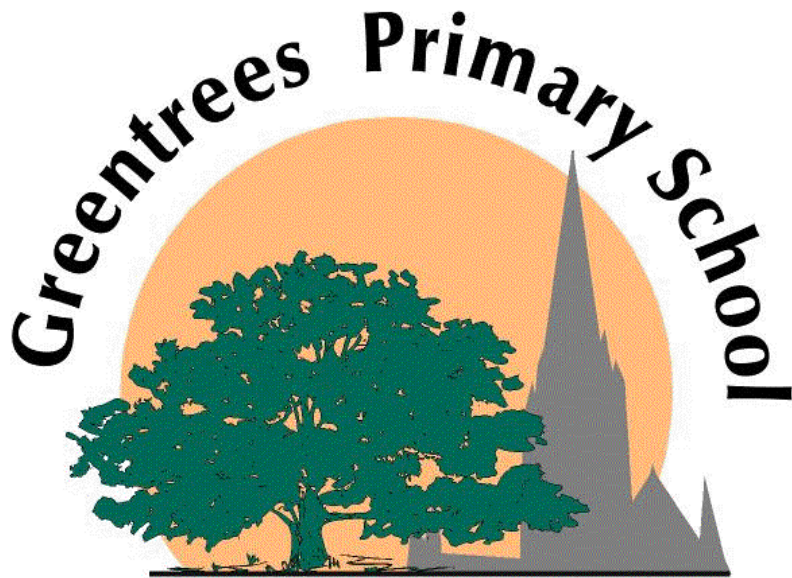


Greentrees Primary School

ADMISSIONS POLICY FOR SEPTEMBER 2025



Reviewed: September 2023

Ratified by the Board: September 2023

Next Review Date: September 2024

Greentrees Primary School Admissions Policy and Arrangements (Sycamore Drive Infant Site and Saunders Avenue Junior Site)

For September 2021 onwards

RESPONSIBILITY As an Academy, we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools. We also commission them to act for us in relation to any appeals.

Details to assist you can be found in the Council brochure "finding a primary school place" or at www.wiltshire.gov.uk

HOW AND WHEN TO APPLY Applications for entry to our school for the academic year, September 2025 to August 2026, must be made through the Wiltshire Council Parent Portal <https://parentportal.wiltshire.gov.uk/web/portal/pages/home>. The dates and process of application will conform to the co-ordinated scheme published by the LA. The closing date for primary admissions is **midnight on 15 January 2025**, with offers posted out on **16 April 2025**. Each child will be offered a place at their highest possible preference. The offer letter will provide a deadline date in which the parent (see note 1) must respond to accept or decline an offer. Applications received after the deadline will only be considered after all those received by the deadline.

The number of admissions for each academic year is 60 places. Places for the academic year 2025/2026 are open to all children born between 1 September 2020 and 31 August 2021.

RECEPTION ENTRY The Admissions Code states that all reception children must be offered a full time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school, until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. If you wish to defer entry this must be discussed with the Headteacher when accepting the offer of a place.

Where 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. Part-time is determined as five mornings a week or five afternoons a week. Again, this will need to be discussed with the Headteacher.

All applications for children requesting admission outside their normal age group, will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

All reception places will be allocated using our normal over subscription criteria. The Governors may ask for proof of residence (see note 2).

OUR OVERSUBSCRIPTION CRITERIA (IF WE DON'T HAVE ENOUGH PLACES) The Governors will apply the following over subscription criteria when deciding to offer places. All applications will be considered equally irrespective of ability or need. Places will be awarded in the following priority order.

1. Looked After Children and 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). [Section 22 of the Children's Act 1989](#)

2. 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 be admitted to the preferred 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.

3. 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.

4. Other children from 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.

5. Other siblings

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's 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.

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

7. Other children

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories 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.

Tie Break

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 means of casting lots. The random allocation will be conducted independently by the Headteacher

Children with Special Educational Needs (SEN)

Children who have a statement of SEN or an Education Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the [SEN Code of Practice](#) and not through any admission criteria.

All admissions to schools for students who have a statement or an EHCP are handled by Central SEND Services at Wiltshire Council. Their contact number is 01225 718095.

Children who may need additional learning help but do not have a formal statement of SEN, must follow the usual process when applying for a school place and the normal admission criteria will apply.

Shared Parental Responsibility

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. 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 application 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.

Multiple Births

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.16 of the School Admissions Code 2021, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

Waiting lists for all year groups

Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term in July 2026.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

Places that become available will not be offered to pupils who are not on the waiting list.

If a child is offered a place from the waiting list, then the place must be accepted or declined within 10 working days of the date of offer. The child must start at the school within date specified in the letter.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact the school office to obtain information on of a waiting list and or maintenance of a waiting list.

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. Please contact the school for more information.

Please note appeals are only heard in term time.

In year Admissions

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

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