Bury Church of England Primary School

Admission Policy 2026-27

Contents

		Page
1.	Introduction	2
2.	Admission arrangements	2
3.	Oversubscription Criteria	5
4.	Rights of Appeal	7
5.	In year Applications	7
6.	Arrangements for Appeal Panels	8

Appendix 1 – Supplementary Information Form 9

1. Introduction

This document sets out the admission arrangements for all schools which form part of Grace Schools.

Schools will comply with all relevant provisions of the Department for Education's School Admissions Code 2021 ("the Admissions Code"), the School Admission Appeals Code 2022 ("the Appeals Code") and the law on admissions. The school will, through Grace Schools, consult as may be required and/or necessary. The Admission Authority for the Schools is the Grace Schools Board.

All schools in Grace Schools will participate in coordinated admission arrangements for Reception and in-year entry which will be administered by the Local Authority (LA) in their relevant geographical location.

Notwithstanding these arrangements the Secretary of State may direct the Grace Schools school to admit named pupils to a school following a request by the Local Authority to intervene.

2. Admission Arrangements

The admission arrangements for Bury Church of England Primary School 2026-27 academic year are set out below.

2.1 Nursery/Pre-School (where relevant)

It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the school for which a separate application will have to be made.

Oversubscription – If the nursery/pre-school is oversubscribed, priority will be given to children with Education, Health and Care Plans where the nursery / preschool school is named. The remaining places will then be offered in accordance with the oversubscription criteria which apply to the school as a whole (as described in paragraph 3), except that sibling priority will only apply where a sibling already attends the school nursery/pre-school or primary school.

Waiting list – The nursery/pre-school will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the requirements of the Admissions Code so that children will be ranked in line with the school's oversubscription criteria (see paragraph 3).

2.2 Primary

Published Admission Number (PAN) – Reception Entry
The Academy has an agreed PAN of 30.

Admission of children below compulsory school age and deferred entry to school

1. Compulsory school age

A child must start full-time education once they reach the compulsory school age of 5, starting on 31 December, 31 March or 31 August following their fifth birthday, whichever comes first e.g. if a child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the summer term that year.

Most children start school full-time in the September after their 4th birthday. This means they will turn 5 during their first school year e.g. child's 4th birthday is between 1 September 2024 and 31 August 2025 they will usually start school in September 2026.

2. Children starting later – deferral

In accordance with paragraph 2.17 of the Admissions Code and as described above, a parent/carer may request that their child's taking up of a place be deferred until later in the school year, DfE states that if parents do not think their child is ready to start school at the usual time, they can start later as long as they are in full-time education by the time they reach 'compulsory school age'.

This can result in several different scenarios requested when applying for a school place:

- Parental request for pupils to start part-way through their reception year
- Parental request for pupils to start part-time in their reception class
- Parental request for pupils to start in the next school year (Y1) in the September after they turn 5 (in the summer term)

Parents will still need to apply for a school place with their Local Authority at the same time as everyone else. Within the application they request that their child starts later.

After the allocation of Reception places, the school will admit 'rising fives', i.e. all children with places can be admitted to the reception year at school in the September following their fourth birthday.

Admission of children outside their normal age group
In respect of a child born in the summer term and reaching compulsory school age between April 1 and August 31, the ordinary expectation is that the child will join Reception. If a child starts in the September after they turn 5 in the summer term the child will go into Y1 alongside their peer group.

Parents of gifted and talented children, or those who have experienced problems such as ill health, can seek places outside their normal age group. Where a child is already attending a school, this discussion will take place between the headteacher and the parents, and will be decided on the individual circumstances of each request

Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admission authority must also consider the views of the headteacher of the school concerned. 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.

When it is agreed by the admission authority that a child can be admitted out of their normal age group, the application will be processed by the LA as part of the main admissions round (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements set out in this policy only, including the application of oversubscription criteria where applicable. Parents wishing to apply for admission outside the normal age group may contact the school office for further guidance.

Applicants should provide documentation in support of their application regardless of whether they are asking for the child to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. There is no right of appeal against a decision not to allow an out of age range admission. If the request is refused, you may submit a complaint to the school in accordance with its complaints policy.

Timescales
To ensure that the outcome of any request is known in time to make an informed decision about whether their child will start school before compulsory school age, parents must:

- make an application for their child's normal age group at the usual time with their LA, AND submit a request for admission outside the normal age group at the same time
- The Admission Authority will then ensure that the parent receives the response to

their request before primary national offer closing date

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group (with the option of deferring entry to later in the school year or part time attendance initially), or to refuse it and make an in-year application for admission to year one for the September following the child's 5th birthday, depending on when the child's birthday falls.

Where a parent's request for out of year group admission is agreed, they must make a new application for a school place during the main admissions round the following year.

Where the primary school is oversubscribed, the criteria for admission are as set out below.

Infant and Junior schools
Parents must make a separate application for a school place when transferring from infant to junior school. The place must be applied for through the admission authority as detailed above. Every effort should be made by the nursery, pre-school and infant school to promote the application process and timeframes.

2.3 Consideration of applications

Applying for Reception places in the normal admissions round[1]
Arrangements for applications for places at the school will be made in accordance with the relevant LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA. Parents should apply to the LA in whose area they live, not the LA in whose area the school is, if this is different.

The deadline for submitting applications is 15 January for admission to Reception the following September. The National Offer Date for Reception places is 16 April or the next working day.

Where fewer applications are received than places available, the school will offer places to all those who have applied.

It is always the responsibility of the parent to apply for a school place for their child. The Nursery, Pre-school or Infant school should promote the timeframe and process for school admissions and encourage all parents to complete an application form.

3. Oversubscription Criteria

When the school is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP) where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

1. Looked after children[2] and previously looked after children[3] including those who appear (to the Admissions Authority) to have been in state care outside of England[4] and ceased to be in state care as a result of being adopted[5].

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[1] This includes late applications which are those made after the application deadline but before the first day of the Autumn term.
[2] 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) at the time of making an application to a school.
[3] Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after,
[4] A child is regarded as having been in state care outside of 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.
[5] This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

2. Sibling[6]: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery/pre-school. Priority will be given, where necessary, to applications where there is the smallest age gap.

3. Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. Grace Schools is required to approve the Headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

4. Parents or carers of children who are applying for a church place who specifically wish their children to be educated at a Church of England school[7]. These places will be prioritised in the following order.

    - Families linked to the parish church,
    - Families linked to other Church of England churches,
    - Families linked to other Christian churches.

    Within these categories applicants will be prioritised as follows:

    - Families at the heart of their church (attending monthly or more frequently over a period of one year directly preceding the admissions deadline date),
    - Families known to their church (attending less frequently than monthly over a period of one year directly preceding the admissions deadline date).

Parents applying on religious grounds must also submit a Supplementary Information Form (Appendix 1)

5. All other applicants

In cases where there are more applicants within a criterion than there are places available, a straight- line distance measurement between the child's home and the school will be used to rank applications. The measurement will be taken from the child's home address which has been notified

[6] *The term 'sibling' includes natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child*

and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children in other family units, living together at the same address, are not considered siblings under this criterion.

[7] *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.'*

to the school and other relevant agencies as being the child's normal place of residence[8]. Priority will be given to those children who live closest to the school. Grace Schools will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Tie breaker: If Grace Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s) at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class with a single qualified teacher.

6. Right of appeal

There will be a right of appeal to an Independent Appeal Panel for all applicants refused admission to the primary school (see section 5).

a. Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the school will operate a waiting list.

Where in any year group the school receives more applications for places than there are places available, a waiting list will operate until 31 December of each school year of admission. This will be maintained by the school, and it will be open to any parent/carer 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 set out above. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria, not the date on which the application is received or added to the waiting list.

At the end of the Summer Term, the school will review the waiting list and advise applicants whether they have been successful. If a Parent/carers wish to apply for a place in the next school year, if there are still no places available, they will be given

the right of appeal and asked if they wish to remain on the waiting list.

7. In- Year Applications

Applications should be submitted to the Local Authority Admissions Team directly.

They will consider all such applications and if the year group applied for has a place available, it will admit the child.

If more applications are received than there are places available, the oversubscription criteria in section 3, shall apply.

8. Arrangements for Appeal Panels

When the Admission Authority informs a parent of a decision to refuse their child a place at the school when they have applied for a place, this will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. NB when this decision is made as part of the LA's coordinated process, the LA will notify the parent of the above. The Appeal Panel will be independent of the school. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The school will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Fair Access: The school will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard-to-place children, where they are having difficulty securing a school place in- year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

[8] *Meaning the place where your child usually lives and where they sleep overnight. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays).*

Appendix 1

Supplementary Information Form

PLEASE COMPLETE THIS FORM IN CONJUNCTION WITH GRACE SCHOOLS' ADMISSIONS POLICY

All parents applying for a place at Bury Church of England Primary School on religious grounds must complete and return this Supplementary Information Form directly to the school once it has been signed by the relevant religious leader. All parents are strongly recommended to read the Grace Schools Admissions Policy, which is available on request from the school.

Name of Child	
Date of Birth	
Name of Parents/Guardians	
Home Address	
Post Code	
Contact telephone number in case of queries	
Email address in case of queries	

Note – school preferences made on religious grounds can only be considered if your family fits the criteria listed below.

Bury Church of England Primary School is a Church of England School, founded to serve the local community and to provide quality of education in partnership with parents and the Anglican Church. Grace Schools Admission Policy (Section 3, Criterion 4) states as a criterion in the event of oversubscription:

Parents or carers of children who are applying for a church place who specifically wish their children to be educated at a Church of England school. These places will be prioritised in the following order.

- Families at the heart of their church (attending monthly or more frequently over a period of one year directly preceding the admissions deadline date),
- Families known to their church (attending less frequently than monthly over a period of one year directly preceding the admissions deadline date).

Within these categories applicants will be prioritised as follows:

- Families linked to the parish church,
- Families linked to other Church of England churches,
- Families linked to other Christian churches.

I confirm that I wish to apply for a place at Bury Church of England Primary School under Section 3, Criterion 4 due to its Christian character. I confirm that all the information contained on page 1 of this Supplementary Information Form is accurate.

(Declaration to be signed by Parent/Guardian.)

Signed: ..... Date .....

Print Name

……

Relationship to child

……

CONFIRMATION BY PRIEST, MINISTER, ELDER OR SPIRITUAL LEADER

When applying under Section 3, Criterion 4 please pass this form to your Priest, Minister, Elder or Spiritual Leader, ask them to complete this section and return the form to the address given below:

Name of Child	
Date of Birth	
Name and Role of person completing this form	
Church Name	
Address	
Telephone	
Email address	

- I can confirm that I am the spiritual leader of the church stated above. AND
  - I can confirm that the child applicant named overleaf and above is known to me as a member of my church.

AND

- I can confirm that they have attended public worship with their parent(s)/carer at my church at least monthly AND such attendance has been for over a period of one year directly preceding the admissions deadline date.

OR

- I can confirm that they have attended public worship with their parent(s)/ carer at my church less frequently than monthly AND such attendance has been for over a period of one year directly preceding the admissions deadline date

Signature of Clergy/Spiritual Leader

…… Printed

Name of Clergy/Spiritual Leader

……..…… Date

……

Please submit the Supplementary Information Form to the School Office at

Bury Church of England Primary School
Owls End
Bury
Huntingdon
PE26 2NJ