

Admissions Policy 2026/27

Francis Baily Primary School



Review

Approved by	Board of Trustees	Date	December 2024
Last Review Date	December 2024	Next Review Date	December 2025

Responsibilities

School Senior Staff	Implementation of process at school level
Governors	Check school compliance with process and report breaches or concerns to Trustees
Trustees	Review and approve the process

Material Changes to the Policy Since the Last Review

Section:	No material changes
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Admission Arrangements for 2026/27

The objective of the admission policy is to provide policy and implementation procedures for admissions which are clear, unambiguous, and fair. The policy must also ensure that the Academy Trust, as the admission authority for Francis Baily Primary School, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

Francis Baily Primary School is an Academy; as such, the school is required to comply with the Department for Education's School Admissions Code and the law relating to admissions.

1. Normal Admission Point

September 2026 (Autumn Term) for a child whose 5th birthday falls between 1 September 2026 and 31 August 2027.

2. Admission Numbers

The approved admission number into Reception is 90. Infant class sizes are maximum 30 pupils.

3. Co-ordinated and In-Year Admission Scheme

In common with other Local Authorities, West Berkshire Council operates a Co-ordinated Admissions Scheme: all applicants to Francis Baily Primary School should complete the Local Authority Application Form in the area where they live (their 'home' Authority, e.g., West Berkshire, Reading, Oxfordshire or Hampshire) and return it to that Local Authority by the nation-wide closing date below. Any application forms sent erroneously directly to Francis Baily Primary School will be returned in order for the applicant to send to their Home Authority directly.

Late applications will be managed as explained below.

Further details of the Co-ordinated Admission Scheme are available on each Local Authority's website and in their published Guides to Admissions. Please note that the West Berkshire Scheme considers applications on an equal preference basis against the over-subscription criteria for each of up to three preferred schools; it does NOT consider by using the first preference before other preferences. Pupils in Years R - 6 will be admitted without reference to ability or aptitude.

National closing date for primary schools is 15 January.

National offer day for primary schools is 16 April

(or next working day when falling on a weekend)

4. Over-Subscription Criteria

Children with an Education, Health and Care Plan (EHCP) are allocated school places through a separate review process and will be included in the number of children allocated to the school.

For Francis Baily Primary School, the remaining places are allocated according to the over-subscription criteria outlined below:

A. Looked After Children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Evidence will be required to support an application.

B. Catchment Area Pupils, ie

Children whose permanent home address (see link below) is within the school catchment area of the school. If it is not possible to offer all catchment children a place, priority will be given to siblings

(the definition of sibling is as explained in criteria D of the oversubscription criteria) in catchment before utilising the listed tie breakers.

If a catchment boundary line runs through a property boundary, the unique property identification points within the National Land and Property Gazetteer (NLPG) will be used to determine which schoolcatchment area the property falls within.

The West Berkshire Council website <https://info.westberks.gov.uk/catchment> has an automated facility for parents to check which school catchment area they are in and the unique property identification points are used to inform which catchment a property falls within. Parents can type their postcode into the search facility on the website to select their address and property information is displayed which includes the catchment school.

Definition of a Permanent Home Address

The child's permanent home address is where he or she lives with his or her legal parents/carers and are living at the closing date for applications in the normal admissions round (see paragraph 3). Future addresses must not be used on the application form.

In most cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases:

- If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:
 - a) Your owned property is rented; and
 - b) You have been living at the rented address for at least one year (we will require proof)

In some cases, we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases, we will decide what evidence you should provide us and we will review it and make a decision.

- If you own two or more houses, the permanent home address is where you live, and we may ask for evidence to determine which address is the permanent home address.
- If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than one year, we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.
- If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.
- Where parental responsibilities are shared and the child/children live at both parent's addresses, either address will be considered the permanent home address, but only one address can be used on the application form and only one application can be made for each child. To establish where the child resides, we may ask for the following information:
 - 1) any legal documentation confirming residence such as the legal separation documents
 - 2) information on the actual pattern of residence
 - 3) the length of time the residence arrangements have been in place
 - 4) confirm past residence arrangements from previous schools
 - 5) Council Tax bill payments.

We may request additional documents.

- Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if: The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

- If parents/carers move after the closing date and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if this is prior to admission processes taking place. Evidence will be required to show that the new address is the permanent home address.

Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area

C. Siblings, ie

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Primary School applications, a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff, ie

The children of members of staff at Francis Baily Primary School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.

E. All other applicants.

5. Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

Where two or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. To ensure fairness, the West Berkshire School Admissions team will administer the lottery system overseen by the Head of the Education Service. The names will be drawn in order and that order will be applied to their ranked order in the admission list for Francis Baily Primary School.

6. Multiple Births

Where the last child offered a place is from a multiple birth and one or more of the siblings would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

7. Waiting Lists

Waiting lists will continue to be maintained by West Berkshire Council for all year groups where necessary for children not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria.

They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to Looked After children and previously looked after children, and those allocated a place at the school in accordance with the In Year Fair Access Protocol.

8. Late Applications

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme (see co-ordinated scheme above).

9. In-Year Applications (After the Normal Admissions Round)

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme (see co-ordinated above).

10. Admission Outside Normal Age Group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the Local Authority. Those refused places outside the normal age group will be informed of their statutory right of appeal.

In accordance with the School Admissions Code, applications will be considered 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.

11. Appeals

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of their preferred schools and against an alternative school place that has been allocated by West Berkshire Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 20 school days from the date of the offer or refusal letter.