



## **Cover note for:**

# **Excalibur Academies Trust Primary Admission Policy for 2024/2025 St Katharine's CofE Primary School**

The 2024/25 Admissions Policy for St Katharine's Primary School has been updated as follows:

- Admission Timelines updated
- Excalibur Academies Trust are compliant with the changes and additions to the Appeals code dated October 2022

This policy was determined on 10<sup>th</sup> February 2023



# **Excalibur Academies Trust**

## **Primary Admission Policy for 2024/2025**

### **St Katharine's CofE Primary School**



# Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19. This is achieved by Excalibur Primary Academies working in close harmony with linked Excalibur Secondary Academies.

Excalibur is the Admission Authority for all its Academies and applies strict Oversubscription Criteria to all applications reflecting this.

Excalibur, acting as the Admissions Authority for the Academy, participates in the Wiltshire Council ('the Local Authority') Local Authority Coordinated Admissions Scheme; all applications for Normal Entrance to The Academy (Infant or Reception class of a Primary) and all in-year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme<sup>1</sup>.

This Admissions Policy applies to St Katharine's Primary School ('The Academy'), details of which are given below:

## **St Katharine's CofE Primary School**

**Age Group:** 4-11

**Address:** Savernake, Marlborough, Wiltshire SN8 3BG

**Telephone:** 01672 870492

**E-mail:** [admin@stkatharines.excalibur.org.uk](mailto:admin@stkatharines.excalibur.org.uk)

**Website:** [www.stkatharinesprimary.org.uk](http://www.stkatharinesprimary.org.uk)

**Published Admission Number:** 15

An Academy consisting of a village school providing Primary Education (Reception and Years 1 through 6) for children of its local community.

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<sup>1</sup>Except for applicants outside Wiltshire Council, who need to apply through their local council.

## Applications

**Applications for Normal Entrance to an Academy** Children should start Primary Education in the academic year (1st September to 31st August) in which they have their fifth birthday. Children reach compulsory school age at the beginning of the term following their fifth birthday, and most pupils are admitted from September in the academic year in which they turn 5. Parents can request that the date their child is admitted is deferred until later in the year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. Parents can request that their child attends part-time until the child reaches compulsory school age.

There are NO automatic entries from a nursery or pre-school into a primary school, nor from a primary school into Secondary, and there is NO automatic offer of a sibling place (a place for a brother or sister). Therefore, an application must be made for a school place for each child.

Applications (either online or paper) can be made from 1st September through the Local Authority [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the National Deadline will be treated as a Late Application.

The Admission Authority will determine and publish how many children it will admit into Reception, in September – this is the PAN (Published Admission Number) for that Academy. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the National Offer date confirmed in the Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

### Admission of children outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child (children 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. Such applications will be considered on the basis of the circumstances of each case, taking into account the child's academic, social and emotional development. The right to appeal this decision does not apply if they are offered a place in another year group at the school. Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

### Right of Appeal

If an Application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the Appeals Clerk % the Trust's Admission Authority at Excalibur Academies Trust, St John's Marlborough, Granham Hill, Marlborough SN8 4AX or email to [admissions@excalibur.org.uk](mailto:admissions@excalibur.org.uk)

### Waiting Lists

When an application has been unsuccessful, parents can request to have their child placed on the waiting list for the school by selecting this option on the Wiltshire Council electronic admission application system. Schools cannot automatically put a child on their waiting list without it being requested this way. Children on the waiting list are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription 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 academic year in which entry has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right to appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group, but this will not be considered before 1st May (Term 5).



## Other Applications (Reception and for Years 1 to 6)

Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (Applications which were submitted after the National Deadline) are determined as follows:

- a. **Immediate Admission** - applications for an immediate start, e.g. moving into the Catchment Area of the Academy by transferring from another school. The Application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. The Local Authority will aim to notify the parents of the outcome of their application in writing within 10 school days and are legally required to do this within 15 school days.
- b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will forward the application to the Admission Authority for consideration using the Oversubscription Criteria in this policy at the earliest date the application is eligible for consideration which is two terms (6 per year) in advance of the requested admission date. If an application is unsuccessful the child will be placed on the waiting list for the year group applied for using the Oversubscription Criteria in this policy.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

## Oversubscription Criteria

The Criteria are listed below in the priority order applied to applications when there are more applications than available places.

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight-line distance (distances supplied by the Local Authority will be used) from a defined point at the Academy to a defined point at the home address (all points defined by the Local Authority), using Ordnance Survey eastings and northings to four decimal places. Priority in each category will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).

**Children with an Education, Health and Care Plan (EHCP)** - All children whose Education, Health Care Plan names a school must be admitted.

1. **Looked After Children** 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.
2. **Children who have exceptional social or medical needs**, supported by a written recommendation from the child's paediatrician/consultant, general practitioner or specialist to show that it would be detrimental to the child not to be admitted to the preferred Academy. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child. All supporting evidence should accompany the original application or submitted by the deadline for exceptional circumstances supporting evidence.
3. **Students living in the catchment area.** Priority will be given to siblings.
4. **Children of Excalibur employees employed at the academy** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage<sup>2</sup>.
5. **All other Applications.** Priority will be given to siblings.

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<sup>2</sup> Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions Excalibur Academies Trust Admission Policy (2023/24) for St Katharine's Primary School  
This policy was determined on 10<sup>th</sup> February 2023

## Academy Application and Admission Timelines

- **15th January 2024** - National Primary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **17th April 2024** - National Offer Date – the Council will post notification letters to the Applicants
- **1st May 2024**- Offer Acceptance Deadline – the deadline for parents to accept the place offered. All acceptance and declined slips should be returned to the Local Authority Admissions Team. If they do not respond by this date it will be assumed that the place offered has been declined.
- **1st September 2024** - Normal Entrance Admission date – on or after.

## Glossary and Definition of Terms

**Adopted** - 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).

**Catchment Area** - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications, and they are anticipated to reside at upon admission.

The Catchment Area for the Academy remains unchanged from the designated area, as defined by the Local Authority, of the former St Katharine's CofE (VC) Primary school.

A link to the catchment area map is [here](#).

**Final Year** - The Final Year of a primary or junior school is year six and an infant school year two.

**Home Address** - The home address given for the child should be the child's normal place of residence at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child's home address. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The Local Authority reserves the right to check details held on the Council Tax database to confirm residency at an address.

**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).

**Sibling** - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the Academy as at the Application Deadline and continue to do so when the child is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

**Tie Breaker** - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.