



Educate Together  
Academy Trust

## Abbey Farm Educate Together Primary Admission Arrangements for 2026-2027

### Arrangements for entry into Year Reception to Year 6

<b>Approval by:</b>	Trust Board
<b>Date of approval:</b>	January 2025
<b>Adoption by LGB</b>	January 2025
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<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Author</b>
24.1	October 2024	Clarifications following legal advice	SN
25.1	January 2025	Amendments following consultation	SN

## **1 Making an application**

- 1.1 Educate Together Academy Trust ('the Trust') is the admissions authority for Abbey Farm Educate Together Primary ('the School'). During the normal admissions round, Swindon Borough Council operates the co-ordinated admissions scheme which includes the School. Parents/carers wishing to apply for a place should put the School down as a preference on the common application form that is available on the Swindon Borough Council website.
- 1.2 The Trust and its schools are committed to the principle of equality of access, irrespective of social, cultural or religious background.
- 1.3 Opportunities to visit the School are available throughout the Autumn term, and parents/carers are encouraged to attend wherever possible in order to make informed decisions.
- 1.4 Outside of the normal admission round the School manages these applications directly. Further details on how to apply can be found below.

## **2 Date for admissions, offers of places and confirmation of a place**

- 2.1 The applications timeline for applying for places in Reception are published each year on the Swindon Borough Council website. The national deadline is usually 15<sup>th</sup> January for admission in the following September. To be considered in the first round of allocations, the application must be submitted by the deadline. Applications received after this date will only be processed once the first round of offers are made (unless exceptional circumstances apply).
- 2.2 First offers of places will be made by email and post on 16 April, or the next working day where 16 April falls on a weekend or bank holiday, in the year in which the child will be admitted. Parents/carers are expected to confirm acceptance within two weeks of the offer being made and will be reminded at the end of this period if there has been no communication received.

## **3 Published admissions number (PAN)**

- 3.1 Abbey Farm Educate Together Primary has a PAN of 60 for entry into Reception for 2026. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 3.2 All children with a significant level of need who have an Education Health Care Plan (EHCP) and for whom the School is specifically named in the EHCP through a separate process, will be provided a place at the School.

## **4 Oversubscription Criteria**

Where more applications are received than the number of places, then the School will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the School at the date of application and will still be on roll on the date of admission;

- (3) Other children, with priority for admission given to those whose home address is the shortest distance from the School.

## **5 Definitions**

- 5.1 A 'looked after child' is a child 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.
- 5.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 5.3 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 5.4 The 'home address' is the address at which the child spends the majority (51%+) of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 5.5 'Distance' will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

## **6 Tie breaker**

Where there are two or more applicants in a criterion who have equal priority for admission (including where two or more applicants have an equal distance measurement) and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

## **7 Twins and Multiple Births**

If the last applicant to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the School will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

## **8 Applying for a year group outside of chronological age group**

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing for the attention of the chair of governor at [info@abbeyfarmet.org.uk](mailto:info@abbeyfarmet.org.uk) at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be

considered. Parent(s)/carer(s) will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

## **9 Late applications**

- 9.1 Applications received after the closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time.
- 9.2 Late applications are considered after all on time applications in the first round of allocations. If the School is oversubscribed, late applications will be refused.
- 9.3 It will be the responsibility of parent(s)/carer(s) to request a place on the waiting list.

## **10 Appeals**

- 10.1 Where a child is not offered a place, the parent(s)/carer(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parent(s)/carer(s) must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.
- 10.2 For the avoidance of doubt, appellants should contact the office at Abbey Farm Educate Together Primary, Diamond Crescent , Swindon, SN25 2SJ for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.abbeyfarmet.org.uk](http://www.abbeyfarmet.org.uk)

## **11 Waiting list**

- 11.1 The School will maintain a waiting list for each year group until the end of the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.
- 11.2 Following an unsuccessful application, it will be the responsibility of the parent(s)/carer(s) to request that their child's name be added to the waitlist.
- 11.3 The waiting list may be shared with the Trust and Swindon Borough Council for the coordination of school admissions and the compilation of summary reports to guide policy. In all other cases, an applicant's details will only be available to the applicant, the Academy and where legally required by an official body.

## **12 In-year Applications**

- 12.1 In-year applications should be made directly to the School. Where multiple applications are received and the School does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

- 12.2 Following an unsuccessful in-year application, it will be the responsibility of the parent(s)/carer(s) to request that their child's name be added to the waitlist.
- 12.3 Further details on how to apply for place outside of the normal admissions round can be found on the School's website.

### **13 Pupils below compulsory school age**

- 13.1 By law, parent(s)/carer(s) must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday, which is when a child reaches compulsory school age. The School offers places for children to be admitted to reception class in the September at the start of the academic year in which they reach five years of age.
- 13.2 Parent(s)/carer(s) may defer their child's admission to the School until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.
- 13.3 A parent/carer has the right for their child to be admitted on a part-time basis during the reception year but not beyond the point that they reach compulsory school age. Parents/carers should contact the Headteacher to discuss this on an individual basis.

### **14 Deferring or delaying of admission**

- 14.1 Children born between 1 April and 31 August are often known as 'summer-born children'.
- 14.2 A **deferred** school place is usually when a summer-born child starts school in reception but starts after the beginning of the school year, usually in January or April.
- 14.3 Applications for a school place must be completed to the statutory timetables. Parents/carers applying to defer their child's place should notify the Headteacher beforehand as deferred places are not automatic and are granted at the Headteacher's discretion taking into consideration the individual circumstances on a case-by-case basis.
- 14.4 The School understands concerns parent(s)/carer(s) may have, and as such, the early years curriculum is designed to cater to young children, including summer-born children. In the vast majority of cases, it is in the child's best interests to attend the School with their peers at the beginning of the school year.
- 14.5 A **delayed** school place is when the child starts school a year later than usual. This could be with them joining their age-related cohort in year 1 or starting in reception with children a year younger than them.
- 14.6 A decision about delaying a school place will typically be made during the Education, Health and Care Plan (EHCP) process for a child with significant additional needs but may also arise in other circumstances.
- 14.7 When applying for a delayed place for summer-born children who do not have an EHCP, the form must be submitted to Swindon Borough Council in line with the statutory deadlines, but

you must indicate you are requesting delayed entry for your child. You must also write to the School outlining the reasons for requesting delayed entry with any supporting evidence.

- 14.8 Further useful information from Swindon Borough Council can be found on their website: [https://www.swindon.gov.uk/downloads/download/926/request\\_for\\_delayed\\_admission\\_application\\_form](https://www.swindon.gov.uk/downloads/download/926/request_for_delayed_admission_application_form)

## **15 Withdrawing places**

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- Where the offer has been made in error; or
- Where a place has been obtained fraudulently at which point the length of time the child has attended will be taken into consideration

## **16 Fair access protocol**

The Trust may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. The Trust will co-ordinate its arrangements in accordance with Swindon Borough Council Fair Access Protocol.

## **17 Publication of this policy**

- 17.1 This policy will be published in full on the School's website. It will be readily available from the school office and submitted to the Local Authority for inclusion in its publications.
- 17.2 The School will publicise its existence through continuous engagement with the local community and advertise through traditional media as well as with digital and social media.
- 17.3 Where appropriate and practicable, the policy will be made available in different languages to suit local communities.