

EVERTON HEATH PRIMARY SCHOOL
Admissions Policy
2026/27



Written by:	Senior Leadership Team
Approved by:	Local Advisory Board
Review Cycle:	Annually
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Next review:	January 2026



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Aims

This policy aims to:

- Explain how parents can apply for a place for their child at the School
- Set out the School's arrangements for allocating places to the pupils who apply
- Explain how parents can appeal against a decision not to offer their child a place

Legislation and statutory requirements:

This policy is based on the following advice from the Department for Education (DfE):

- *School Admissions Code*
- *School Admission Appeals Code*

As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the *School Standards Act 1998*.

Reference in the codes and elsewhere to admission authorities shall be deemed to be references to the Local Governing Body on behalf of the CAM Trust. This policy also complies with our funding agreement and articles of association.

The School will participate in the co-ordinated admission arrangements operated by the local authority and will adhere to the Local Authority Fair Access Protocol. Notwithstanding these arrangements, the Secretary of State may direct the School to admit a named student on application from the local authority. Before doing so the Secretary of State will consult the school.

How to apply

The application process for admissions is co-ordinated by Central Bedfordshire Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents should apply online at https://www.centralbedfordshire.gov.uk/info/5/school_admissions or submit a Central Bedfordshire Application Form, available from the LA Admissions team, no later than the LA deadline at the end of January. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted between the January deadline and the end of the coordination period) will be handled by the Admissions team. For further information and specific dates, please refer to the full scheme for primary coordination available from the LA Admissions Team or from the website https://www.centralbedfordshire.gov.uk/info/5/school_admissions, contact: Admissions Team 0300 300 8037 or admissions@centralbedfordshire.gov.uk

If you are applying from a different County to the school you would like to name, please follow the admissions process for the County you live in.

Consideration of applications

The School will consider all applications for places. The School has an agreed admission number of 15 (the Published Admission Number – PAN) pupils for entry in Year Reception. Where fewer than 15 applications are received, the School will offer places to all those who have applied. The School may investigate the validity of information provided in applications and has the right to withdraw places offered on the basis of incorrect or misleading information.

The School may set a higher PAN for any specific year. Before setting a PAN higher than its agreed admission number, the School will inform the local authority and reference this change on the School's website. Pupils will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Procedures where the School is oversubscribed

If the School is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the School is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order.

1. A 'looked-after child' or a child who has previously been looked after but immediately after being looked-after became subject to an adoption, residence or special guardianship order. A looked-after child is a child who is (a) in the care of the 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).
2. Children living in the catchment area who attend Evertots Pre-School and who have a sibling at the school at the time of admission.
3. Children with a sibling attending the school at the time of the application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister, living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots.
4. Children living in the catchment area who attended Evertots Pre-School.
5. Children where the School is the catchment school admitting children to the relevant year group to the child's home address. Distance will be measured in a straight line from the School to the home address, calculated electronically to three figures after the decimal point (e.g. 1.543 miles). The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989). Where a child lives usually during the school week with one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two different addresses during school term time with a parent, they can choose which address to use on the application form. If a parent has more than one home, we will accept the address where the parent and child usually live for the majority of the school term time as the home address.
6. Children who live outside catchment area who attended Evertots Pre-School and who have a sibling at the school.
7. Children who live outside the catchment area but with a sibling at the school.
8. Children of staff at the School, in either of the following circumstances:

- The member of staff has been employed at the School for two or more years at the time of which the application of admission to the school is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
9. Other children by distance from the School, with priority for admission given to children who live nearest to the School. Distance will be measured and home address defined as set out below

Tie-break

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie breaker is used. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the School will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by someone who does not work at the School or local authority.

In-year applications

Parents can apply for a place for their child at any time outside the normal admissions round. Applications for in-year admissions should be sent to Central Bedfordshire admissions service. As is the case in the normal admissions round, all children whose EHCP names the School will be admitted. The School will admit up to the PAN of the respective year group at the point of entry in all year groups. If this would cause prejudice to the provision of efficient use of resources, it may be necessary to refuse a place although the year group has not reached the School's PAN. If there are no spaces available at the time of the application, the child's name may on request be added to the waiting list for the relevant year group. Please see above for how the waiting list is operated.

Appeals

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Board and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Board and the parents must abide by the decision it makes. If parents wish to appeal, they must set out the grounds for the appeal through the appeals portal on Central Bedfordshire council website:

https://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_appeals

Monitoring of this policy

This policy will be reviewed and approved by the LGB every year.

Whenever relevant changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the School will publicly consult on these changes in accordance with the Admissions Code.