## Dauntsey Academy Primary School

# Admissions Policy 2026-2027

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| **Date Agreed** | March 2026 |
| **Review Date** | March 2027 |

# INTRODUCTION

The governor's and staff at Dauntsey Academy Primary School (DAPS) are committed to the support of a parent's right to have their children educated in the setting which they see as most appropriate to their child's development. With this stated the governors are supportive of the admission of children from outside of the school's catchment area where this is appropriate. They have delegated the Headteacher as responsible for any decisions relating to the admission of such children.

In the first instance please contact the school directly to discuss the admission of your child or children.
The Academy aims to provide a place for all children whose address is within the designated area, defined as being the area within the parishes of Littleton Panel, West Lavington and Market Lavington. If class size is below PAN, children out of catchment would be considered and are welcome to apply for a place.
By accepting an offer of admission parents are confirming that they agree to follow school policies and practices and that they will endeavour to support them wherever possible, especially where this relates to areas such as pastoral care/discipline, curriculum, attendance and uniform.
These policies, and others can be downloaded from the school web-site or obtained from school on request.
This school became an Academy on 1st August 2013 and this means that the Academy Trust is the admission authority and has responsibility for admission policy.

Every year the Academy Trust will review and publish information concerning the DAPS admission policy. This will confirm the maximum number of children to be admitted to the Academy as a whole, the Pupil Admissions Number (PAN) which is 30 per class.

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| Is the planned organisation of the EYFS intake subject to Key Stage One legislation | Yes |
| School uniform | Yes |
| Points of entry to school | All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school. |

## The Need To Apply

Parents who wish their children to be admitted to DAPS, should complete the Primary Common Application Form in line with the Local Authority Co-ordinated Admission Scheme. This form is available either from the school or from Wiltshire Council (Local Authority) or on their website at www.wiltshire.gov.uk. This form can be completed online or in hard copy and must be returned to the Local Authority, **not to the Academy**.
Parents or guardians who submitted their form will receive written notification of the outcome from the Local Authority. These will be distributed to parents as determined in the Wiltshire County Council Co-ordinated Primary School Admission Scheme.

## Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.
The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

A full-time school place in the EYFS class is available for children from the September following their 4th birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.
Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

## Admissions Advice

The school is happy to provide advice and support to parents unsure how to apply and express preferences for schools. The first point of contact is to the school's office. (Admin: 01380 813 373)

## Visiting Our School

We strongly encourage visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

## How To Apply For A Place At The Normal Round

Applications for EYFS Year entry for the academic year starting September 2026 need to be formally registered with the Local Authority by the date stated on the Primary Common Admission Form for consideration by the admission authority. Dauntsey Academy Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 30 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils at the start of an academic year. A decision on the admission of new entrants will be made during the spring term. The parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the Wiltshire County Council Co-ordinated Primary School Admission Scheme.

## What Happens Next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available we prioritise applications according to the oversubscription criteria below. If you have applied through the LA they will co-ordinate admissions as they do for all maintained schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Primary Common Application Form. The home LA will write to advise which school place has been allocated. Parents can also log back in to their application online to view the outcome. If you have selected our school but been offered an alternative please get in touch with our office to discuss the matter. Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself.

## What If The Application Was Late?

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. These will be considered in accordance with the above-mentioned Coordinated Admissions Scheme which can be viewed at www.wiltshire.gov.uk.

## What If An Application Is Refused?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school. Decisions of the Appeal Panel are binding on the school.

We organise our EYFS and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available by contacting the school.

## Waiting Lists

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order. The waiting list will be administered by the School Admissions Team with a copy being held here at the school.

**Names will only be removed from the list if a request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31st December. At that time parents of pupils on existing lists must confirm in their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until 31st July. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or children who are in receipt of a statement of Special Educational Needs or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.**

## How To Apply Outside The Normal Round - In-Year Admissions

In line with Wiltshire Council's co-ordinated admissions scheme, all in year transfer applications should be submitted directly to Wiltshire Council and not school. School participates in the Local Authority's Fair Access Protocol. Where this Academy is named in a child's Statement of Special Educational Needs (EHCP), the governing body recognises a duty to admit the child to the school.

## Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. **Vulnerable Children**
   i. looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order[1]. 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).
   ii. children of families with confirmed refugee status
   iii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the Academy rather than any other school. Details of this must accompany the initial application.
   iv. children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

## Living Within The School's Designated Area As Defined Above:

2. **Siblings**
   A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. **Other Children**
   Children resident within the designated area who do not qualify under one of the criteria above.

## Living Outside The School's Designated Area As Defined Above:

4. **Siblings**

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Other Children**

Children resident outside the designated area who do not qualify under one of the criteria above.

If the School is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

The deadline for parents to accept the place offered is usually in May. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the LA.

Registration at any nursery or pre-school unit will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the Academy. At present there is no pre-school linked to the Academy.

[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002.
A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

Enquiries about this policy should be addressed to:

Clerk to Governors: Mrs. Kim Pierpoint kpierpoint@equamead.org