

The Leaf Trust ('the Trust')
SAMUEL WHITE INFANT ('the School')
Admissions Arrangements for the academic year 2025-2026

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Admissions Arrangements 2025

Status: Draft
February 2024

For the purpose of these arrangements:

A 'parent' includes the natural or adoptive parent of a child (irrespective of whether they are or ever have been married, with whom the child lives, whether the child has contact with them, or whether they have parental responsibility for the child), as well as people who are not the child's natural or adoptive parent, but have care of, or parental responsibility for, the child.

A 'looked after child' is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of its social services functions, in England. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted or made subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside England. Where the child was in the care of a local authority in England, applications under this category must be supported by a letter from the relevant Local Authority. Where the child appears to have been in care outside England, all available evidence will be considered and a panel of Trustees will make a judgement on whether priority should be applied under the published over-subscription criteria.

A 'sibling' is the applicant child's:

- *full brother or sister (sharing both parents), or*
- *half-brother or sister (sharing one parent), or*
- *adopted brother or sister (sharing one or both parents), or*
- *foster brother or sister (a looked after child placed with the family), or*
- *a step-brother or sister (one child's parent married to the other child's parent), or a child of a cohabiting partner (one child's parent cohabiting with the other child's parent)*

and in all cases where the applicant child and the 'sibling' are living at the same home address (as defined in this document) and are being brought up as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin) and/or a child of a friend will not meet the definition of a 'sibling' even if they live at the same home address as the applicant child.

1. Purpose of the Admission Arrangements

The purpose of these arrangements is to make the admissions process to the school clear and open. They should be read in conjunction with the South Gloucestershire Admission to Primary and Secondary School Booklets. Applicants are also encouraged to read the School's prospectus, to visit the School's websites and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the School's website by 15 March.

2. Children with Education, Health and Care Plans (EHCPs).

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the School's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the Published Admission Number (PAN).

3. Children of Multiple Births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

4. Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

5. Home Address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time. For bulk applications to Reception you must use your child's permanent address home address as at the 15th January 2025.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which Child Benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home address, and a panel of Trustees will determine the appropriate address to be used in ranking the application for a place at the School, in accordance with the process set out in Appendix E.

For clarity, the Trust cannot accept:

- a temporary address;
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above;
- the address of a house it is intended to move to (other than under section 4 above)
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there;

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

6. Nursery

If in future the school opens nursery provision, separate arrangements will apply.

7. Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to Reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- That their child takes up the place part-time until the child reaches CSA, or
- A combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2025	1 January 2026	Reception class
1 January – 31 March 2026	31 March 2026	Reception class

Children reaching the age of 5 between 1 April and 31 August 2026 may defer their entry until September 2026 but a new application will have to be made to join Year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2026 Reception class (see Section 8).

However, children are normally admitted to school in the September following their fourth birthday.

8. Education Outside of Normal Age Group

Parents may apply for a place outside of their child's normal age group. In addition to the usual application form parents must complete the form found in Appendix D. A panel of Trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- the views of the head teacher;
- information about the child's academic, social and emotional development;
- any relevant, medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may have fallen into a lower age group were they not born prematurely.

Please note this is not an exhaustive list, and every case will be considered individually.

Where the Panel of Trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.

Children placed in a year group below their chronological age will reach statutory school leaving age before completing Key Stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4.

9. In-Year Transfer

Parents who wish to obtain a place at the school other than at the bulk September intake, should apply directly to the Trust Admissions Officer using the form contained in Appendix F. Parents will have a decision about allocating a place within 10 school days.

If a place is available, it will be offered in line with the Admission Arrangements, or a referral will be made under the Fair Access Protocol.

Where there is no place available within the PAN for the relevant year group, the application will be refused. The applicant will be given the opportunity to join the waiting list and/or appeal. Parents will also be informed about places available at other suitable Trust school(s).

10. Bulk September Applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the Published Admission Number (PAN) which can be found in Appendix A. If the school is over-subscribed, allocations will be made according to the criteria in Appendix B.

Infant Class Sizes: Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2021, which are listed in Appendix G.

Children attending any nursery at the school do not have the automatic right of a place in Reception. Parents must apply in the usual way and places will be allocated based on the over-subscription criteria contained in Appendix B.

11. Waiting Lists

Where the school is oversubscribed and places have been refused to some applicants, a waiting list will be maintained by the Trust for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the Trust's Admissions Officer of any change in address or contact details.

12. Appeals

Where an application is refused, parents have a right to appeal to an independent panel. If parents wish to appeal they must complete and return the Appeals Form directly to the Trust's Admissions Officer. An independent appeals panel will be convened at which both the parents and the Trust will present their cases. Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal (see section 6 above). Repeat appeals for the same school year will not be considered unless there is a significant and material change in circumstances.

Publication

The determined admission arrangements will be placed on the School's website by 15th March 2024.



Appendix A: Published Admission Number (PAN)

Samuel White School has a total PAN of 90 across both infant and junior schools. The Trust is supported by the LA in allocating places in Reception.

Appendix B: Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a) Looked after and previously looked after children.
- b) Children living in the Area of Prime Responsibility (APR) as defined in Appendix C, with a sibling already at the school who will still be on roll at the date of admission.
- c) All other children living within the APR.
- d) Children living outside the APR with a sibling already at the school who will still be on roll at the date of admission.
- e) All other children

Where the number of places available will be exhausted within any of the categories above, the priority of applications will be decided by geography, and priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system.

If it does not prove possible to resolve the priority using distance, the remaining places will be allocated by random lottery, in front of an independent witness.

Appendix C: Area of Prime Responsibility

- Kingswood South & Hanham Primaries Consortium Area of Prime Responsibility



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The area is defined to the north along the middle of New Cheltenham Road, running westwards, along the middle of Fisher Road, at Siston Civil Parish boundary on Fisher Road; it then follows the boundary southwards until the A420, then westwards along the middle of the A420 until the A4174, then southwards along the A4174 until South Gloucestershire Council's administrative boundary, then west and northwards along South Gloucestershire Council's administrative boundary until Soundwell Road, then eastwards along the middle of Soundwell Road, then Syston Way and New Cheltenham Road.

- | | |
|---|---|
| 1. Samuel White's Infant School | 5. Courtney Primary School |
| 2. Hanham Abbots Junior School | 6. The Park Primary School |
| 3. Christ Church Hanham CE Primary School | 7. Our Lady of Lourdes Catholic Primary School (Voluntary Aided) (not included within this Area of Prime Responsibility). |
| 4. Beacon Rise Primary School | |

Appendix D: Request for admission outside normal age group

REQUEST FOR ADMISSION OUTSIDE NORMAL AGE GROUP	
Child's full name:	
Child's date of birth:	
Child's home address (as defined by the Admission Policy):	
Parent's full name:	
Parent's email address (for communication of decision):	
Child's normal year group:	
Year group sought for child:	
Please carefully set out your reasons for asking for your child to be admitted to a year group outside their normal year group: <i>You should have regard to the following factors which the Leaf Trust will take into account when considering whether or not to agree your request in principle:</i> • Information about your child's academic, social and emotional development • Where relevant, your child's medical history and the views of their medical professional • Whether your child has previously been educated outside their normal age group • Whether your child may naturally have fallen into a lower age group if it were not for being born prematurely	

This is not an exhaustive list, and you should provide any other information you believe is relevant.

Please list here any documentation you have attached in support of your request:

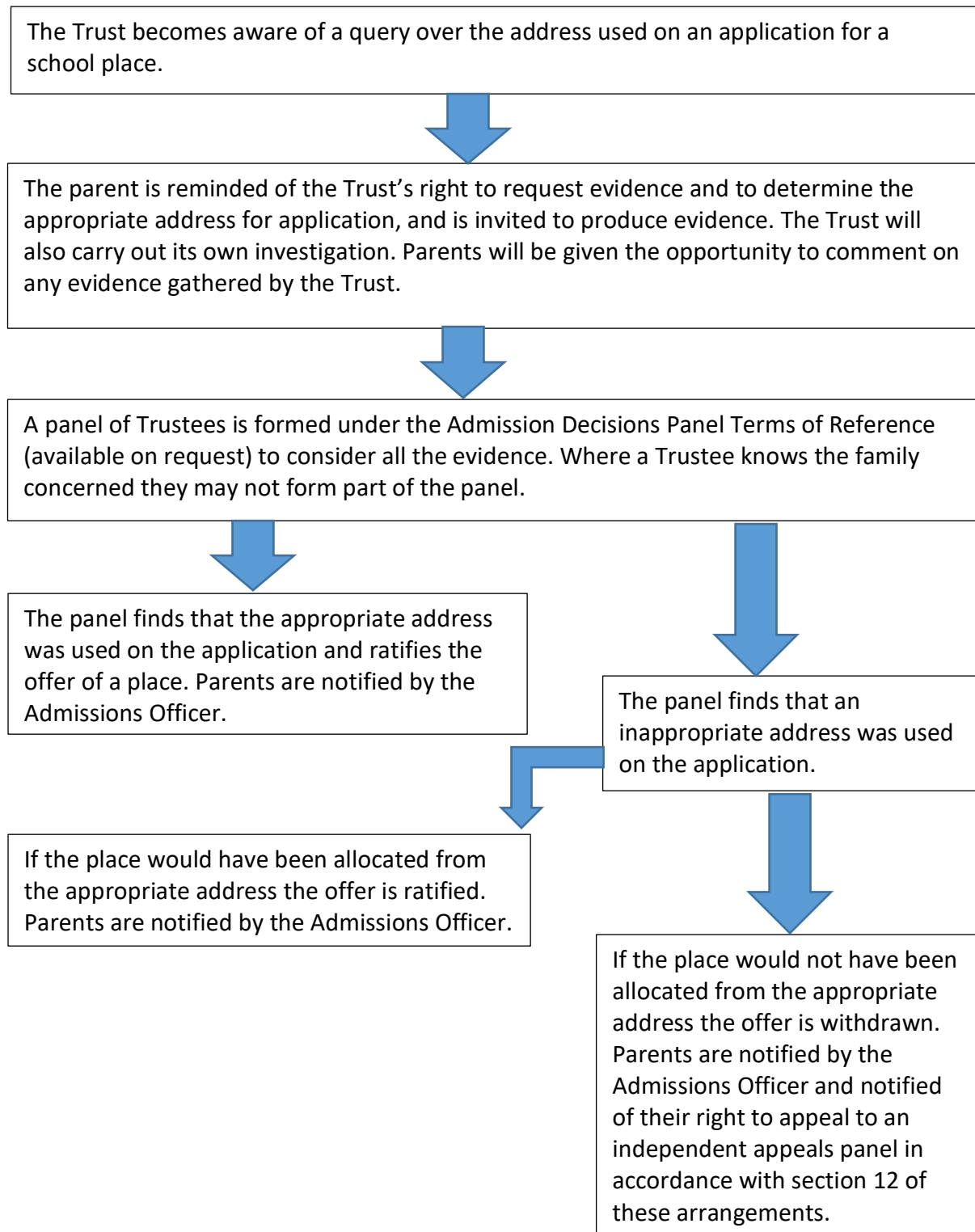
(e.g. a letter from your child's GP, hospital consultant or other medical professional, social worker, home tutor, nursery teacher, etc.)

Signed:

Dated:

Please note, this request is not an application for admission, for which a separate application must be made in the usual way.

Appendix E: Process for establishing the address to be used for allocation where a query has been raised



Appendix F: In-year application form

If your child has an Education and Health Care Plan or has been accepted for statutory assessment, please do not use this form. For school transfers you will need to speak to the 0-25 team in your home Local Authority.

Please indicate which school(s) you are applying to, and the order of your preferences:

PRIMARY	

Date place is required:	
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All applications will be processed in accordance with the over-subscription criteria in each school's admission arrangements which can be found at <https://www.leaftrust.co.uk/Admissions/>

Please read the following information carefully before applying for a place

Offers

Where a place is offered we would expect it to be taken up without delay and usually within two school weeks. If you do not respond to the offer within two weeks the place may be withdrawn. **Please note that if a place is offered as a result of false information, it may later be withdrawn.**

Refusals

Where a place is refused, you can make an appeal to an independent appeal panel: <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=bLdBbTaIG2k&familychannel=2>

Appeal forms are available on request from the Head of Admissions enquiries@leaftrust.co.uk

Waiting list

As places become available, they will be offered in accordance with the over-subscription criteria and **not** the length of time that the student's name has been on the waiting list. **This means that a child may move up or down the waiting list.** It is up to you to keep us informed of updated contact details. If we are unable to contact you within two school weeks, the place will be offered to the next child on the waiting list.



Data Protection

Please refer to the Privacy Notices (Parents & Students) at
<https://www.hanhamprimaryfederation.org/gdpr/>

Please return this form to:

Head of Admissions, enquiries@leaftrust.co.uk

Or by post to Leaf Trust c/o Kings' Forest Primary School, Station Road, Kingswood, Bristol BS15 4PQ

Student

Forename(s)	Surname	Date of birth	Gender (M/F)
Address:			
If the application is made in anticipation of a house move, please give the new address and planned move date. Until the child is living at the new address, their previous address will be used to rank the application.			
This section is optional, but completing it may speed up the application process: Current school Year group: Previous school(s) and dates attended: For secondary applications only, Name of Tutor: Name of Head of Year: Reason(s) for requesting a transfer:			
Has the child been permanently excluded from two or more schools (only if the most recent exclusion was within the last two years)? If so please give the names of the schools:			
Is the child, or has the child ever been, in Local Authority Care? If so, please provide evidence.			
Does the child already have any sibling at the school(s) applied for? If so, please give name(s) and Date(s) of Birth and which school they attend:			

Please include with your application:

- 1. a copy of the child's passport or birth certificate as proof of date of birth**
- 2. recent evidence of your address**
- 3. evidence of the child's date of arrival in the UK (if applicable)**

Any fields left blank, or failure to include evidence of date of birth and address, may delay the processing of your application

Parent/Carer

Full name	Title	Relationship to student
Address (if different from above):		
Email address (PLEASE PRINT CLEARLY)	Telephone (home)	Telephone (mobile)

I certify that the information above is true and accurate

.....

(Signature)

..... *(Date)*

Appendix G: Infant Class Size legislation

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2021.

List of exceptions:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school