

# QUEEN'S CRESCENT PRIMARY SCHOOL

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## ADMISSIONS POLICY AND ARRANGEMENTS 2025/26

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Reviewed	Jan 24
Policy Ratified by the Governing Body	Jan 24
Next Review Date	Jan 25

# QUEEN'S CRESCENT PRIMARY SCHOOL

## ADMISSIONS POLICY

### Aim of the Policy

The aim of this policy is to make admissions to Queen's Crescent School clear to parents of prospective pupils.

### Application Process

Queen's Crescent School abides by Wiltshire's Admission Policy. All applications for the academic year September 2025 to August 2026 need to be made to Wiltshire Local Authority either online via the Common Application Form (CAF) which is found at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or via a paper copy of the form available from the Wiltshire Admissions team or Queen's Crescent School.

A parent's guide to applying for a primary school place in Wiltshire 2025/2026 will be available on the Wiltshire Council website.

The designated area for Queen's Crescent School is defined in the map attached (Appendix 1).

### Admission in to FS2 – Reception Entry 2025

The Admission Policy for FS2 will be as follows:

- Children born between 1<sup>st</sup> September 2020 to the 31<sup>st</sup> August 2021 will be admitted full time from September 2025. This will include an initial induction programme, which builds up to the children being in school full time.

Parents of children who live within the designated or out of area need to formally apply for a place by submitting an LA admission form or applying online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk), by the date declared. For September 2024 admissions this is the **15 January 2025**. These applications will be considered in the first round of admissions.

Parents who submit forms after this deadline, whether they are in the designated area or not, will be given consideration only after the first round of admissions has been considered.

There are 60 places offered in the admission year. Places will be offered based on the criteria set out in this policy.

Parents of prospective pupils are invited to visit the school on our Open Days or have an individual appointment, where a member of the Senior Leadership Team will show them around. Please contact the school office to arrange an appointment.

If you are unsure whether you live in our area, please contact the school and we will confirm whether you are in or out of our area.

## **Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan**

All children whose statement of special education need or Education, Health Care Plan names Queen's Crescent School must be admitted. Where the school is named in a child's Education Health Care Plan (EHCP) the governing body has an obligation to admit that child.

### **Allocation of Places**

If we receive more applications than we have spaces available then application will be prioritised using the following criteria:

**a. Looked after children/ Previously Looked after children**

The definition of 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. 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).

**b. Vulnerable Children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

**c. Designated area siblings and shared area siblings**

A sibling refers to brother or sister, half brother or sister, who shares one natural parent, legally adopted or fostered brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living in the same family unit at the same address.

A child is considered under this criterion if a sibling is attending the school as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

**d. Out-of-area siblings**

A child is considered under this criterion if a sibling is attending the school at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

**e. Other children for the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

**f. Other Children**

Children to whom none of the above criteria apply.

**Tie Break**

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.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation). The Local Authority will administer this.

**Waiting List**

Waiting lists will not be fixed following the offer of places; they are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants to whom it is not possible to offer a place **MUST REQUEST** to be added to the school's waiting list as this is not automatic. A waiting list will remain in place until the end of the academic year. A new application must be submitted to the Local Authority for the following academic year in the event that a place is not offered.

**Reception entry**

- a) Children are entitled to a full-time place in the September following their fourth birthday.
- b) Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and
- c) Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

**Induction Arrangements for FS2 children**

- All children are invited to 3 sessions in Term 6 (June/July)
- The sessions will be in the afternoon
- Parents will be invited for the first session with their child.
- 2nd and 3rd sessions children would stay on their own

## **In September**

- The children will attend some morning/afternoon sessions at various times depending on which group they are in. (The group the child is in will be made clear at the first parent induction meeting). They will then stay to get used to the lunch time routine, and following this they will then be in school full time.

### Meetings for FS2 parents

Parents of FS2 children are invited to a meeting during the Term 6 before the children start school. During this meeting questions can be asked and information can be passed on regarding class routines, dinner arrangements and uniform. We always welcome any parents asking questions if there is any aspect of their child starting school that they are unsure of.

## **Admissions of children outside their normal age group**

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

## **In year transfer application**

The admission of these children is based on the LA's admissions guidelines. Parents need to apply for a place by completing the LA application form for an in year Primary School Transfer. They then, in consultation with the school, make a decision as to whether a place can be offered dependent on whether the numbers in the year group/class allow for a space to be available.

## **Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

The protocol does not apply to a Child in Care (Looked after Child, a Previously Looked after Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

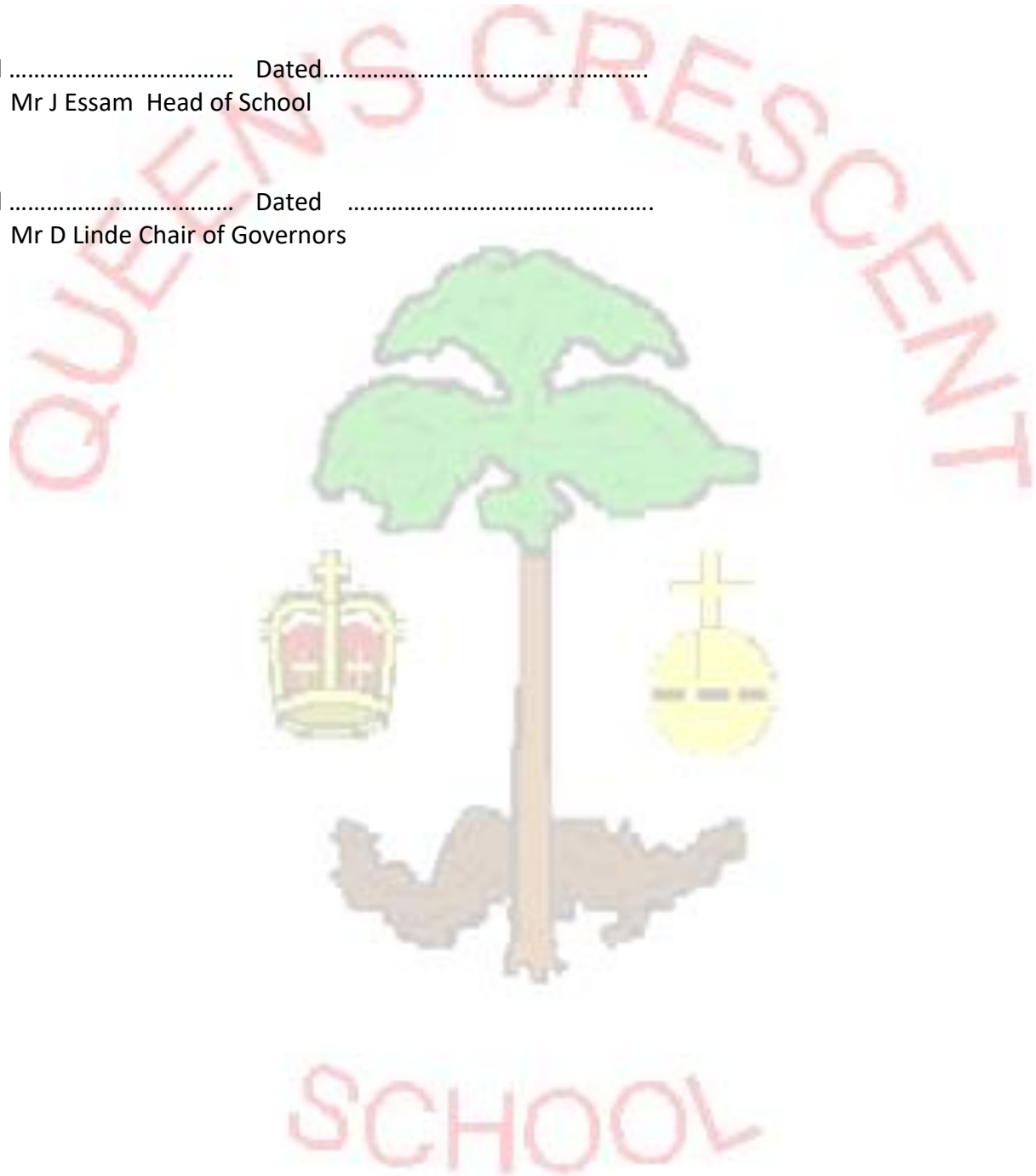
## **Appeal procedures**

Parents may appeal against the refusal of a place at Queen’s Crescent School. Appeal arrangements are set out under the admissions procedures and information about them can be obtained through the LA admission team at County Hall.

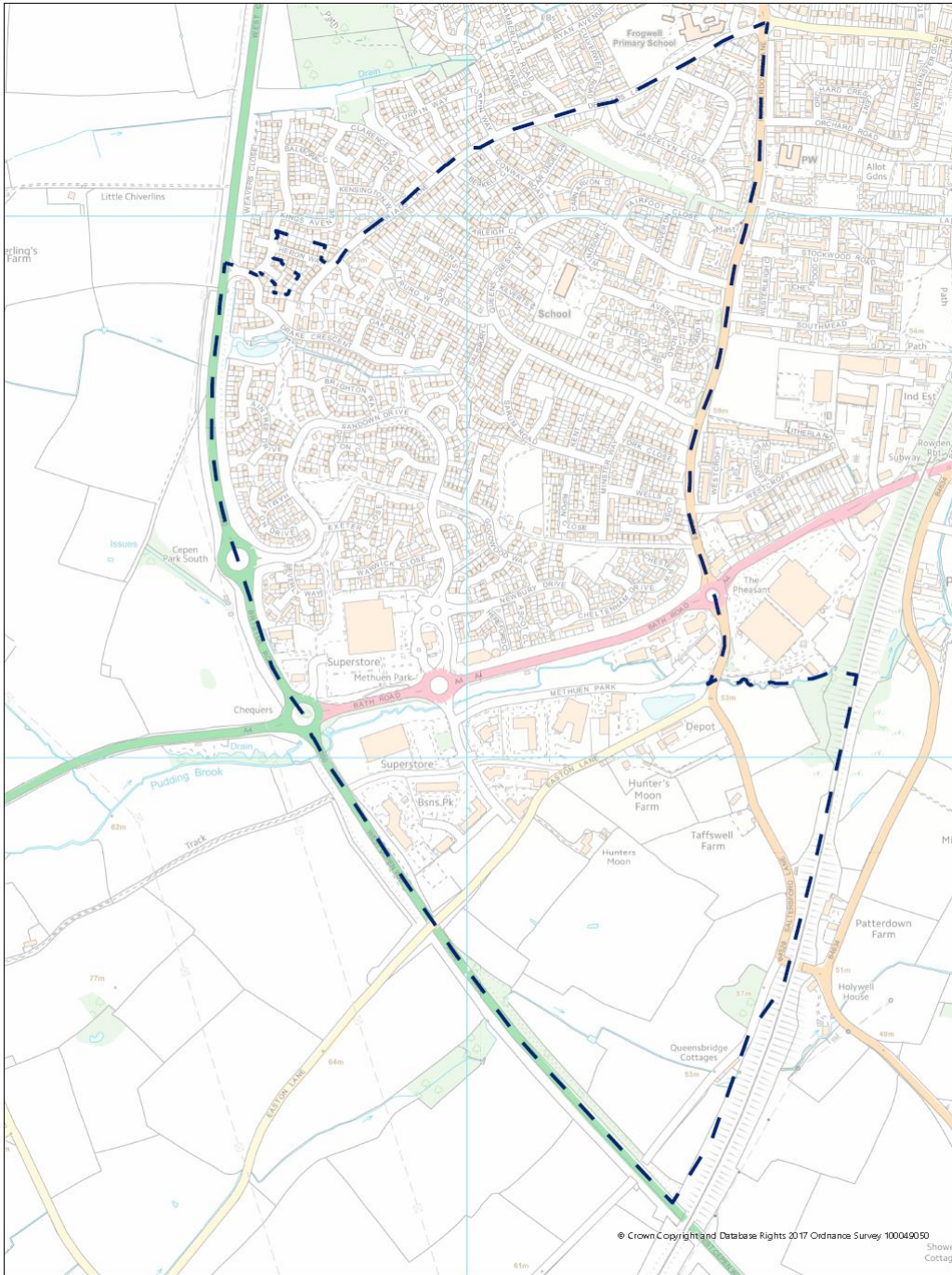
This Policy was approved by the Full Governing Body at its meeting held on \_

Signed ..... Dated.....  
Mr J Essam Head of School

Signed ..... Dated .....  
Mr D Linde Chair of Governors



Appendix 1



Drawn by: jodie.maslen  
08/10/2021

**Queens Crescent Primary - Catchment Area**

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