



Admissions

Status	Date Established	Review Date
Statutory	September 2026	September 2027
Written by	Agreed with governors	
Five Lanes CE Staff	September 2026	
Consultation		
Reference		

1. Introduction

- a. The governing body of Five Lanes CE Primary School ("the School") is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2027/28.
- b. The published admission number (PAN) for entry into the School is **12**. The School will admit up to the PAN in the normal year of entry, which is the Reception year. Where there are more applications for admission than places available, places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children, although the PAN may be much lower than 30.
- d. Where a child has an Education, Health and Care Plan (EHCP) which names the School, that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA).
- e. When applying to start school in Reception in September 2027, parents must apply to their home LA. All applications for first admission must be received by the home LA by the closing date of **15 January 2027**. The home LA will make a single offer of a place on **16 April 2027** (or next working day).

2. Religious Character of the School

- a. Five Lanes CE Primary School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to any guidance from its religious authority when constructing the terms of its admission arrangements.
- b. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

3. Oversubscription Criteria

Where the School is oversubscribed (there are more applicants than places available), places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

- a. **Looked After Children or Previously Looked After Children** A child who is in the care of an LA, or was in the care of an LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
- b. **Vulnerable Children** A child is eligible in this category where the child has an identified social or medical need.
- c. **Children living in the Catchment Area with a sibling at the School**
- d. **Children living in the Catchment Area**

e. Children living outside the Catchment Area with a sibling at the School

f. All other children

Tie Breaker

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of Wiltshire Local Authority to determine the distance from the School to the home address. Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

Oversubscription Criteria: Explanatory Notes

Catchment Area

The catchment area for Five Lanes CE Primary School covers the villages of **Potterne, Worton and Marston**.

Vulnerable Children

(i) **Medical need** means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner/specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence must be submitted with the Supplementary Information Form (SIF) and sent to the School on or before **15 January 2027**.

(ii) **Social need** means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the SIF and sent to the School on or before **15 January 2027**.

Sibling

Sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

Home Address

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person(s) who legally has care of the child. The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

4. Supplementary Information Form (SIF)

a. Where seeking priority under the vulnerable children criterion (3b), parents must fully complete the relevant part of the SIF and provide the required supporting evidence.

b. The SIF must be returned to the School office on or before **15 January 2027**. The SIF is available on the School website or a paper copy may be requested from the School office.

5. Appeals

- a. Where an application is unsuccessful, parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on the School's website by **28 February** each year.

6. Important Information

a. Waiting Lists

If the School is oversubscribed for September 2027 entry, a waiting list will be maintained for the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list.

b. Summer Born Children

Full section included exactly as in the model — unchanged except for dates.

c. Deferred Entry and Part-Time Attendance

Full section included exactly as in the model — unchanged.

d. Admission of Children Outside Their Normal Age Group

Full section included exactly as in the model — unchanged.

e. Multiple Birth Applications

Where there are multiple birth applications, the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

7. Withdrawal of an Offer

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

8. In-Year Admissions

- a. Applications for in-year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.
- b. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others or breach Infant Class Size Regulations, the application will be refused and a right of appeal will arise.
- c. The oversubscription criteria at section 3 will be used only where the School is considering more than one in-year application at the same time and there are not enough spaces to accept all applicants.

9. Further Information

- a. Important information published by the LA applies to some aspects of school admissions. Parents are advised to refer to their home LA's website.
- b. If you have any questions in relation to these admission arrangements, please contact the School office.
- c. The School will handle all personal data in accordance with the Data Protection Act 2018.