

# Admission Policy

## 2026/27

St Laurence School Academy Trust

<b>Date of last review:</b>	Draft Policy approved by FGB 12 December 2024	<b>Review period:</b>	Annually
<b>Date of next review:</b>	Policy to be Determined by FGB February 2025	<b>Owner:</b>	Headteacher & Chair of Governors

## **ADMISSION POLICY**

### **St Laurence School 's Admission Policy for 2026/27**

#### **1. General Information**

This policy applies solely to applications for places in years 7 to 11 at St Laurence School. As an Academy, St Laurence School is able to act as its own admission authority. The Governing Body is responsible for determining the procedures and policies.

The admission policy of St Laurence School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. This is subject to St Laurence School being able to meet the reasonable, specific needs of the child, within the resources available.

This school participates in the Local Authority's Fair Access Protocol.

#### **a. Designated Area**

A designated area is a discrete geographical zone served by a school (see map on page 8 detailing St Laurence School's designated area). The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

#### **b. Deadline**

Applications for Year 7 entry for the academic year starting September 2026 must be made to your home Local Authority ("LA"). If you live in Wiltshire you must apply online from 1<sup>st</sup> September 2025 at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or on Wiltshire LA's common admissions form (sent to Schools Admissions Department at County Hall, Trowbridge). The closing date for applications is midnight on 31 October 2025. All applications received after midnight on 31 October 2025, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined. The home LA will make a single offer of a place on 1 March 2026 (or next working day). Places offered must be accepted by 15th March 2026.

#### **c. Shared Responsibility**

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living. The address shown on the child benefit notification letter or bank statement where the child benefit is credited to will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

#### **d. Multiple Births**

St Laurence will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) in the same school. If necessary St Laurence will admit over PAN to accommodate such children.

#### **e. Admission 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.

## **2. SEN**

Children with Educational Health Care Plans must be admitted to the school named on their plans. Once a plan reaches the formal proposed stage the administration of the admission of the child becomes the responsibility of Central SEN Services. Where St Laurence is named in a child's Educational Health Care Plan, the governing body recognises a duty to admit the child to the school.

## **3. Oversubscription Criteria**

Where St Laurence School is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

### **a. Looked After Children / Previously 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 including those who appear {to the admission authority} to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 function (see the definition in Section 22(1) of the Children Act 1989).

### **b. Vulnerable Children**

Namely 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 and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school; children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school; children who are carers of disabled parents (Young Carers).

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

Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the school on or before 31<sup>st</sup> October 2025. The SIF is on the School website or a paper copy may be requested from the School office.

### **c. Designated area and Shared Area Multiple Births**

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.

### **d. Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. Step, half, adopted and foster siblings are included in this category. All siblings must be declared on the admission form since it is very difficult to cross-reference every application.

### **e. Other Children from the Designated Area or Shared Area**

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

### **f. Non Designated Area Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. Step, half and foster siblings are also included in this category. All siblings must be declared on the admission form since it is very difficult to cross-reference every application.

**g. Children of Staff Employed at St Laurence School**

A child is considered under this criterion if one or other of their parent/guardian is employed by St Laurence School on the date of application.

**h. Other multiple births**

Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school.

**i. Other children**

Children to whom none of the above criteria apply.

**Tie Break**

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances supplied by the Wiltshire LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation) by the school.

**4. Early or Delayed Transfer**

**a. Early transfer**

Children may only transfer early to a secondary school if it can be shown that they are exceptionally mature and would benefit from accelerated learning. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, in consultation with the professional adviser(s) of the school and the Local Authority. The application will not be agreed if one or more parties consider that the transfer would be inappropriate.

**b. Delayed transfer**

Children may remain for a further year in a primary-phase school if it can be shown that they have exceptional needs. Each such request involves consultation with the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser. The application will not be agreed if one or more parties consider that the delay would be inappropriate and the child's name will be removed from the school roll at the same time as his/her chronological peers. Reference will be made to the Protocol on Delayed Transfer or Retention of Pupils out of their Chronological Year Group due to Special Educational Needs.

**5. Service Families**

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a service child to a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on

any waiting list will be set accordingly.

## **6. Children from Overseas**

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK.

## **7. Waiting Lists**

If your child is refused a place for the main entry (i.e. Y7) for September 2025 the school will maintain the waiting list for the rest of the academic year. Should your child be refused entry for any other year group please contact St Laurence School directly if you wish to be placed on the school-held waiting list.

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Parents may submit a fresh application for the next academic year group which will be considered up to 8 weeks in advance of the start date.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list at St Laurence School then you must accept or decline the place within 14 days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined or is withdrawn because of lack of response to the offer (see above).
- Registration of interest on a school's Pre-Admission List will not be considered as an application for a school place.
- Parents must contact St Laurence School to obtain information on the existence and/or maintenance of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.
- **Parents holding a place, who have secured an independent school place for their child, are asked to withdraw well before the end of the summer term in order to release a place in good time for another child on the waiting list to take it up.**

## **8. Late or in year Applications**

These are applications received after the intake deadline and any applications received for other year groups.

Applications will be made via the Wiltshire School Admissions team for reasons of safeguarding and coordination.

Applications for an in-year transfer can only be submitted up to 8 weeks in advance of the required admission date and will be considered together with any applications already on the school's waiting list. They will be ranked using the oversubscription criteria listed in paragraph 2.

Applications are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the ranked criteria as listed above.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference which has an available place.

If your child is offered a place at St Laurence School then you must accept or decline the place within 28 days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at St Laurence School and you accept the place, you must take the place up within 28 days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 days the local authority will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the LA's relevant professional adviser(s) and the school.

## **9. Published Admission Number**

An admission number, which applies to the normal year of entry, is agreed for each school annually. Applications will generally be agreed until this Published Admission Number (PAN) for the year group in question has been reached or until the net capacity of the school has been reached. The Published Admission Number for St Laurence School is 203.

If the governing body of any school refuses admission to a child with challenging behaviour (outside the normal admissions round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a particularly high proportion of children with challenging behaviour or previously excluded children.

This provision will 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, as these children must be admitted.

Applications for a child's designated school which would exceed the admission number will usually be agreed in cases where a reasonable alternative place is not available. Reasonable in this circumstance means a school within the statutory safe 3 mile walking distance from the child's home address or a school to which free home-to-school transport would be provided.

An application for a school which would exceed the admission number will be agreed if the child has particular learning needs identified by Central SEN Services which cannot be met at an alternative school.

Any child refused a place at a school will be placed on the waiting list for that school (which will be kept in order using oversubscription criteria not date of receipt of application).

## **10. Sixth Form Admissions**

Parents or students wishing to enrol for sixth form courses at St Laurence School should refer to the school website.

## **11. Appeals Process**

Parents have a right of appeal to an independent panel against any decision made by the Authority on behalf of St Laurence School. Appeals will be carried out by an independent organisation.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Appellants should contact St Laurence School (01225 309500) to obtain an appeals form which should be returned to the School. The clerk for the appeals panel will be provided by an independent organisation. Once a place has been awarded by the independent appeal panel the place must be taken up within twenty eight days of the required date of admission stated on the original application form.

Should the place not be taken up within the twenty eight days the local authority will then write to the parents informing them that the place has been withdrawn.

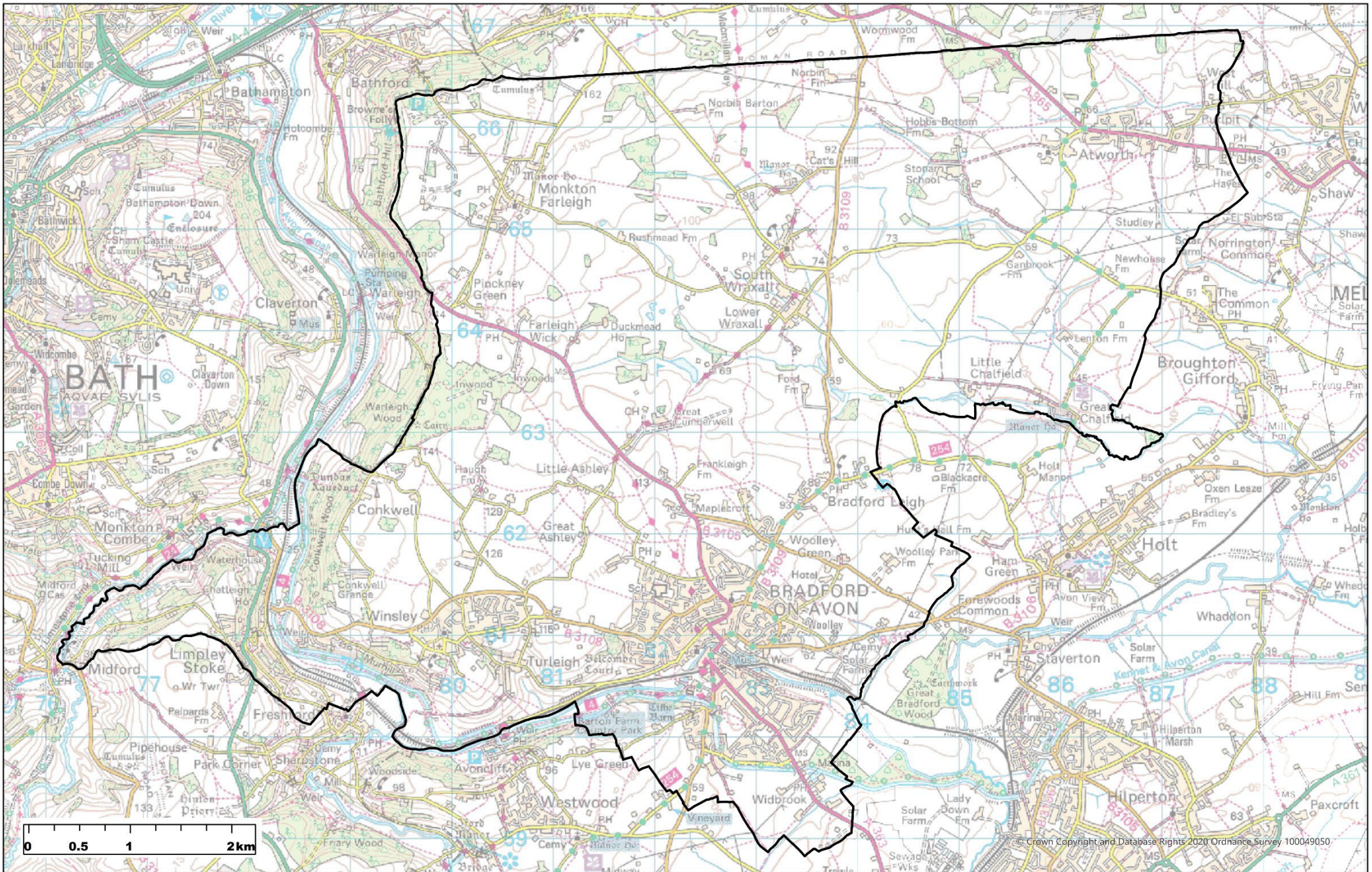
## **12. Further Appeals**

Unless there are significant and material changes, as agreed by the Director of Children's Services, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful with that application.





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