

# ADMISSION ARRANGEMENTS



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<b>4</b>		

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## 1. INTRODUCTION

The Beam Trust Board is responsible for determining the Admissions Policy for all its member schools. In undertaking this responsibility, Trustees will be guided by the law and will conform fully with the national admissions code. The Trust Board ensures that our schools comply with academy admissions legislation requiring local authorities to coordinate admissions arrangements in their area. In the Warrington area, the Trust is a member of Warrington Borough Council's Co-ordinated Admissions Scheme.

## 2. AIMS

This policy aims to:

- Explain how to apply for a place at a school in The Beam Trust for pupil admissions to the 2026-27 academic year
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 3. LEGISLATION AND GUIDANCE

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the Academy Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

## 4. DEFINITIONS

The **normal admissions round** is the period during which parents can apply for state funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a community school or academy, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory academy age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Shared parental responsibility** Only one application per child will be accepted for a school place. If parents are separated and the child spends equal time at each parents' address, the address which will be used for admission purposes is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, the applicant will be asked to provide proof of the address registered with the child's GP.

## 5. HOW TO APPLY

In all cases, the admissions process for admission at the beginning of a year and for in-year admissions are managed on the Trust's behalf through Warrington Borough Council.

All applications should be made through Warrington Borough Council's on-line admissions system.

Information on the process is available on the Council's website [Schools | warrington.gov.uk](http://Schools | warrington.gov.uk)

Before submitting your application, you are strongly advised to read the Parent's Information Booklet which includes useful information about the application process. A copy of the booklet can be viewed or downloaded by accessing the Council website at [Primary school admissions | warrington.gov.uk](http://Primary school admissions | warrington.gov.uk)

### 5.1. PRIMARY SCHOOLS

This section applies to the following schools:

- Thelwall Infant School and Nursery
- Oughtrington Primary School

- Statham Primary School and Nursery
- Ravenbank Primary School

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Please note, pupils already attending one of our nurseries **will not transfer automatically into Reception in the attached school** (or any of our other schools). A separate application must be made for a place in Reception.

## **5.2. THELWALL JUNIOR SCHOOL**

Warrington Borough Council is the admission authority for Thelwall Junior School. Please click the link to view the admission arrangements <https://www.warrington.gov.uk/primary-school-admissions>

Pupils normally move to Thelwall Junior School from Thelwall Infant School in Year 3.

Opportunities are provided for children and parents to visit the school prior to the move, together with an evening meeting to discuss opportunities for the pupils, alongside any issues or concerns with the Headteacher, Deputy Headteacher and new class teachers. Thelwall Junior School provides the opportunity for parents to have a guided visit to the school, believing it to be extremely important that the transfer process is dealt with as supportively as possible. Additionally, both the Headteacher and Deputy Headteacher along with class teachers, visit Thelwall Infant School to meet and get to know their new pupils.

## **6. REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP**

Parents are entitled to request a place for their child outside of their normal age group. Requests for admission outside the normal age group should be made at the same time as the application for a school place is made and should be submitted to the home Local Authority Admissions team (for Warrington the email is [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)). As the Admission Authority, The Beam Trust would make the decision regarding whether or not to agree out of cohort.

Decisions on requests for admission outside the normal age group will be made on the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views

- Information about the child’s academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers’ views

Wherever possible, requests for admission outside a child’s normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place, but it is not in their preferred age group.

## **7. ALLOCATION OF PLACES**

### **7.1. ADMISSION NUMBERS**

Our schools have the following published admission numbers (PAN) for entry in 2026/27:

<b>School</b>	<b>Year of Entry</b>	<b>PAN</b>
Thelwall Infant School and Nursery	Reception	45
Oughtrington Primary School	Reception	30
Satham Primary School and Nursery	Reception	30
Ravenbank Primary School	Reception	30

### **7.2. OVERSUBSCRIPTION CRITERIA**

Oversubscription criteria are used to establish an order of priority for allocation purposes when the number of applications for places at a school is greater than the number of places available. This criteria is applied in the order which they are listed. Children who have an Education Health and Care Plan would be admitted to the school named in the plan over and above the published oversubscription criteria. The

oversubscription criteria for the Trust's schools will be published in the parents' guides as follows:

### **7.2.1. PRIMARY SCHOOLS OVERSUBSCRIPTION CRITERIA**

This section applies to the following primary schools:

- Oughtrington Primary School
- Ravenbank Primary School

1. Looked after children and previously looked after children including those previously in state care outside of England\*
2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
3. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the Trust's view, justifies admission to the preferred school. The Trust, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
4. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a Geographical Information Address Point System based on the Local Land and Property Gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school. NB Where the school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion five.

\* A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school. The term previously looked after children is defined as children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were

accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Tiebreaker**

- A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.
- In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.
- In the event that the distances measured in kilometres are the same, a random allocation will be applied.

This section applies to the following primary schools:

- Thelwall Infant School and Nursery
- Statham Primary and Nursery

1. Looked after children and previously looked after children including those previously in state care outside of England\*
2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
3. Children who attend the Nursery
4. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the Trust's view, justifies admission to the preferred school. The Trust, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
5. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a Geographical Information Address Point System based on the Local Land and Property



Gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

NB Where the school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion five.

\* A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school. The term previously looked after children is defined as children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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- In the event that the distances measured in kilometres are the same, a random allocation will be applied.

## **8. CHILDREN BELOW COMPULSORY ACADEMY AGE-DEFERRED ENTRY, PART-TIME ATTENDANCE AND SUMMER-BORN CHILDREN**

Children reaching the age of five between 1 September and 31 August may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level, but part-time attendance does not usually last longer than the first two weeks of term.

Flexibility exists for parents/carers who feel their child is not ready to start school in the September following their fourth birthday. Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or

until the term in which the child reaches compulsory academy age. Parents/carers can also request that their child takes up the place part-time until the child reaches compulsory academy age.

Parents/carers may wish to explore the possibility of their summer born child starting school in the September following their fifth birthday i.e. so their child is educated outside of their normal age group.

If a parent/carer chooses to explore this option, they should discuss it with the school they are interested in and the local authority as soon as possible. Parents should make it clear that they wish to apply for a Reception class place a year later than the year into which the child could have been admitted.

The admitting authority is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting authority is to refuse entry outside of the normal age group, the parent/carer does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.

## **9. INFANT CLASS SIZE LEGISLATION-KEY STAGE 1 ONLY**

Infant classes must not contain more than 30 pupils with a single teacher. Additional children may be added under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The circumstances which would qualify a child to be considered as an excepted pupil are outlined in the school admissions code and are as follows:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the 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 admissions 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 as a special school, who attend some infant classes within the mainstream school

## **10. FAIR ACCESS PROTOCOL**

We participate in Warrington Borough Council's Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **11. WAITING LISTS**

Waiting lists for oversubscribed schools will be maintained by Warrington Borough Council until the end of the autumn term i.e. 31<sup>st</sup> December 2026. This is because vacancies sometimes arise after the initial allocation of places has been made.

Waiting lists are held strictly in oversubscription order. The order of the waiting list can change as applicants leave or join the list or as the circumstances of the applicant changes e.g. change of address, change of primary school, sibling joining or leaving the preferred school. If you change address during the time the waiting list is held, proof of the new address will be required to update the waiting list.

## **12. IN-YEAR ADMISSIONS**

You can apply for a place for your child at any time outside the normal admissions round.

In-year admissions are administered by Warrington Borough Council and information on the process can be found at [In-year transfers | warrington.gov.uk](https://www.warrington.gov.uk/in-year-transfers)

A child with an EHCP must apply through the SEND Team at the LA.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. Waiting lists are held strictly in oversubscription order. The order of the waiting list can change as applicants leave or join the list or as the circumstances of the applicant changes e.g. change of address, change of primary academy, sibling joining or leaving the preferred school. If you change address during the time the waiting list is held, proof of the new address will be required to update the waiting list.

Parents will be notified of the outcome of their in-year application in writing by the local authority within 15 school days.

### **13. APPEALS**

Warrington Borough Council administers all admissions appeals on behalf of all our academies.

If your child's application for a place at one of the schools in our Trust is unsuccessful, Warrington Borough Council will inform you why admission was refused and provide information about the process for hearing appeals.

All information on appeals and the appeals process can be found on the local authority website [Schools admission appeals | warrington.gov.uk](https://www.warrington.gov.uk/schools-admission-appeals). If you wish to appeal, you must set out the grounds for your appeal in writing and email it to [schoolsadmissions@warrington.gov.uk](mailto:schoolsadmissions@warrington.gov.uk) or send it to the following address:

Academies Admissions  
East Annexe  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

### **14. MONITORING ARRANGEMENTS**

This policy will be reviewed and approved by the Beam Trust Board every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the Trust Board will publicly consult on these changes.

The Trust Board will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.