Admissions Policy for Banister Primary School 2027-28

Approved by:	FGB	**Date:** June 2026
Last reviewed on:	15/06/2026	
Next review due by:	15/06/2028	

Contents

Admissions Policy for Banister Primary School 2027-28 1

1. Aims 2

Rationale 2

2. Legislation and statutory requirements 2

3. Definitions 2

4. Admission Authority: 3

5. Consultation: 3

6. How to apply 3

7. Requests for admission outside the normal age group 3

8. Allocation of places 4

9. Late applications 5

10. In-Year Admission 5

11. Deferred entry / summer-born children 5

12. Waiting lists 5

13. Appeals 5

14. Fair Access Protocol 6

15. Entry into Reception Class 6

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Rationale

The Governors of the school intend to admit 60 children into the Reception Year in September 2027. The aim of this policy is to ensure a clear procedure through which children may become part of our school community.

2. Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code
- The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

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

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. Admission Authority:

The governing board of Banister Primary School is the admission authority for the school and is responsible for determining the admissions arrangements. Southampton City Council coordinates admissions on behalf of the school.

5. Consultation:

The school will consult on its admission arrangements at least once every 7 years, or when changes are proposed, in accordance with the School Admissions Code.

6. How to apply

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 will receive an offer for a school place directly from your local authority.

7. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of 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
- The headteacher's 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 8. 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 at the school, but it is not in their preferred age group.

8. Allocation of places

8.1 Published admission number (PAN)

The school has a published admission number of 60 pupils for entry in Year R (Reception)

Applications submitted by 15 January 2027 will be dealt with first.
If the number of applications submitted by 15 January 2027 is greater than the Published Admission Number (PAN), admissions to the school will be decided according to the following priorities:

8.2 Oversubscription criteria

Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted. These children will be allocated places before the oversubscription criteria are applied.

If the school is oversubscribed within any category, the subsequent criteria will be used to determine which children are offered places.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) A sibling is a brother or sister, including half, step or adoptive brother or sister or foster child living at the same address within the same family unit. Cousins, aunts or uncles, nephews or nieces at the same address are NOT classed as siblings.
3. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. These are calculated for the school by the SCC Admissions Team using the Council's GIS that uses data supplied by Ordnance Survey. The child's permanent home address is defined as where they live for the majority of the school week. Where a child lives at more than one address, the address used will be the one where the child resides for the majority of the school week.

If the school is oversubscribed from within these criteria, priorities (2) to (3), as set out above, will be used to determine which children will be offered places.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured using Southampton City Council's Geographical Information System (GIS) from the child's permanent address to the main entrance of the school.

Should there be two or more identical distances requiring prioritization after all criteria have been applied, random allocation supervised by an independent person will be used.

9. Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

10. In-Year Admission

Applications for in-year admissions should be made via Southampton City Council.
If a place is available and there is no waiting list, the child will be admitted.

If more applications are received than places available, the oversubscription criteria will be applied.

11. Deferred entry / summer-born children

Parents of summer-born children may request admission to reception rather than Year 1. Each request will be considered on an individual basis in line with the School Admissions Code.

12. Waiting lists

Unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, the waiting list will be ranked in accordance with the oversubscription criteria and will not be based on the date of application.

Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council. Waiting list will be maintained until the end of the school year 2026-27.

13. Appeals

If you are not allocated a place at Banister, you have the right to an independent appeal. If you are not offered a place at your preference school, Southampton City Council will send you appeal guidance with your allocation letter.

Appeals must be lodged by the dates shown on the local authority appeal timetable. This is published before offers are made.

Appeals will be heard by an independent appeal panel in accordance with the School Admission Appeals Code.

14. Fair Access Protocol

The school participates in Southampton City Council's Fair Access Protocol to ensure that unplaced and vulnerable children are allocated a school place quickly.

15. Entry into Reception Class

The offer made to parents for reception class is of a full-time place from the first day of term in September 2027. Parents have the right to defer entry of their child into reception class to any point up the time the child is of statutory school age (the term starting after their child's 5th birthday) or until any point in the reception year if their child is not of statutory school age until after the start of the summer term in the reception year. Parents CANNOT however defer entry until the start of Year 1 i.e., the reception class place cannot be held open over the summer holidays. The child must start school at some point in the reception year. Parents can request part time education for their child in the reception year up until the child is of statutory school age if it is in the child's best interests.

.