



# The Priory Primary School

Pamber End, Tadley,  
Hants, RG26 5QD

Telephone: 01256 850062

[www.theprioryprimaryschool.org.uk](http://www.theprioryprimaryschool.org.uk)



## Admissions Arrangements / Policy 2025-2026

The Priory Primary School is a popular academy primary school in rural North Hampshire. We are an inclusive school and welcome all applications. Application to our school is not dependent on any ability test or voluntary financial contribution.

The principles of the school's admission policy are:

- to be the school of choice for children in the catchment area
- to enable siblings, as far as possible, to attend the school
- to provide excellent academic and pastoral care.

This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during 2024-25 for allocating places for September 2025 as part of the main admission rounds for Year R.

Outside the normal admissions round, Hampshire County Council's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.



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## 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

## Legislation and statutory requirements

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

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

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with The Priory Academy Trust's funding agreement and articles of association.

## Clarification

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 (online) application form provided by their home local authority.

**Looked after children** 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, or
- Became subject to a special guardianship order



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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.

## How to apply

### Reception places

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.

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

### Year 1-6 places

Contact the school to check if there are available spaces. If there are spaces, contact the admissions department at Hampshire County Council who will work with the school to arrange the transfer from your child's current school to The Priory.

## Allocation of Place (2025/26)

This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during the 2024-25 academic year for allocating places for September 2025 as part of the main admission rounds for Year R.

Outside the normal admissions round, Hampshire County Council's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.



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## Admission Criteria

The Academy Trust, which was established in February 2011, is the admission authority for The Priory Primary School. The admission arrangements are determined by the Academy Trust, after statutory consultations.

The Academy Trust will consider first all those applications received by the published deadline of midnight on Saturday 15<sup>th</sup> January 2025. Notifications to parents offering a primary or infant school place will be sent by the Local Authority on 17<sup>th</sup> April 2025.

Late applications will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) of the school is 29 per class (YR – Y5) and 27 (Y6), total PAN = 201 places.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Oversubscription Criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place.

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.

The criteria applies to both main round and in-year admissions. When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (see definition i).
2. (For applications in the normal admission round only) Children or families with an exceptional medical or social need. Evidence must be provided, from a medical specialist or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered.



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3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the catchment area (see definition iii) who at the time of application have a sibling (see definition iv) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
5. Other children living in the catchment area of the school (see definition iii).
6. Children living out of the catchment area who at the time of application have a sibling (see definition iv) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see definition v) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
7. Children living **out** of the catchment area who at the time of application are on the roll of a linked junior or primary school.
8. Other children.

## Definitions

- (i) **Looked after children** are defined as those who are (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). **Previously looked after children** are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force



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prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.
- (iii) **'Staff'** includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (iv) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website  
[www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool)
- (v) **'Sibling'** refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 4 and 7 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending. (v) **'Displaced'** refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.



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- (vi) **Displaced Pupils** - Displaced refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

## Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

## Additional Information

### 1. Pupils with a statement of special educational needs

The governors will admit any pupil whose Education, Health and Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

### 2. Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### 3. In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### 4. School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the



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Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

## 5. Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August each academic year, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

## 6. Starting school

Pupils born between 1 September 2020 and 31 August 2021 (inclusive) are entitled to full-time schooling from September 2025. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2020 (inclusive) reach compulsory school age on 31 December 2025, at the start of the spring term.
- 1 January and 31 March 2021 (inclusive) reach compulsory school age on 31 March 2026, at the start of the summer term;
- 1 April and 31 August 2021 (inclusive) reach compulsory school age on 31 August 2026, at the start of the new school year.



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Parents of children with birthdays between 1 April and 31 August 2021 (inclusive), whose child has not started in a Year R class during the 2025-26 school year, may wish to request admission to Year R in September 2026 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the Autumn term 2025 to ensure that an informed decision is made. [Parents should refer to the Hampshire County Council webpage: [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).]

## **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

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. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in the 'Oversubscription criteria' section of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In the first instance, applications for in-year admissions should be sent to the local authority, you will then be contacted by the school.

## **Requests for admission outside the normal age group**

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

In the first instance, to request a place for your child (outside of their normal age group) you will need to contact the local authority admissions team

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in 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



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- 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 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 at the school but it is not in their preferred age group.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the local authority. The outcome of the appeal will be communicated via the local authority.

## Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.