Policy name:	Admissions arrangements for 2026-27 academic year
Date written:	November 2021
Date amended:	December 2025
Next review date:	September 2026

Contents

General information 3
Important dates 3
Returning application forms 3
Designated area 3
Children with Education, Health and Care Plans 4
Published Admission Number 4
Address 4
Shared Parental Responsibility 4
Multiple births 5
Starting school 6
Joint admission arrangements with pre-schools 6
Early, deferred or delayed admission 6
Early admission 6
Deferred admission until later in the academic year 6
Delayed Admissions – Admissions of Children Outside of their Normal Age Group 7
Deadline 8
Oversubscription criteria 8
Looked After Children / previously Looked After Children / internationally adopted previously looked after children (IAPLAC) 9
Vulnerable children 9
Designated area siblings and shared area siblings 9
Other children from the designated area or shared area 9
Other siblings 9
Children of staff at the school 9
Other children 10
Waiting lists 10
In Year Transfer Applications for year groups other than Reception 2025 Intake 11
Proof of address 11
Fair Access Protocol 12
Appeals procedure 12

General information

This Admissions Policy applies solely to applications for places at The Mead Primary School. This school offers all pupils access to an inclusive education designed to enable each child to reach their full potential. The school is responsible for determining its own policy.

In accordance with government legislation, this school consults with the Local Authority and other local schools in respect of the Admission Policy, as required, and in line with this adheres to the Wiltshire Council Co-ordinated Scheme for Primary Admissions 2026/27.
The home address given for the child must be the address where the child is resident as of the deadline date.

Important dates

IMPORTANT DATES FOR ADMISSION TO THE MEAD PRIMARY SCHOOL IN SEPTEMBER 2026	
FIRST ROUND APPLICATIONS 01 September 2025	First Round Applications Open. Applications can be made
15 January 2026 - Midnight	Deadline for Applications
16 April 2026	National Offer Day for September 2026 entry
SECOND ROUND APPLICATIONS	Applications received between 16 January 2026 and before 24 April 2026 will be treated as Second Round applications
THIRD ROUND APPLICATIONS	Applications received after 24 April 2026 will be treated as Third Round applications
APPEALS PROCESS	Appeals will be considered and processed as soon as possible during June/July 2026

Returning application forms

All applications for the normal point of entry must be returned to Wiltshire Council, County Hall, Trowbridge, Wiltshire. Applications are encouraged to be made on-line for year of entry admissions - www.wiltshire.gov.uk.

The aim of the policy is that it should provide clear guidance on admissions for parents / guardians, so that they may take the best decisions on the preferred school for their children.

Designated area

This school aims to provide a place for all children whose address is within the designated area. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where they are ordinarily resident with their 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.

For admission criterion purposes, the address used for Barges will be the sorting office or main post office address closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Children with Education, Health and Care Plans

All children whose education, health and care plan names a school must be admitted.

Published Admission Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry.

The Published Admissions Number (PAN) from Reception to Year 6 for The Mead Primary School is 60 at the Hilperton site and 15 at the Wingfield site.

Address

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Year Reception September 2026 entry, the address used to determine priority of school places for on time applications submitted in the main round will be the child's normal place of residence as at the deadline date of 15 January 2026. A future address from an applicant who is moving can be considered if the school receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by 8 February 2026.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, ie sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. Proof of the registered address may be requested, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreements has been received by the deadline date / exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For In-Year transfer applications the current address at the time of application will be used.

Shared Parental Responsibility

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the school will process the application received from the adult who has a Residence Order. If no such Order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with for the majority of the school week, the school will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a Specific Issue Order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Multiple births

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc). If necessary, the school will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

Children of UK Service Personnel (UK Armed Forces)

Applications for children of UK service personnel with a confirmed posting to 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 school as soon as possible. This should include the relocation date and Unit postal address or quartering area address.

Until a fixed address is available, the Unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The school will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the Unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Year 6. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative school cannot be offered, the child may be admitted as an ‘excepted pupil’ under the School Admissions (Infant Class Sizes) (England) Regulations.

Starting school

There is a legal entitlement for all three and four year olds to have access to fifteen hours free early education per week – available from registered child minders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement (certain criteria will need to be met).

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all Reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the Reception Class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be for a fortnight. Individual children(s) cases for induction should be discussed by the parent(s) with the school directly.

Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however attending the pre-school or nursery school does not give priority in itself for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a place at a school. Applications can only be considered in line with the school's individual over-subscription criteria.

Early, deferred or delayed admission

Early admission

Admissions earlier than the term following the child's 4th birthday may only be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the school's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their 5th birthday. However, parents have the right to start their child in school in the September of the academic year following their 4th birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school 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). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also, that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If a parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in Year 1 for the following academic year. The application can be submitted from April 2026, but will not be considered until at least June 2026.

Any request to defer or attend part-time should be made to the schools as soon as an offer is received.

Delayed Admissions – Admissions of Children Outside of 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 Schools Admissions Code.

All applications will be dealt with in accordance with the Schools Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

All requests must be submitted to the Local Authority by 15 January 2026 for entry in 2026.

All requests should be made from the September following the child's 3rd birthday in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2026.

Parents of a summer born child may choose not to send their child to a school until the September following their 5th birthday and they may request that they are admitted outside their normal age group – to Reception, rather than Year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the Admissions Authority for each particular school. For this school, the Admissions Authority is the governing body. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into

Reception must first submit a formal application via the Local Authority, and then the parent(s) should contact the school to discuss their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into Reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the school. If the school is over-subscribed and a place is not offered, the Local Authority will make an alternative offer. However, please note that delayed admission in to Reception in the alternative school may not be possible.

If the parental request for delayed admission into Reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received after the offer of a school place had been made, the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year, as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Right of Appeal for admission of children outside their normal age group - Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal Panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into Reception, they have the right to complain against the decision through the Complaints Procedure for decisions made by council officers or under the school's Complaints Procedure where the school is the admissions authority.

Deadline

Applications received by the deadline date of midnight on 15 January 2026 will be considered as First Round applications.

The closing date for main round applications (i.e. applications for entry into Reception 2026) is 15 January 2026. All applications received after the deadline of 15 January 2026, including those directed incorrectly to schools and not forwarded to the Local Authority before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

Oversubscription criteria

Please note the oversubscription criteria will apply to each school site individually.

Where a school site is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

Looked After Children / previously Looked After Children / internationally adopted previously looked after children (IAPLAC)

Definition: 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. A Looked After child 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 (see the definition in section 22 (1) of the Children Act 1989). An 'Internationally Adopted Previously Looked After Child' is a child who appears (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. This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. 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 (see 'Admissions priority for children adopted from state care outside of England: Guidance for admission authorities and local authorities July 2021').

Vulnerable children

Definition: 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, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the school.

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

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 will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. This includes step and half siblings, foster siblings, adopted siblings and other children living permanently at the same address.

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 criteria above.

Other siblings

A child is considered under this criterion if a sibling is attending the school at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. This includes step and half siblings, foster siblings, adopted siblings and other children living permanently at the same address.

Children of staff at the school

A child is considered to fall under this criterion:

i. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made, and / or

ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

If applicants wish to be considered under this criterion, then a letter or e-mail from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Other children

Children to whom none of the above criteria apply.

If the school is oversubscribed within any category above, **the straight-line distance** from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie break - If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation). This will be undertaken by a School Business Manager, witnessed by a school governor.

Waiting lists

Waiting lists will be maintained for all intake year groups. 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 a waiting list will be determined by applying the published oversubscription 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.

Waiting lists for all year groups will close on the last day of the summer term 2027.

A fresh application can be made for a place for the next academic year group but this will not be considered before 31 May 2027.

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 for the school, then the place must be accepted or declined within 10 working days of the date of offer. The child must start the school within the date specified in the letter.

Notes

- Names will only be removed from the waiting lists if a written request is received, or if the offer of a place that becomes available is declined
- Registration of interest on the school's pre-admission list will not be considered as an application for a school place within the school
- Parents must contact the school to obtain information on the waiting list, and / or the maintenance of a waiting list
- Except for service families, children will not be considered to be living within the designated area for the school until the school receives an exchange of contracts or a signed tenancy agreement of a minimum of six months
- 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

In Year Transfer Applications for year groups other than Reception 2026 Intake

Applications received after 22 July 2026 for the year of entry and any applications received for other year groups are classed as In-Year transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the school's waiting list accordingly.

Applications received will be considered no more than a maximum of one term in advance. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for the school is received on the same date, places are allocated to children in order of the over-subscription criteria as listed in this policy.

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

If your child is offered a place at the school then you must accept or decline the place within 10 working days of the date of offer.

If a child is offered a place at the school and you accept the place, you must take the place up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within 28 working days the school 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 school's relevant professional adviser(s) and the school.

Proof of address

The school reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system the school may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A formal exchange of contracts or a signed solicitor's letter or e-mail stating contracts have been exchanged and specifying a completion date, or
- A signed and dated tenancy agreement of a minimum of six months

If parents fail to provide proof of a new address, the school will use the old address for admission purposes. The school reserves the right to check that parents are living in the address indicated on the application form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

Fair Access Protocol

The school will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the Governing Body of the school refuse admission to a child with challenging behaviour where there are places available, (outside the normal intake round) the case must be referred to the Local Authority 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 protocol does 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, or Education, Health Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for referral, can be viewed at www.wiltshire.gov.uk.

Appeals procedure

Parents / carers have a right of appeal against any decision made by, or on behalf of, the school, as to which education is to be provided for their child – and are therefore advised to make contact with the school regarding the annual arrangement for appeals. Please note, appeals are only heard in term time.