



## **Primary Phase Admissions Policy 2025-2026**

### **Ridgeway Farm CE Academy**



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## 1. Introduction

Ridgeway Farm CE Academy is a 4-11 Academy with a faith designation and a Christian ethos that is distinctive and inclusive. Ridgeway Farm CE Academy is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

## 2. Ethos statement

### **Vision**

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England’s Vision for Education 2016, “Deeply Christian, Serving the Common Good”, which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

### **Purpose**

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

### 3. Scope/ aims

This document sets out the admission arrangements of Ridgeway Farm Church of England Academy.

For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

### 4. Admission Numbers

In 2025, Ridgeway CE Academy has an admission number of 30 for entry in year Reception.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

### 5. Application Process

- 5.1 Applications for admission to the Academy should be made using the Local Authority Common Application Form by the national closing date of **15<sup>th</sup> January 2025**.
- 5.2 The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16<sup>th</sup> April 2025** or the next working day.
- 5.3 The Academy will admit any pupils with an Education, Health and Care plan naming the Academy. Priority will then be given to those children who meet the criteria set out below.

### 6. Oversubscription Criteria

1. ***Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)***

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" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) 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.

2. ***Siblings of pupils attending the school at the time of entry to the school***

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school

3. ***Distance from school***

Proximity to the school with those living closest to the school having priority calculated by:

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.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time)

4. ***If any places still remain, they will be allocated to other children***

## 7. Tiebreaker

### **Proximity to the Academy**

7.1 Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, 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.

The child's home address will be determined by:

DBAT (undertaking Bristol's distance requirements) will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided DBAT, in conjunction with Bristol Local Authority will determine the address be used for allocating a school place.]

7.2 In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## 8. Late Applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## 9. In-Year Admissions

From time to time a place becomes available further up the Academy. The allocation of places is in accordance with the admissions criteria (below).

**The school is part of the Wiltshire County Council in-year co-ordinated application scheme. Parents may apply via the Local Authority using the Local Authority Common Application Form.**

## 10. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. [An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.]

## 11. Waiting Lists and Admissions Criteria (In-year)

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of the admission year.

This will be maintained by the individual Academy, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it:**

1. *Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.*
2. *Siblings of pupils attending the school at the time of entry to the school.*
3. *Proximity to the school with those living closest to the school having priority.*
4. *Other children.*

## 12. Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions at Wiltshire County Council within **20 days** of the date of the letter refusing your child a place at the Academy for information on how to appeal.

Information on the timetable for the appeals process is on our website at [ridgewayfarmcea.org](http://ridgewayfarmcea.org).

## 13. School Age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

## 14. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

## 15. Address Definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## 16. Enquiries

All enquiries should be sent to the Head at Ridgeway Farm CE Academy, The Buffer, Purton, Wiltshire, SN5 4GT.

## 17. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: "Is this policy and practice underpinned by our vision and values?" and "What is the impact of our vision and values on those subject to the policy?". This is a key focus of our ongoing development of policy and practice.

## History of most recent policy changes and review period

Date	Page	Change(s) made	Origin of Change (e.g. TU request, change in legislation)
May 2022	All	New policy template proforma (no changes to wording)	DBAT
May 2022	All	Year and dates updated to reflect new admission cycle (2024-2025)	Update
June 2023	All	Dates updated to reflect new admission cycle	Annual review
June 2023	Appendix B	Updated to reflect Medical and Social Need criterion	Admissions Code

Policy Owner	<b>Education Directorate</b>
Policy Approved by	<b>Education Committee</b>
Date Adopted	<b>June 2021</b>
Last Review Date	<b>June 2023</b>
Determination Date	<b>February 2024</b>
Next Review Date	<b>June 2024</b>
Level	<b>Level 2</b>
<i>DBAT Policy levels:</i>	
LEVEL 1	DBAT policy for adoption (no changes can be made by the Academy Council; the Academy Council must adopt the policy)
LEVEL 2	DBAT policy for adoption and local approval, with areas for the Academy to update regarding local practice (the main body of the policy cannot be changed)
LEVEL 3	DBAT model policy that the Academy can adopt if it wishes
LEVEL 4	Local policy to be approved by the Academy Council