

Clarendon Federation



**Admissions Arrangements
2025/2026**

1 Introduction

Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy has been reviewed with reference to the DCSF Code of Practice for School admissions, recent Adjudicator decisions and the 2002 Education Act and associated regulations.

2 Aims

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out in section 5 below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents can apply for their child to be admitted to our schools

Reception and Year 3 September 2025 only

3.1 Our schools are foundation schools and determine their own admission arrangements in consultation with the Local Authority (LA).

3.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications may be made on the primary common application form [PCAF] and returned to the LA before noon on the date determined by the LA. Applications may also be made online at: <https://www.wiltshire.gov.uk/schools-learning-admissions-online>

3.3 In accordance with the coordinated scheme for admissions, the LA is responsible for notifying parents. Letters will be posted on the date determined by the LA.

3.4 Children enter the Infant school at the start of the academic year in which they become five and the Junior school at the start of the academic year in which they become eight. There is one admission date per year, early in September (i.e. when the autumn term begins).

3.5 In year applications:

For admissions during and from 2025/2026, as per the local authority co-ordinated scheme for admissions, all applicants applying for any school place must complete an application form, which should be returned directly to the school. Admission Application Forms are available on the school websites www.clarendonjuniors.co.uk www.clarendoninfants.com

Where the LA receives an in year application form expressing a preference for Clarendon Junior School (Foundation) or Clarendon Infant School (Foundation), details of the application will be forwarded to the school within 5 days of receipt. The school will advise the LA of the outcome on receipt of the details and the LA will write to the parent, a copy of the letter also being forwarded to the school.

If Clarendon Junior School (Foundation) or Clarendon Infant School (Foundation) are unable to offer a place, the LA will forward the application to all other local VA, Foundation or Academy schools. The school will also send a copy of the refusal letter to the parent.

4 Admission Appeals

- 4.1 If we do not offer a child a place at these schools, this will be because to do so would prejudice the education of other children by allowing the number of children in the schools to increase too much.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Clerk of the Governors at the schools. An independent panel considers all such appeals and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our schools. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals).

5 The standard number

- 5.1 Based on the capacity of the school, the "PAN" or Published Admission Number for our schools is 90 in September 2025 for Reception and Year 3. This represents the maximum number of pupils we can admit. We keep this number under review and the Governors will apply to change the number if circumstances change.
- 5.2 **Oversubscription Criteria.**

If the schools are oversubscribed, places are allocated to children in order of the ranked criteria listed below:

 - a. **Looked After Children/Previously Looked After Children:**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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).

b. Vulnerable Children:

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 admit to the preferred school.

Children with particular educational needs where written evidence is available from health or educational professionals to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word '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.

c. Linked Infant School (this criterion applies to infant-to-junior transfer applications only)

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the infant school, i.e. F, A, C or VC.

d. 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. Step, half and foster siblings are included in this category.

e. Other children for 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.

f. 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. Step, half and foster siblings are included in this category.

g. 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 the 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 from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

h. Children of Serving Forces Personnel relocating to Salisbury Plain

Applications for children of service personnel with a confirmed posting 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 LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

i. Other Children

Children to whom none of the above criteria apply.

Tie Break

If the schools are 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.

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 application).

6 Waiting Lists

We maintain a waiting list for all year groups for a minimum of three calendar months.

7. Monitoring and review

This policy will be monitored by the *Governing Body* and reviewed annually, in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

RACIAL EQUALITY: We will ensure that admissions criteria are open to all and administered consistently and fairly.

This policy was agreed by the *Governing Body*:

Signed:

Date: January 2024