



Bridstow CE Primary School



Oak Meadow Federation

Bridstow Primary School Admissions Policy (September 2025)

This policy will be reviewed and updated by the Governing Body annually.

Policy approved by the Oak Meadow Federation Governing Body on 17th October 2023

Signed Daniel Brearey, Headteacher

A handwritten signature in black ink, appearing to read "D. Brearey".

Paul Mason, GB Chair

A handwritten signature in black ink, appearing to read "Paul Mason".

Admissions policy Arrangements for Admissions for September 2025

Which school will my child go to?

Every parent has the right to choose the school for their child regardless of catchment areas or location.

Parents who live outside school's catchment area can still state a preference for Bridstow C of E Primary School.

Parents considering sending their children to our school are encouraged to visit with their children during the school day to see the school within a working context. An appointment with the Headteacher can be made to organise this.

When will my child start school?

Children do not legally have to start school until the term after their 5th birthday. However, most schools within the area operate an admission policy offering all children to commence school in the autumn term within the academic year in which their 5th birthday falls. This is known as the Reception year within the framework of the Foundation stage of education. At our school we encourage all Reception children to stagger the first 3 weeks of their first term with mornings, afternoons, mornings and lunchtimes and eventual full-time entry by the 4th week. This arrangement is flexible, and alternatives can be made in prior discussion with the head teacher or class teacher.

All children are offered a Taster Day in the summer term preceding their entry, when parents will have the opportunity to meet members of staff and learn a little about school procedures, reading, school activities and how they can be involved in school.

How do we apply for a place?

Parents/carers should read all of the information published on the Herefordshire Council website before making their application. Parents/carers should then complete their applications via the online process at www.herefordshire.gov.uk/reception-class-admissions. If a parent is not able to apply online they can request a paper copy of the application form by telephoning 01432 260926 / 261574.

The Local Authority will then allocate places. The school and parents are notified of places in mid-April of the academic year before the autumn term the children are due to start school.

Bridstow Primary School is a Voluntary Aided School. This means that the Governing Body is responsible for the admission of pupils to the school. Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion.

The overall capacity of the school has been determined to be 105 places, which means that up to 15 children can be admitted into the reception class each year. This figure of 15 is known as the Published Admissions Number (PAN) and is formally published by Herefordshire Local Authority in their Information for Parents' booklet.

Oversubscription Criteria

The school will admit children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school.

If the number of applications received is above the published admissions number, the Governing Body have decided that places will be allocated according to the following criteria, in strict order of priority:

1. Looked after children and previously looked after children who have since been adopted or became subject to a child arrangements order or special guardianship order, including those children 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' 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 at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002

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.

2. Children who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.

A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carers/carer's partner, and in every case the child should be living in the same family unit at the same address.

3. Children whose parents are actively involved in the worship of a Christian Church for twelve months, immediately before an application is made and wish their children to be educated at a Church of England School. (This application must be supported by a completed 'Church Place Information Form' available from the School Office.)

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

4. Children with particular medical, social or educational needs. Independent written confirmation from a medical or other relevant professional should be submitted at the time of application, detailing why Bridstow is the most suitable school for the child.
5. Children living within the defined catchment area of the school.
6. Children who live nearest to the school by the shortest available walking route (using a road and/or made up footpath) using the nearest network node from the property address point to the nearest network node at the main school entrance gate. Distance will be measured using the Local Authority's computerised digital map measuring system.

In cases where there is doubt of the home address, or where the child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the Local Authority's closing date of applications.

Tie-breaker

In the event that two or more children live at the same distance from the school (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 Year Transfers

Parents wishing to transfer their child from another school to the same year group at Bridstow school should discuss the transfer with the Headteacher of the pupil's present school in the first instance. Vacancies at Bridstow may be limited and if more applications are received than places available, places will be allocated using the over-subscription criteria defined above.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority 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 oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

Parents have the right to appeal against an admissions decision.

Appeals by parents/carers, setting out the grounds upon which the appeal is made, should be submitted to the school by using the appeals form available from the school office **within three weeks of the date of notification of the refusal of a place.**

All appeals are heard by an independent appeals panel which holds most of its meetings between June and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.