E-ACT Greenfield Primary Academy Admissions Policy

(Determined Admission Arrangements 2027-2028)

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Determined by:	E-ACT Board of Trustees *(Admission Authority)*
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Version Control and Determination Record					
This table records the formal determination of these admission arrangements and any authorised post-determination variations made in accordance with paragraphs 3.1–3.4 of the School Admissions Code (2021).					
Version	Date	Type of Change	Authority / Approval Route	Summary of Change	Effective Date
1.0	28/02/26	Determined arrangements	E-ACT Board of Trustees	Initial Determination for 2027-2028	01/09/2027

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1. Aims

Thank you for your interest in applying for a place at E-ACT Greenfield Primary Academy. This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code

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.

E-ACT is a multi-academy trust and is the admissions authority for all its schools, including E-ACT Greenfield Primary Academy. E-ACT, in accordance with its funding agreement, is responsible for the admissions policy of each school and co-ordinates with the relevant Local Authority for the administration of admissions applications. For E-ACT Greenfield Primary Academy the relevant Local Authority is Bristol City Council.

This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP). There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Please contact your home Local Authority for further details.

3. Definitions

For definitions not covered in this section, the school follows those set out in the School Admissions Code (2021).

Normal admissions round	The period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority (regardless of which local authority the schools are in). The Local Authority's timetable will be used for all normal round applications each year (exact dates within the months may vary from year to year).
Looked-after children	Children who, at the time of application, are: • in the care of a local authority, or • being provided with accommodation by a local authority in the exercise of its social services functions (as defined in section 22(1) of the Children Act 1989).
Previously looked-after children	Children who were looked after, but ceased to be so because they were: • adopted (under the Adoption and Children Act 2002 or Adoption Act 1976) • became subject to a child arrangements order (section 8 Children Act 1989, as amended by section 12 Children and Families Act 2014), or a special guardianship order (section 14A Children Act 1989). This includes children who appear (to the admission authority) to have been in state care outside England and ceased to be in such state care as a result of

	being adopted. A child is regarded as having been in state care outside 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.
Compulsory school age	A child reaches compulsory school age on the prescribed day (31 August, 31 December or 31 March) following their fifth birthday (or on their fifth birthday if it falls on a prescribed day).
Parent	Any person who is a parent of the child, or who has parental responsibility for the child, or who has care of the child (as defined in section 576 of the Education Act 1996).
Sibling	A brother or sister, half-brother or half-sister (sharing one common parent), step-brother or step-sister living at the same address, and adopted or fostered children living at the same address.
Home address	The child's genuine principal place of residence at the time of allocation, i.e. where the child (and their parent(s)/carer(s)) are normally and regularly living. Where a child lives with parents who share responsibility and the child lives with each parent for part of the week, the home address will be the address at which the child lives for the majority of the school week. Parents may be required to provide documentary evidence; at least one item must demonstrate where the child lives. Where a child lives at more than one address and spends equal time at each, parents/carers must nominate which address will be used for the purposes of the application. Where a child lives with friends or relatives (other than where formal guardianship or residence orders apply), that address will not normally be considered the child's home address for allocation purposes.

4. How to apply for a place in Reception

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).

Where a Supplementary Information Form (SIF) is required, this can be downloaded from the admissions page of the school website. Details of where to return the completed form and the deadline for submission are provided on the form itself. The oversubscription criteria within this policy set out which categories of applicants are required to complete a Supplementary Information Form.

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

Please note, pupils already attending our Nursery will not transfer automatically into Reception. A separate application must be made for a place in Reception.

5. Application timetable

Reception Application for entry September 2027	
1 September 2026	**Application period opens:** Parents apply using the Common Application Form (CAF) provided by their home Local Authority. The CAF must be submitted to the home LA, even if preferences include schools in other areas.
15 January 2027	**Closing date for applications:** National deadline. Applications received after this date are late (considered after all on-time applications unless there are exceptional reasons).

28 February 2027	**Publication of appeals timetable:** The school publishes the appeals timetable for the 2027/28 round on its website (deadlines, notice periods, hearing windows) in line with the School Admission Appeals Code (2022).
16 April 2027	**National Offer Day:** Home Local Authorities notify parents of outcomes (or next working day if 16 April falls on a weekend). Offers will be made in accordance with the coordinated admissions scheme operated by the relevant Local Authority.
May 2027 – July 2027	**Appeals:** Heard in accordance with the School Admission Appeals Code (2022).
16 April 2027 – 31 December 2027	**Waiting list maintained:** Reception waiting lists are maintained and re-ranked using the oversubscription criteria. (After 31 December, the list closes or moves to the in-year process, per local arrangements.)

6. Allocation of places

Published admission number (PAN)

The school has a published admission number of 30 pupils for entry in Reception.

Oversubscription criteria

All children whose Education, Health and Care Plan (EHCP) 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. For definitions, please refer to section 3.

- PRIORITY 1: Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
- PRIORITY 2: Priority will next be given to children who will have siblings on the roll of the school at the point of the new pupil joining the school.
- PRIORITY 3: Priority will next be given to children whose parent/carer is employed by E-ACT (teaching and non-teaching) and whose place of employment, as set out in their contract of employment, is the Academy, and who has either:
    a) been employed at the school for 2 or more years at the time at which the application for admission to the school is made.
    b) been recruited to fill a vacant post for which there is a demonstrable skill shortage.

  Applications under this criterion must be supported by the completion and submission of a Supplementary Information Form (SIF) by the published deadline.
- PRIORITY 4: Priority will next be given to children living nearest to the school. Distance will be measured in accordance with the methodology used by the Local Authority in which the school is situated for determining home-to-school distances for admission purposes. Details of how the Local Authority measures distance can be found on the relevant Local Authority's website. The Trust does not determine or verify distance measurements independently of the Local Authority.

Tie break

Where two or more applications cannot be separated by the oversubscription criteria outlined above, priority will be given to the child living nearest to the school, measured in accordance with the distance methodology used by the relevant Local Authority.

Where two or more applicants live at the same distance from the school and it is therefore not possible to determine priority, random allocation will be used to decide between them. This process will be independently supervised and carried out in accordance with the procedures of the relevant Local Authority.

In the case of twins or other multiple births, where one child is offered the final available place, the school may admit the other child or children from the same multiple birth, even if this results in admission above the published admission number, as permitted by the School Admissions Code.

Waiting list

Where the school is oversubscribed, a waiting list will be maintained in accordance with the requirements of the School Admissions Code (2021).

For applications made in the normal admissions round, the waiting list will be managed by the school or Local Authority, depending on local arrangements, from National Offer Day until 31 December of the same year.

From 1 January onwards, and for all in-year admissions, the waiting list will be maintained by the school or the Local Authority, depending on local arrangements, in line with the in-year admissions process.

Each child added to the waiting list will be ranked again according to the school's published oversubscription criteria. Priority will not be given based on the date an application was received, or the length of time a child's name has been on the list.

If a place becomes available, it will be offered to the child ranked highest according to the oversubscription criteria at that time.

Children who are looked after, previously looked after, or allocated a place in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

If parents decline an offer and later wish to re-join the waiting list, the child's name will be added as a new entry and the list re-ranked accordingly.

Waiting lists are maintained for the current academic year only. Parents who wish their child to remain on the list for the following academic year must re-apply.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents can request to defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Fair Access Protocol – applies to in-year admissions only

We participate in Bristol City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school

for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry.

An exception applies only in the limited circumstances set out in paragraph 3.8 of the School Admissions Code (2021) and section 87 of the School Standards and Framework Act 1998- specifically, where a child has been permanently excluded from two or more schools.

We may also refuse admission for an in-year applicant (i.e. outside the normal point of entry) in certain cases where the criteria set out in paragraphs 3.10 to 3.13 of the School Admissions Code (2021) apply.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. Requests for admission outside the normal age group

Requests at the normal point of entry

Parents are entitled to request a place for their child outside of their normal age group. Requests should be made in writing to the school. Parents are encouraged to make requests as early as possible to allow sufficient time for consideration.

Parents should also apply for a school place for their child's normal (chronological) age group at the usual time, in case the request is not agreed.

Requests made at other times

Requests for admission outside the normal age group may also be made at other times, including as part of the in-year admissions process. Such requests should be made in writing to the school.

Decision-making

E-ACT, as the admission authority, will make decisions on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code (2021), this will include taking account of:

- The 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 outside their normal age group
- Whether they may have naturally fallen into a lower age group if not for premature birth
- The headteacher's views

E-ACT will confirm its decision in writing as soon as reasonably practicable. Where the request is agreed, parents will be advised to apply in the appropriate admissions round for the agreed year group.

Parents do not have the right to appeal against a decision to refuse a request for admission outside the normal age group. However, they may appeal against the refusal of a place in the normal age group once offers are made.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) name 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. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made to Bristol City Council.

9. Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2027 on the school website. Appeals are independent and arranged in accordance with the School Admission Appeals Code (2022).