Cover note for:

Excalibur Academies Trust
Primary Admission Policy for 2027/2028
Luckwell Primary School

The 2027/28 Admissions Policy for Luckwell Primary School has been updated as follows:

- Admission Timelines updated

This policy was determined on 06th February 2026.

Excalibur Academies Trust

Primary Admission Policy for 2027/2028

Luckwell Primary School

Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19.

Excalibur is the Admission Authority for all its Academies and applies strict oversubscription criteria to all applications.
Excalibur, acting as the Admissions Authority for the School, participates in the Local Authority Coordinated Admissions Scheme; all applications for Normal Entrance to The School (Infant or Reception class of a Primary) should be submitted via the Local Authority Coordinated Admissions scheme[1].

The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

This Admissions Policy applies to Luckwell Primary School ('The School'), details of which are given below:

Luckwell Primary School

Age Group: 4-11
Address: Breach Road, Bedminster, Bristol, BS3 3ET
Telephone: 0117 353 3382
E-mail: info@luckwellprimary.org
Website: https://www.luckwell.bristol.sch.uk/index.asp
Published Admission Number: 30

A School consisting of a primary school providing Education (Reception and Years 1 through 6) for children of its local community.

[1] Except for applicants outside Bristol City Council, who need to apply through their local council.

Applications

Applications for Normal Entrance to a School

Children should start Primary Education in the academic year (1st September to 31st August) in which they have their fifth birthday. Children reach compulsory school age at the beginning of the term following their fifth birthday, and most pupils are admitted from September in the academic year in which they turn 5. Parents can request that the date their child is admitted is deferred until later in the year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. Parents can request that their child attends part-time until the child reaches compulsory school age.

There are NO automatic entries from a nursery or Pre-School into a Primary School, nor from a Primary School into Secondary, and there is NO automatic offer of a Sibling place (a place for a brother or sister). Therefore, an application must be made for a school place for each child.

Applications (either online or paper) can be made from 1st September through the Local Authority www.bristol.gov.uk. The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the School Application and Admission Timelines Section of this policy. Any application received after the National Deadline will be treated as a Late Application.

The Admission Authority will determine and publish how many children it will admit into Reception, in September – this is the PAN (Published Admission Number) for that School. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the School and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the National Offer date confirmed in the School Application and Admission Timelines Section of this policy. Offers for a place at a School will need to be accepted within 2 weeks of posting of the notification letter.

Deferred Entry and Part-Time Attendance in Reception Year

All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

Born on or between:	Prescribed date the child reaches CSA:
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August	31 August (a whole school year later)

Parents have an absolute right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry' (or 'delayed entry' in the case of 'summer born children' - see below). The School has no discretion to refuse to allow this.

Where parents choose to defer entry until later in the school year, the School will hold their place in Reception Year for them, rather than giving it to another child, for a maximum of two terms (i.e. until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.

Parents also have an absolute right to decide that their child will attend school part-time until they reach CSA. In this case, the right can be exercised throughout the school year (i.e. all three terms), and it can also be combined with the right to defer. For example, a child born on 5 February could defer starting school until the first day of term after the Christmas and New Year break, and then attend part-time until the Easter break.

Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place, notify the School of their decision, preferably in writing. There is no need to give reasons.

Delayed Entry for Summer Born Children

Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31 August and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

Parents of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout the school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they will need to refuse the offer of a place and apply for admission again the next year.

However, where a summer born child is admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means a) they will have missed Reception Year entirely, and b) they will only achieve an offer of a place if there is one available in Year 1, which is uncommon.

Parents can, however, make a request for their child to be admitted one year later than usual, outside their normal age group, to Reception Year. The procedure for making these requests is set out below, however parents should note that, unlike with deferred/delayed entry and part-time attendance, there is no absolute right for a child to be admitted outside their normal age group - this is at the discretion of the admission authority for the school involved.

Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

Requests for Admission Outside Normal Age Group

Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Admission Authority in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are <u>not</u> applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

The Admission Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Principal of

the School and, where provided, the Principal of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Authority to consider. Parents should make their requests by completing a Delayed Entry to School Form from Bristol City Council School Admissions.

In all cases, the Admission Authority will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Authority properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

Right of Appeal

If an application is not successful, the applicants have the right to appeal against the decision to an independent panel. This applies to all year groups. Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

Waiting Lists

On behalf of the School, the Local Authority operates a waiting list for children who are unsuccessful in achieving a place throughout the school year.

The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

A waiting list is not maintained for the remainder of Reception Year and Years 1 to 6.

Children of UK Armed Forces Personnel/Crown Servants

Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

Other Applications (Reception and for Years 1 to 6)

Applications for a school place which are not for Normal Entrance into the School or which are Late Applications (applications which were submitted after the National Deadline) are determined as follows: -

a. **Immediate Admission** - applications for an immediate start, e.g. moving into the area of the School by transferring from another school. The Application should be made to Bristol City Council. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. The Local Authority will aim to notify the parents of the outcome of their application in writing within 10 school days and are legally required to do this within 15 school days.

b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will forward the application to the Admission Authority for consideration using the Oversubscription Criteria in this policy at the earliest date the application is eligible for consideration in advance of the requested admission date.

If admission is refused, parents have the right to appeal.

Oversubscription Criteria

The Criteria are listed below in the priority order applied to applications when there are more applications than available places.

Priority will be given within any of the below oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the Local Authority's computerised mapping system measured in a direct line from a point on the home address as held by the Local Authority to a point within the main school building. In case of the distance being the same a Tie Breaker will be used (see below).

Children with an Education, Health and Care Plan (EHC Plan) - Children with an EHC Plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC Plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC Plan as their child's school.

Where the School is named in a child's EHC Plan, the child will be admitted. Where this happens in the normal admission round (i.e. entry to Reception Year in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).

At all other times, children with an EHC Plan naming the School will be admitted even where this means the PAN will be exceeded.

1. **Looked After Children** 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.

   Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible **here**) will be followed.

   Where the Virtual School Head has already verified the child's status, parents should let the

Local Authority/School know, as there should be no need for further evidence to be provided in this case.

2. **Siblings,** where there are siblings on role at the school, who will still be on roll in the year of entry.

3. **Children of Excalibur employees employed at the School** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage[2]

4. **All other applications.**

Tie Breaker - Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

Distance will be measured by Bristol City Council using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer.

Where two or more children live an equal distance from the School, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School. In the case of children who are twins or from the same multiple birth, their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

School Application and Admission Timelines

- **15 January 2027** - National Primary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **16 April 2027** - National Offer Date – the Local Authority will post notification letters to the Applicants
- **30 April 2027** - Offer Acceptance Deadline – the deadline for parents to accept the place offered. All acceptance and declined slips should be returned to the Local Authority Admissions Team. If they do not respond by this date, it will be assumed that the place offered has been declined.
- **1 September 2027** - Normal Entrance Admission date – on or after.

Glossary and Definition of Terms

Adopted - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Final Year - The Final Year of a primary or junior school is year six and an infant school year two.

[2] Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

Home Address - The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician at the time of application.

Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, HMLR title deed/document, NHS/GP registration card/letter, etc.).

Looked After Children - 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.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible **here**) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case).

Parent - In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

Sibling - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the School as at the Application Deadline and continue to be on roll when the child is admitted. Pupils will not be considered as a sibling link where children are in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister. For the avoidance of doubt, a child of a friend or extended family member (e.g. Cousin) will not be a sibling for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, parents must state the sibling's details in the application form.