Cover note for:

Excalibur Academies Trust

Primary Admission Policy for 2027/2028

Cabot Primary School

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

Admission Timelines updated

Waiting Lists

- When an application has been unsuccessful, a child's name will be added to a waiting list for the Academy held by the Admission Authority.

Has been amended to:

Waiting Lists

- When an application has been unsuccessful, a child's name can be added to a waiting list for the Academy held by the Admission Authority.

Oversubscription criteria:

5 All other applications.

Criteria 5 removed as it was a duplication of criteria 4 and therefore not required

This policy was determined on 6th February 2026.

Excalibur Academies Trust

Primary Admission Policy for 2027/2028

Cabot 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 4-11. This is achieved by Excalibur Primary Academies working in close harmony with linked Excalibur Secondary Academies.

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 Academy, participates in the Local Authority Coordinated Admissions Scheme; all applications for Normal Entrance to The Academy (Infant or Reception class of a Primary) should be submitted via the Local Authority Coordinated Admissions scheme[1].

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

Cabot Primary School

Age Group: 4-11
Address: Halston Drive, St Pauls, Bristol, BS29JE
Telephone: 01173772630
E-mail: cabotp@bristol-schools.uk
Website: www.cabot.bristol.sch.uk
Published Admission Number: 30

An Academy 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 an Academy

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 Academy 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 Academy. 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 Academy 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 Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

Admission of children outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child (children born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Such applications will be considered on the basis of the circumstances of each case, taking into account the child's academic, social and emotional development. The right to appeal this decision does not apply if they are offered a place in another year group at the school. 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. Appeals should be made within 20 school days and addressed to the Admissions Officer at the school or email to cabotp@bristol-schools.uk.

Waiting Lists

When an application has been unsuccessful, a child's name can be added to a waiting list for the Academy held by the Admission Authority. Children on the waiting list are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the academic year in which entry

has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list, then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group, but this will not be considered before 1st May (Term 5).

Other Applications (Reception and for Years 1 to 6)

Applications for a school place which are not for Normal Entrance into the Academy 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 Academy 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 school who will consider this using the Oversubscription Criteria in this policy at the earliest date the application is eligible for consideration which is two terms (6 per year) in advance of the requested admission date. If an application is unsuccessful the child will be placed on the waiting list for the year group applied for using the Oversubscription Criteria in this policy.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

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 (EHCP) - All children whose Education, Health Care Plan names a school must be admitted.

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.

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 academy** 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. Geography**,** Children living closest to the school as measured in a direct line from the home address to the school.

Academy 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 Council 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.

Home Address - The home address given for the child should be the child's normal place of residence at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. Bristol 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 as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, Bristol Local Authority will determine the address used for allocating a school place.

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, 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 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).

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

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

who are on the roll of the Academy as at the Application Deadline and continue to do so 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.

Tie Breaker - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person except when the children are twins or from the same multiple birth, in which case 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.