The Leaf Trust ('the Trust')
TWO MILE HILL PRIMARY SCHOOL ('the School')
Admissions Arrangements for the academic year 2027-2028

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No changes have been made to this policy from the 2026-2027 document

Admissions Arrangements 2027

Status: Finalised
February 2026

For the purpose of these arrangements:

A 'parent' includes the natural or adoptive parent of a child (irrespective of whether they are or ever have been married, with whom the child lives, whether the child has contact with them, or whether they have parental responsibility for the child), as well as people who are not the child's natural or adoptive parent, but have care of, or parental responsibility for, the child.

A 'looked after child' is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of its social services functions, in England. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted or made subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside England. Where the child was in the care of a local authority in England, applications under this category must be supported by a letter from the relevant Local Authority. Where the child appears to have been in care outside England, all available evidence will be considered and a panel of Trustees will make a judgement on whether priority should be applied under the published over-subscription criteria.

A 'sibling' is the applicant child's:

- *full brother or sister (sharing both parents), or*
- *half-brother or sister (sharing one parent), or*
- *adopted brother or sister (sharing one or both parents), or*
- *foster brother or sister (a looked after child placed with the family), or*
- *a step-brother or sister (one child's parent married to the other child's parent), or a child of a cohabiting partner (one child's parent cohabiting with the other child's parent)*

*and **in all cases** where the applicant child and the 'sibling' are living at the same home address (as defined in this document) and are being brought up as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin) and/or a child of a friend will not meet the definition of a 'sibling' even if they live at the same home address as the applicant child.*

1. Purpose of the Admission Arrangements

The purpose of these arrangements is to make the admissions process to the school clear and open. They should be read in conjunction with the Bristol City Council Admission to Primary and Secondary School Booklets. Applicants are also encouraged to read the School's prospectus, to visit the School's websites and to attend open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). The admission arrangements will be determined by 28 February each year and published on the School's website by 15 March.

2. Children with Education, Health and Care Plans (EHCPs).

Children with EHCPs are admitted through different arrangements set out in the SEN and Disability Code of Practice managed by their home Local Authority (LA), and not under the School's admission arrangements. Children allocated in the bulk September intake under the SEN and Disability Code of Practice will reduce the number of places available to offer. Children allocated at other times will be admitted even if this causes a breach of the Published Admission Number (PAN).

3. Children of Multiple Births

Where a child who qualifies for a place is a child of multiple birth (more than one child from a single pregnancy), numbers will be breached to enable all children of the same birth to attend the same school.

4. Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Trust will accept applications and consider them against the over-subscription criteria in advance of the family arriving in the area provided the application is accompanied by an official letter confirming the relocation date and planned address.

5. Home Address

The child's home address will be the residential (not business) address at which the child lives with a parent (as defined in this policy) and sleeps for more than 50% of the time during term time. For bulk applications to Reception you must use your child's permanent address home address as at the 15th January 2027.

It will usually be the address at which the child is registered with their GP, dentist and/or optician, and at which Child Benefit and other child related benefits are claimed, if eligible. The Trust reserves the right to request documentary evidence of the child's home

address, and a panel of Trustees will determine the appropriate address to be used in ranking the application for a place at the School, in accordance with the process set out in Appendix E.

For clarity, the Trust cannot accept:

- a temporary address;
- the address of a business, relative, friend, or childminder, unless they meet the definition of 'parent' as defined above;
- the address of a house it is intended to move to (other than under section 4 above);
- a property which has been acquired or leased solely to use the address on the application form without any intention of taking up permanent residence there.

If an offer is made on the basis of an address or evidence provided which is later proved to be fraudulent or intentionally misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

6. Nursery

If in future the school opens nursery provision, separate arrangements will apply.

7. Compulsory school age (CSA) for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday. Where an applicant to Reception is below CSA, parent(s) have the right to defer their entry:

- until later in the academic year or until the term in which the child reaches CSA, or
- That their child takes up the place part-time until the child reaches CSA, or
- A combination of the above.

Children reaching the age of 5 between:	Can defer until:	And will join the:
1 September – 31 December 2027	1 January 2028	Reception class
1 January – 31 March 2028	31 March 2028	Reception class

Children reaching the age of 5 between 1 April and 31 August 2028 may defer their entry until September 2028 but a new application will have to be made to join Year 1 and places may not be available. Alternatively, they may request delayed entry into the September 2029 Reception class (see Section 8).

However, children are normally admitted to school in the September following their fourth birthday.

8. Education Outside of Normal Age Group

Parents may apply for a place outside of their child's normal age group. In addition to the usual application form parents must complete the form found in Appendix D and return it to

the Headteacher of your allocated school. A panel of Trustees will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- the views of the head teacher;
- information about the child's academic, social and emotional development;
- any relevant, medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may have fallen into a lower age group were they not born prematurely.

Please note this is not an exhaustive list, and every case will be considered individually.

Where the Panel of Trustees agrees to the request, the application will be processed with all the other on-time applications, applying the usual over-subscription criteria, unless the parental request is made too late for this to be possible.

For the avoidance of doubt, where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the school, as any application will be have to be made with the admissions round for the year in which the child is starting school and will be considered against the published admission criteria.

Where a place is refused out of year group, but a place is offered in the correct chronological year group, there will be no right of appeal.

Children placed in a year group below their chronological age will reach statutory school leaving age before completing Key Stage 4 courses. Parents will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4.

9. **In-Year Transfer**

The admission of these children is based on the LA's respective admissions guidelines (see Bristol City Council for Bristol Schools and South Gloucestershire Local Authority for South Gloucestershire Schools). Parents need to apply for a place by completing the LA application form for an in year Primary School Transfer. The Local Authority then, in consultation with the school, make a decision as to whether a place can be offered dependent on whether the numbers in the year group/class allow for a space to be available.

If a place is available, it will be offered in line with the Admission Arrangements, or a referral will be made under the Fair Access Protocol. Fair Access Protocol

10. Bulk September Applications

Applications should be made to the child's home LA on the co-ordinated admissions form. Allocations will be made up to the Published Admission Number (PAN) which can be found in Appendix A. If the school is over-subscribed, allocations will be made according to the criteria in Appendix B.

Infant Class Sizes: Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2021, which are listed in Appendix G.

Children attending any nursery at the school do not have the automatic right of a place in Reception. Parents must apply in the usual way and places will be allocated based on the over-subscription criteria contained in Appendix B.

11. Waiting Lists

Where the school is oversubscribed and places have been refused to some applicants, a waiting list will be maintained by the individual school for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents will be contacted once a year to check whether they wish their child to remain on the list. It is the parent's responsibility to notify the school of any change in address or contact details.

12. **Appeals**

In the 2022 School Admission Appeals Code issued by the Department for Education. The applicant may lodge an appeal when an admission application is refused by the Admission Authority unless the application was for a year other than the child's relative age and a place could be offered in the relative age year. The admission decision letter issued to the applicant will explain the reasons for refusal and explain how to lodge an appeal.
Information about appeals is hosted on the respective Local Authority websites:

Bristol City Council - School Appeals process
South Gloucestershire - School appeals | South Gloucestershire

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal procedure has not been properly administered in accordance with the 2022 School Admission Appeals Code and/or the published Appeals Timetable, the Appellant may choose to raise the matter with The Local Government Ombudsman.

Publication

The determined admission arrangements will be placed on the School's website by 15th March.

Appendix A: Published Admission Number (PAN)

Two Mile Hill currently has a PAN of 60. The Trust is supported by the LA in allocating places in Reception.

Appendix B: Over-subscription criteria

If the school is over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the criteria below.

Where there are more applications than places available at the school, allocations will be made in the following order of priority.

1.Children in care or children who were previously in care.

i. *To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.*
ii. *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.*

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Siblings

Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry.

3. Geography

Children living closest to the school as measured in a direct line from the home address to the school

Appendix C: Area of Prime Responsibility

Where there is no Area of Prime Responsibility defined local siblings will be deemed to be those living up to a maximum of three miles from the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system. Two Mile Hill does not have a defined APR.

Appendix D: Request for admission outside normal age group

REQUEST FOR ADMISSION OUTSIDE NORMAL AGE GROUP – PLEASE RETURN TO THE HEADTEACHER OF YOUR ALLOCATED SCHOOL	
Child's full name:	
Child's date of birth:	
Child's home address (as defined by the Admission Policy):	
Parent's full name:	
Parent's email address (for communication of decision):	
Child's normal year group:	
Year group sought for child:	

Please carefully set out your reasons for asking for your child to be admitted to a year group outside their normal year group:

You should have regard to the following factors which the The Leaf Trust will take into account when considering whether or not to agree your request in principle:

- *Information about your child's academic, social and emotional development*
- *Where relevant, your child's medical history and the views of their medical professional*
- *Whether your child has previously been educated outside their normal age group*
- *Whether your child may naturally have fallen into a lower age group if it were not for being born prematurely*

This is not an exhaustive list, and you should provide any other information you believe is relevant.
Please list here any documentation you have attached in support of your request: *(e.g. a letter from your child's GP, hospital consultant or other medical professional, social worker, home tutor, nursery teacher, etc.)*

Signed:	
Dated:	

Please note, this request is <u>not</u> an application for admission, for which a separate application must be made in the usual way.

Appendix E: Process for establishing the address to be used for allocation where a query has been raised

The Trust becomes aware of a query over the address used on an application for a school place.

The parent is reminded of the Trust's right to request evidence and to determine the appropriate address for application, and is invited to produce evidence. The Trust will also carry out its own investigation. Parents will be given the opportunity to comment on any evidence gathered by the Trust.

A panel of Trustees is formed under the Admission Decisions Panel Terms of Reference (available on request) to consider all the evidence. Where a Trustee knows the family concerned they may not form part of the panel.

The panel finds that the appropriate address was used on the application and ratifies the offer of a place. Parents are notified by the Admissions Officer.

The panel finds that an inappropriate address was used on the application.

If the place would have been allocated from the appropriate address the offer is ratified. Parents are notified by the Admissions Officer.

If the place would not have been allocated from the appropriate address the offer is withdrawn. Parents are notified by the Admissions Officer and notified of their right to appeal to an independent appeals panel in accordance with section 12 of these arrangements.

Appendix F: Infant Class Size legislation

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) with one teacher must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2021.

List of exceptions:

a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;

b) looked after children and previously looked after children admitted outside the normal admissions round;

c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;

d) children admitted after an independent appeals panel upholds an appeal

e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

f) children of UK service personnel admitted outside the normal admissions round;

g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school