

Horfield Church of England Primary School

Admissions Policy 2026-27

Applications to attend Horfield CE Primary School are welcomed from all families.

Throughout this policy, a reference to “parent” encompasses carers and guardians.

The Local Authority (Bristol City Council) is responsible for allocating places to both the Early Years Foundation Stage (Reception) year (bulk admissions) and all in-year admissions for Horfield CE Primary School.

The number of children admitted to Horfield CE Primary School is in accordance with the Published Admission Number (PAN) for the school and with the Equality Act 2010.

Planned Admission Number (PAN) for 2026-27	Early year Foundation Stage (Reception): 60
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In the application process, parents are able to express a preference for a particular school and to give reasons for that choice. The school will wherever and whenever possible comply with that choice.

Should Horfield CE Primary School be oversubscribed Bristol City Council’s oversubscription criteria will be applied:

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

- a. 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.
- b. 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.

Parents have the right to appeal against a decision not to allocate a place for their child at the school of their choice. [Appeals should be made to Bristol City Council, following their appeals process.](#)

Bristol does not operate a feeder primary school policy for admission to secondary school and therefore attendance at Horfield CE Primary School will not guarantee a place at a particular secondary school.

Parents who have chosen this school will be advised of, or have access to, all relevant documentation including policies and information via the website.

Admission for Early Years Foundation Stage (EYFS)

To ensure that the admission of children into the EYFS classes is a positive experience, the children's best interests are fully considered with teachers and parents working co-operatively, thus enabling the children to have a happy, secure beginning to their school life.

The early registration of children does not give priority of admission.

During the months prior to entry, parents are invited to visit the school, to see it in operation and to discuss any aspects of the school with the Headteacher.

During the summer term, prior to their children starting school, an evening meeting is held for parents of new entrants, where admission arrangements and starting dates are fully discussed.

Children are invited to attend for two sessions (one story session and one play session) in the term prior to entry to spend time with their prospective teacher - dates to be arranged at the parents meeting.

It is expected that the majority of EYFS children will be in full time education by the end of Autumn Term 1.

For more detailed information about our Early Years Foundation Stage, please refer to our EYFS Policy [on our website](#).

In accordance with the School Admission Code, parents have the right to request a delay in admission to the following academic year. Horfield CE Primary School will review each request on a case by case basis and will take in to consideration factors such as:

- Any additional needs the child may have
- Date of birth (e.g. 'summer born' children) Premature birth
- Exceptional family circumstances

NB - If a delay is agreed, parents will still need to reapply in the following academic year. The same admissions criteria will apply and there is no guarantee of a place just because a delay has been approved. Additional information on this topic is available from the Local Authority.

Applications at other times of the year (In-Year Admissions)

An In-Year admission means admission for a place to a current year group at Horfield CE Primary School outside of the standard Early Years Foundation Stage (EYFS) admission round.

Children may be admitted into school at any time and in any year group - in accordance with the published admission number.

The Local Authority, rather than the school, operates a waiting list for entry.

The school, in conjunction with the Local Authority, will hold places for a period of up to six weeks for pupils likely to move into the area.

For more information on Bristol City Council Admissions please [visit their website](#).

Please note that whilst Horfield CE Primary School joined [Lighthouse Schools Partnership](#) on 1 August 2025, due to the schedule for setting admission arrangements, the school will join LSP admission arrangements from September 2027.