

Pickwick Academy Trust



Admissions Policy for all Pickwick Academy Trust Schools 2027-2028

Policy Group:	Pupil Wellbeing and Safeguarding
Policy Ref:	PWS/15
Responsible Reviewing Officer and Job Title:	James Passmore CEO
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Date of Next Review:	November 2026
Date of next consultation period: (no less often than every 7 years)	November 2032

This policy covers all 21 schools in Pickwick Academy Trust as of 28 February 2026 and has been consulted on and ratified by the Pickwick Academy Board of Trustees.

Introduction

- a. Pickwick Academy Trust (Pickwick / 'the Trust') is the admission authority and responsible for the admission arrangements in each of its schools. This document sets out the admission arrangements for all Trust schools for the academic year 2027/2028.
- b. The published admission number (PAN) for entry into each school is shown below. The schools will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.

School	Designated nursery	PAN Sept 27 entry
North Wiltshire Hub		
Aloeric Primary School, Melksham, Wiltshire	n/a	60
Corsham Primary School (Pound Pill Site), Corsham, Wiltshire	n/a	60
Corsham Primary School (Broadwood Site), Corsham, Wiltshire	n/a	30
Ivy Lane Primary School, Chippenham, Wiltshire	Sunflowers	60
Princecroft Primary School, Warminster, Wiltshire	The Hive	30
Queens Crescent School, Chippenham, Wiltshire	n/a	60
South Wiltshire Hub		
Alderbury & West Grimstead CE Primary School, Salisbury, Wiltshire	n/a	30
Gomeldon Primary School, Salisbury, Wiltshire	n/a	21
Greentrees Primary School, Salisbury, Wiltshire	n/a	60
Longford CE Primary School, Salisbury, Wiltshire	n/a	12
Pitton CE Primary School, Salisbury, Wiltshire	n/a	17
St Andrews CE Primary School, Laverstock, Wiltshire	n/a	30
Winterslow CE Primary School, Salisbury, Wiltshire	n/a	30
Winterbourne Earls CE Primary School, Salisbury, Wiltshire	n/a	30
Woodford Valley CE Primary School, Salisbury, Wiltshire	n/a	30

North Dorset Hub		
All Saint's Bishops Caundle, Shaftesbury, Dorset	n/a	17
Gillingham Primary School, Gillingham, Dorset	n/a	30
Ludwell Primary School, Ludwell, Wiltshire	n/a	15
Milton on Stour CE Primary School, Gillingham, Dorset	n/a	20
St George's CE Primary School, Bourton, Dorset	n/a	17
St Gregory's CE Primary, Marnhull, Dorset	n/a	24
Wyke Primary School, Gillingham, Dorset	n/a	30

- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
- i. children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
 - ii. looked after children and previously looked after children admitted outside the normal admissions round;
 - iii. 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;
 - iv. children admitted after an independent appeals panel upholds an appeal;
 - v. children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
 - vi. children of UK service personnel admitted outside the normal admissions round;
 - vii. children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
 - viii. children with special educational needs who are normally taught in special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
- d. Where a child has an education, health and care plan (EHCP) which names a particular school, then that child will normally be admitted to the school and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

- e. When applying to start school in Reception in September 2027 you must apply to your home Local Authority (LA). All applications for first admission must be received by your home LA by the closing date of 15 January 2027. The home LA will make a single offer of a place on 16 April 2027 (or next working day). You can find out more about applying through your LA website:
- **Wiltshire** - this can be found at: www.wiltshire.gov.uk/schools-learning-admissions-online
 - **Dorset** - this can be found at: <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place>
 - For those living in other LA areas, please search for school admissions in the relevant area

Religious Character of our church schools

- a. Several of the schools in the Trust are designated with a religious character. These church schools' religious authority is the Diocese of Salisbury.
- b. Recognising its historic foundation, the Trust will preserve and develop the religious character of its church schools in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The Trust aims to support children and their families in its church schools by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. To meet these schools' Christian values of compassion, respect and hope, our Church schools do not discriminate on faith in this policy.

Oversubscription Criteria

Where Trust schools are oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

- a. **Looked After Children or Previously Looked After Children (LAC)**
A child who is in the care of an LA, or was in the care of an LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This includes 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.
- b. **Vulnerable Children (children with medical or social need)**
A child is eligible in this category where the child has an identified social or medical need (see explanatory note below).

c. Children living in the Catchment Area with a sibling at the school

A child living inside the Catchment Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will still be attending the school at the time of admission.

d. Children living outside the Catchment Area with a sibling at the school

A child living outside the Catchment Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will still be attending the school at the time of admission.

e. Children living in the Catchment Area

f. Children of school staff

A child is considered to fall under this criterion where the member of staff has been employed at the school for at least 6 months at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

g. Children attending a designated feeder nursery (where applicable – see table above)

A child is considered eligible under this criterion if they are attending the school's designated feeder nursery (this means a child who is in a nursery class which is part of the school, or in a nursery that is established and run by the school) at the time at which the application for admission to the school is made. Children are only eligible under this criterion if they are eligible for the early year's pupil premium, the pupil premium, or the service premium. Please see the table above and/or contact the school office at the school at which you are applying to identify if there is a designated feeder nursery associated with the school.

h. All other children

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If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the school. The school will adopt the measurement system used by Wiltshire and Dorset LAs to determine the distance from the school to the home address. Where two or more applicants live an equal distance from the school and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the school.

The Trust/school will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire or Dorset address, then an alternative place will be

allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

All applications for a child/children of UK service personnel will be dealt with in accordance with these admission arrangements.

If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the Schools Admissions (Infant Class Sizes) (England) Regulations.

Oversubscription Criteria: Explanatory Notes

Catchment Area means the geographical area from which children will be afforded priority for admission to a Trust school.

Wiltshire Schools: <https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

Dorset Schools: <https://www.dorsetcouncil.gov.uk/schools-in-your-catchment-area>

Vulnerable Children

(i) **Medical need**: If there are serious medical, physical or psychological conditions affecting the child, or parent/families with whom they live, which make it essential for the child to attend a named school, you must provide supporting evidence from a consultant or general practitioner together with any other relevant information by the deadline for receipt of application. This must make a compelling case as to why your child's needs can only be met at this specific school. A medical condition in itself will not automatically result in a place at your preferred school. The evidence should also explain why other schools could not provide the appropriate support for your child. Evidence to be relied upon must be submitted to the school on or before 15 January 2027. For the purpose of the above criteria, the word 'family' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

(i) **Medical need** means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the School on or before 15th January 2027.

(ii) Social Need: If there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from the social worker who is supporting your family by the deadline for receipt of the application. The supporting evidence must set out the particular reasons why this specific school is the most suitable and the difficulties that would be caused if the child had to attend another school. The evidence should explain why other schools could not provide appropriate support for your child. Evidence to be relied upon must be submitted to the school on or before 15 January 2027. Where the child is of confirmed refugee status, written evidence from the home LA must be submitted via a Supplementary Information Form available from each school office on or before 15 January 2027.

Sibling means brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The school may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

Supplementary Information Form (SIF)

- a. Where seeking priority under the vulnerable children criterion, parents must fully complete the relevant part of the SIF and provide the required supporting evidence.
- b. The SIF must be returned to the school office on or before 15 January 2027. The SIF is available on the school websites or a paper copy may be requested from each school's office.

Appeals

- a. Where an application is unsuccessful parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. Admission appeals are administrated in conjunction with the relevant LA admissions service. The admission appeal timetable is published on the school's website by 28 February each year.

Important Information

- a. Waiting Lists

If a Trust School is oversubscribed for September 2027 entry, a waiting list will be maintained until 31 December 2027. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

b. Summer Born children

Summer born children (children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to Reception, rather than Year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) You must make an application for admission to the school for September 2027 entry but make it clear on the application form that you wish your child to enter the reception class in September 2028.
- (ii) Discussions with the school are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2028. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2027 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2028 entry which will be processed as a fresh application along with all other applications and in accordance with the school's admission arrangements. Please note that it is possible even if the request is agreed that the child may not be admitted in September 2028 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.
- (v) Parents need to be aware that even if delayed entry has been agreed for your reception application, parents will need to consider the implications for year 7 and talk directly to secondary school for guidance.

c. Deferred entry and part time attendance below statutory school age

A child may start at the school in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old),

the child is entitled to a full-time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school, then they may defer entry altogether to later in the school year, but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

d. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Please initiate any request by contacting the relevant school office that you are applying to. Decisions to admit a pupil outside their normal age group will be taken by the admission authority and will take into account the views of the Head. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

e. Multiple Birth Applications

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the school.

f. Schools with nursery classes

For information on admission to the nursery classes that are run by some of our schools, please see the relevant school website where a link to information on the admissions policy and arrangements for the nursery classes can be found. This can also be provided by the school office. Please be aware that a place in a nursery class is no guarantee of a place in a reception class. All reception places are allocated through the normal admissions procedure as detailed in this policy regardless of whether a child is in a school run nursery or not. Please note that a number of our schools have pre-school/nursery provision that is run by an external provider. Please contact the relevant provider for further admissions information.

g. Applications from separated parents/carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. If time is split equally across two addresses, parents are required to choose and use one address on their application. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

h. Children of UK Service Personnel (UK Armed Forces):

Applications for children of UK service personnel with a confirmed posting to Wiltshire or Dorset will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

Withdrawal of an Offer

The school may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time. A place must not be withdrawn once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account.

In Year Admissions

- a. Applications for in year admission may be submitted at any time during the school year.
- b. Pickwick Academy Trust is part of Wiltshire and Dorset LA's in year co-ordination scheme. In year admissions are always made to the LA of the relevant school. Any person wishing to apply for a place at the school in-year, should contact the school office, let them know that they will be applying for an in-year admission place, and will be completing the online form via their relevant LA website, links below.
 - Wiltshire: www.wiltshire.gov.uk/schools-learning-admissions-online
 - Dorset: <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place>
 - For those living in other LA areas, please search for school admissions in the relevant area
- c. The LA will liaise with the school on receipt of any in-year application so that it may be processed in accordance with the school's admission arrangements.

Further Information

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the school you are advised to refer to your home LA's website.
- b. Schools will act in accordance with the Fair Access Protocol
- c. If you have any questions in relation to these admission arrangements, please contact the relevant School's admin office.
- d. The school will handle all personal data in accordance with the requirements of the Data Protection Act 2018.