



Primary Phase Admissions Policy 2025-2026

Sutton Benger CE Academy

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1. Introduction

Sutton Benger CE Academy is a 4-11 Academy with a faith designation and a Christian ethos that is distinctive and inclusive. Sutton Benger CE Academy is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

2. Ethos statement

Vision

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England’s Vision for Education 2016, “Deeply Christian, Serving the Common Good”, which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

Purpose

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

3. Scope/ aims

This document sets out the admission arrangements of Sutton Benger Church of England Academy.

For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

4. Admission Numbers

In 2025, Sutton Benger CE Academy has an admission number of **30** for entry in year Reception.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

5. Application Process

- 5.1 Applications for admission to the Academy should be made using the Local Authority Common Application Form by the national closing date of **15th January 2025**.
- 5.2 The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April 2025** or the next working day.
- 5.3 The Academy will admit any pupils with an Education, Health and Care plan naming the Academy. Priority will then be given to those children who meet the criteria set out below.
- 5.4 Those parents wishing to have their application considered under the faith criterion must complete a **Supplementary Information Form (SIF)** which is included at the end of this document and is available on the Academy's website <https://suttonbenger.org/>. This must be submitted by post **by the advertised closure date** to the following address: Sutton Benger CE Academy, 40 Chestnut Road, Sutton Benger, Wiltshire, SN15 4RP.

6. Oversubscription Criteria

1. ***Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)***

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" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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***

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3. ***Faith-based***

Remaining places will be allocated to Christian Children prioritised in the following order:

1. Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least 12 times in the twelve months immediately prior to the date of application.

2. Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least 12 times in the twelve months immediately prior to the date of application.

4. ***Distance from school***

Priority will next be given to children living within the proximity set out in the order below.

Proximity to the school with those living closest to the school having priority calculated by:

If the school is oversubscribed within any of the listed categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

5. ***Children of staff***

Children of staff will be considered, where the member of staff has worked at the academy for two or more years at the time at which the application for admission to Sutton Benger CE Academy is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. ***If any places still remain, they will be allocated to other children.***

7. Tiebreaker

Proximity to the Academy

- 7.1 Proximity to the school with those living closest to the school having priority calculated by:
In all cases where schools are oversubscribed, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.
- 7.2 In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

8. Late Applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

9. In-Year Admissions

From time to time a place becomes available further up the Academy. The allocation of places is in accordance with the admissions criteria (below).

The school is part of the Wiltshire County Council in-year co-ordinated application scheme. Parents may apply via the Local Authority using the Local Authority Common Application Form.

10. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their 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 naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. [An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.]

11. Waiting Lists and Admissions Criteria (In-year)

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31st December of the admission year.

This will be maintained by the individual Academy, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it:

1. *Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)*
2. *Siblings*
3. *Faith-based*
4. *Distance from school*
5. *Children of staff*
6. *If any places still remain, they will be allocated to other children.*

12. Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions at Wiltshire County Council within **20 days** of the date of the letter refusing your child a place at the Academy for information on how to appeal.

Information on the timetable for the appeals process is on our website at <https://suttonbenger.org/>.

13. School Age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

14. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

15. Address Definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

16. Enquiries

All enquiries should be sent to the Admissions Officer at Sutton Benger CE Primary School, 40 Chestnut Road, Sutton Benger, Wiltshire, SN15 4RP.

17. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: “Is this policy and practice underpinned by our vision and values?” and “What is the impact of our vision and values on those subject to the policy?”. This is a key focus of our ongoing development of policy and practice.

Appendix A – School Admissions Supplementary Information Form A

This supplementary application form (in addition to the local authority form) should be used if you wish to apply for a place related to Pupil Premium, Service Premium, on social or medical grounds, and/or Faith.

The supplementary information should be returned directly to the school Sutton Benger CE Primary School, 40 Chestnut Road, Sutton Benger, Wiltshire, SN15 4RP **by the published application closure date (15th January 2025).**

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			
Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			

Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D	D	M M Y
Current Home Address:			

If our admission policy allows for entry due to the following oversubscription criteria, please complete the relevant section of the Supplementary Information Form:

For applications relating to Free School Meals and Service premium	Please complete Section A
For applications on social or medical grounds	Please complete Section B
For faith applications	Please complete Section C

All applicants should complete Section D.

SECTION A – Pupil Premium, Service Premium

Please tick which category applies to your child. The notes below explain what evidence you will need to provide.		
Category 1	My child is entitled to be registered as eligible for free school meals	
Category 2	My child has been registered as eligible for free school meals within the past six years	
Category 3	My child is entitled to Service Premium funding	

Notes

Category 1

Children are likely to be eligible for free school meals if the parents receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who are paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Children are also likely to be eligible for free school meals if the parents receive any of the above benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

Parents will be required to provide evidence of eligibility with their application and an offer of a place may be removed if obtained on the basis of incorrect information.

Category 2

You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a previous school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

Category 3

You will be required to provide some evidence of your child's eligibility to receive the Service premium grant. The following is indicative of the evidence required:

- Children whose parent(s) are serving in the regular UK armed forces,
- The children of regular armed forces personnel who were serving in the past 3 years,
- Children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

SECTION B – Admission on social or medical grounds

Notes

Recent supporting evidence from a relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child's current situation.

The evidence must confirm the circumstances of the case and must set out why the child should attend the preference school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given exceptional social/ medical priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions, allergies and asthma can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Requests will be considered in accordance with the Equalities Act 2010.

Please complete this section in as much detail as possible.

Please confirm the specific needs of your child
Please set out the reasons why the school can meet your child's social or medical needs and the difficulties that would be caused if you child had to attend another school
Please list the supporting evidence that is being submitted to support your application under the exceptional social/ medical need criterion

SECTION C – Faith

<p>If you or your child regularly worship at a Christian Church, please complete this section.</p> <p>‘Christian church’ means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.</p> <p>An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.</p> <p>All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p> <p>For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: National Designated Churches</p>			
Do you or your child regularly worship in an Anglican Church or any other Christian Church?:			Yes/No
If yes, please enter the name and address of the Church:			
<p>Please ask the religious leader of your place of worship to complete the section below</p>			
<p>Religious leader’s recommendation</p> <p>To the best of my knowledge the above parent and/or child attends religious services at the Church named above.</p> <p>Please tick to identify whether they are either ‘at the heart of the church’ or ‘attached to the church’:</p>			
At the heart of the Church:	Yes/No	Attached to the church:	Yes/No
<p>An applicant “at the heart of the church” would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships, account should be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents.</p>		<p>An applicant “attached to the church” means an infrequent worshipper, i.e., who has worshipped less than twice a month or for less than two years prior to the date of application.</p>	
Please enter the name and address of the Church:			

Signed (religious leader):		Date:	
Name (printed):		Position:	

SECTION D – PLEASE COMPLETE

Declaration			
<p>I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.</p> <p>I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority.</p> <p>I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.</p>			
Signed (parent/carer):		Date:	

History of most recent policy changes and review period

Date	Page	Change(s) made	Origin of Change (e.g. TU request, change in legislation)
May 2022	All	New policy template proforma (no changes to wording)	DBAT
May 2022	All	Year and dates updated to reflect new admission cycle (2024-2025)	Update
June 2023	All	Dates updated to reflect new admission cycle	Annual review
June 2023	Appendix B	Updated to reflect Medical and Social Need criterion	Admissions Code

Policy Owner	Education Directorate
Policy Approved by	Education Committee
Date Adopted	June 2021
Last Review Date	June 2023
Determination Date	February 2024
Next Review Date	June 2024
Level	Level 2
<i>DBAT Policy levels:</i>	
LEVEL 1	DBAT policy for adoption (no changes can be made by the Academy Council; the Academy Council must adopt the policy)
LEVEL 2	DBAT policy for adoption and local approval, with areas for the Academy to update regarding local practice (the main body of the policy cannot be changed)
LEVEL 3	DBAT model policy that the Academy can adopt if it wishes
LEVEL 4	Local policy to be approved by the Academy Council