Britannia Primary School and Nursery

Admissions Policy

2028-2029

‘Developing responsible citizens, confident individuals, and independent learners’

This Policy has been adopted and approved by Oxlip Learning Partnership and has been adapted for use by *Britannia Primary School/Britannia Nursery*

Prepared by	**K Hart**
Adopted by Governors on	**Autumn Term 2026**
Committee	**LAB**
Signed by Chair of Committee	**K Smith**
Policy Number	**SAB10**
Review Date:	**Autumn Term 2027**

Definition of a Parent

- all biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

1. Introduction

The Governing Body of Britannia Primary School and Nursery is the admission authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school.

2. Admission to Primary School (Refer to the "Admissions to Schools in Suffolk" booklet)

The application process for admissions into Reception is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents/Carers should apply online at www.suffolk.gov.uk/admissions.

Offer letters will be issued by the LA. Our published admissions number for each year is 90 children. Children normally attend school full-time in the Reception year group in the September following their fourth birthday. (For further information and specific dates, please refer to the full scheme for co-ordination, available from the LA Admissions team or from the website www.suffolk.gov.uk/admissions).

To apply for a place after the start of term or in any other year group, please complete an

In-Year Application Form which is available on the school's website www.britannia.suffolk.sch.uk.

Parents/Carers wishing to visit the school prior to submitting an application are welcome to do so. Please contact the school office on 01473 728566 to make arrangements.

3. Admission Criteria (Refer the "Admissions to Schools in Suffolk" booklet)

The school has adopted Suffolk County Council's Admissions Policy and oversubscription criteria, which is set out in the Admissions to Schools in Suffolk Booklet (Available on www.suffolk.gov.uk/admissions or contact the LA Admissions Team on 0345 600 0981).

For admission into Reception each September, the LA, on behalf of the Local Advisory Board, will offer places to 90 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 90 applications are received, the oversubscription criteria will be applied to determine priority for places.

4. Waiting Lists (Refer to the "Admissions to Schools in Suffolk" booklet)

If you apply for a school place in the normal year of entry and are refused, your child's name will automatically be placed on the waiting list for that school. Names are placed on that waiting list in priority order set out in the Admissions oversubscription criteria which can be found in 'Admissions to Schools in Suffolk Booklet' 2026/2027. Waiting lists are not held at any other time or for any other year group.

5. How to apply for places in all other year groups or Reception after the beginning of the School Year (Please refer to the "In-Year Admissions to Schools in Suffolk" booklet.)

A parent must contact Britannia Primary School and Nursery directly to make enquiries about making in-year applications. The parents will be asked to visit the school to help inform them of what the school can offer. The school will advise the parent to make an application on an In-Year Application Form which can be found on the school website at www.britannia.suffolk.sch.uk. The school will inform the parent in writing of the outcome of the application.

6. Admission arrangements for students outside of their normal age group

It is expected that children will normally be educated within their chronological year group. However, the Local Advisory Board will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the school's Admissions Code. The School Admission Code can be found at https://www.gov.uk/government/publications/school-admissions-code--2

Requests to educate a child outside of their normal age group have to be made in writing, to the school, including any supporting evidence. The Local Advisory Board will make a decision on the request, taking into account the views of the Principal. The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be given. For the normal admissions round, a CAF1 application form must be sent to the LA along with the decision letter from the school and other relevant evidence. Even if the request is agreed there is no guarantee there will be a place available.

7. **Appeals (Refer to the "Admissions to Schools in Suffolk booklet")**

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The appeal process is an opportunity for parents to explain their reasons for seeking a place at the school to the panel. The admission authority will provide parents with details of how to appeal. The panel consists of three people who are independent of the school's Local Advisory Board and the LA. The panel will consider the circumstances of the case put before them. Both the Local Advisory Board and the parents must abide by the decision it makes. Appeals for the school are currently arranged by the Education Appeals Office on behalf of the Governing Body. Advice on appeals is also given by the Advisory Centre for Education (ACE). Further information and appeal forms are available from the Education Appeals Office.