

# Enmore Church of England Primary School

'Those who are taught here must  
go out and teach others'

*Rev J. Poole, Founder, 1810*



'I have set you an example that you  
should do as I have done for you.'

*John 13: 15*

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## **Admission Arrangements Academic Year September 2026 - August 2027** **and In-Year Admissions**

As our school is a Church of England Academy School, the Governing Body determines the admission arrangements in consultation with the Diocese, the Local Authority (LA) and other bodies identified in the Code of Practice. The Governing Body is the 'Admissions Authority' for our school.

Every child has a statutory right to be enrolled as a pupil at the school providing there is a place available. This is regardless of ability or aptitude. All parents are encouraged to visit the school prior to making any decision in regard to their child's education.

The school is required to admit a child with a statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan if the statement/plan names the school.

### **Fair Access Protocol**

The school supports, and is fully committed to, the LA's Fair Access Protocol which aims to find school places for the most vulnerable children.

### **Admission of Pupils-Normal Admissions Round**

All requests for year of entry should be made directly to the applicant's home LA School Admission Team, using the Common Application Form (CAF). The CAF is available on the website <https://www.somerset.gov.uk/education-and-families/apply-to-start-school/> or by calling Customer Contact on 0300 123 2224 or by writing to:

Admissions & Entitlements Team  
County Hall  
Taunton  
Somerset  
TA1 4DY

The School Admissions Team will inform the Governing Body of the school of all applications for places. The Governing Body will then determine whether a place can be offered.

The school follows the LA's timetable for applications, guidelines for late applications and the offer of places.

The national closing date for 2026 places is 15<sup>th</sup> January, 2026. Electronic applications must be submitted by 23.59 on this day.

Pupils will be admitted in the September during the school year in which they attain the age of 5.

### Deferred Entry

Parents can choose for school admission to be deferred, or attendance to be part-time, until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which it was made. Parents of children wishing to defer admission until the following September, will be treated as an in- year admission to year 1. i.e. a place will not be held.

### Admission of Children Outside their Normal Age Group

This section of the policy should be read in conjunction with the guidance on the placement of a pupil outside his or her normal age group. Applications for a child to be placed outside of their normal chronological year group will only be considered under the most exceptional circumstances. The placement of a child outside his or her normal age group is not an appropriate strategy for meeting special educational needs. This is in recognition of the significant and long term impact on children who are placed outside of their normal year group.

Parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group (i.e. to reception rather than year 1). Each request of this nature will be considered on a case by case basis. This request must be made in writing to the school and at the same time as the parent makes an application for their child's normal age group. This request will be considered before national offer day. If the request is approved the application can be withdrawn and the parents reapply for a place for the following year. There is no guarantee a place will be available. If the request is refused the parent may decide to accept the offer of a place in the normal age group, or to refuse it and make an in-year application for admission into Year 1 in line with this school's in-year admission procedures.

## Over Subscription Criteria

The School's current Admission Number is 21 and it is proposed to retain this number. This is the number of places available. Places will be ranked and allocated in strict priority order up to the published admission number using the following admissions criteria:

1. Looked After Children (LAC) and previously Looked After Children (PLAC) from the UK or overseas. (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. Children who at the time of application reside in the ecclesiastical parishes of Enmore or Goathurst;
3. Children with a sibling (living at the same address) attending the school at the time the child will start school
4. Children of school staff;
5. Any further places will be decided by proximity of the child's home to the school, as measured by the shortest distance, using a GIS system.

*First preference applications do not take precedence over second. The school will exceed the admission number in order to avoid splitting siblings of multiple births. In any 'tie breaker' situation places will be decided by straight line distance using a GIS system. If straight line distance is identical a lottery will be necessary.*

## Waiting Lists

Where an application for a place is unsuccessful during the normal admissions round, the application will be kept on a waiting (refusal) list until the end of autumn term (i.e. 31<sup>st</sup> December). Should a place become available it will be offered to the next highest ranked applicant on the list. The waiting list is held in over subscription criteria order.

## Definition of Terms:

The school follows the glossary of terms included at the end of this document.

## Maps

Maps of ecclesiastical parishes are available from the school office, the Diocese of Bath and Wells, and a link is provided on the school website.

## Admission of Pupils During the Academic Year i.e. in year Applications

Parents are encouraged to visit the school prior to applying for a place.

All in year applications for places should be made to the school. Application forms are available from the school office and school website.

Unless there are exceptional circumstances, pupils applying for places at other times will be admitted if:

- a) The year group admission number has not been reached, and
- b) The sum of any three consecutive year groups, including the one being considered, will not exceed 64 children, unless one or more of the year groups concerned is in KS1, in which case we will not exceed 65 children. (NB this does not affect the Normal Admissions Round.)

Applications for places will be considered by the Governing Body's Admissions Subcommittee. This committee will meet within 10 school days of an application being received.

**If multiple applications are received at the same time i.e. before the admissions sub-committee meet, the normal admissions round over-subscription criteria and, if necessary, tie- breaker procedure will be used to allocate places.**

**The school does not operate waiting lists, in any year groups other than Year R as detailed above.**

### Children from Overseas

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application. The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning from overseas to live in the area, provided the application is accompanied by an official letter issued by a Government department declaring a relocation date and unit address or quartering address.

### Appeals

In the event that the school is unable to offer a place for your child you can appeal against that decision. Your appeal should be presented in writing to the Chairman of the School Governors. An Appeals committee comprising of independent members will consider the appeal and make an appropriate independent judgement. You may be accompanied by a friend or request someone to represent you at the Appeal Hearing.

When a judgement has been reached by the Appeals Committee, you will be informed in writing of their decision.

Full details of the appeals procedure can be found in the Appeals Code of Practice [Appeals Code of Practice](#)

<b>Glossary of Terms</b>	
<b>Academic Year</b>	A period commencing with 1 <sup>st</sup> August and ending with the next 31 <sup>st</sup> July, as defined by Section 88M of the SSFA 1998.
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For Academy schools, this is the Academy Trust.
<b>Child Arrangements Orders</b>	Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
<b>Admission Number (or Published Admission Number – PAN))</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
<b>Catchment Area</b>	A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements.
<b>Common Application Form</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish. Often called a CAF.
<b>Composite Prospectus</b>	The prospectus that a local authority is required to publish by 12 <sup>th</sup> September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools and academies in the area (including admission numbers and catchment areas)
<b>Co-ordination/Co-ordinated Scheme</b>	The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round and late applications for primary and secondary schools in their area. There is no requirement for local authorities to co-ordinate in-year admissions, but they can offer to do so if they wish. Own admission authority schools can take in-year applications directly

	from parents, provided they notify their local authority of each application and its outcome.
<b>Determined Admission Arrangements</b>	Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.
<b>Determination Year</b>	The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.
<b>DFE</b>	Department for Education
<b>Education, Health and Care Plan (EHC)</b>	An Education, Health and Care Plan is made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.
<b>Equal Preference with Ranking</b>	This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.
<b>GIS System</b>	Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.
<b>Governing Bodies</b>	School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.
<b>Home address</b>	For the purposes of school admissions, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership, or a minimum six-month rental agreement, may be required together with proof of the child's residency at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contracts or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The admission authority reserves the right to seek further documentary evidence to support your claim to residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering

	<p>area address for a service child will be accepted provided the application is accompanied by an official Government letter that declares a relocation date and a unit postal address or quartering area address. While the purpose of investigations into a child's home address is to reduce the use of fraudulent addresses which gain an advantage over other children, parents should be assured that there will be no automatic withdrawal of an offer of a school place. No parent should feel that unorthodox circumstances will be penalised.</p>
<b>In-year application</b>	<p>An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group. A term to describe the process of enrolling a child at a school other than at the earliest point.</p>
<b>Late Application</b>	<p>Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.</p>
<b>LA</b>	<p>In this policy, this means Somerset County Council acting in their capacity as Local Authority</p>
<b>Looked After Children</b>	<p>Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admission legislation a "looked after child" is a child in public care at the time of application to a school.</p>
<b>National Offer Day</b>	<p>The day each year on which local authorities are required to send the offer of a school place to all parents. For primary pupils, this will be on 16 April, or the next working day.</p>
<b>Net Capacity</b>	<p>The capacity of a school is the number of pupil places available. The net capacity is intended to provide a single, robust and consistent method of assessing the capacity of schools.</p>
<b>Normal Admissions Round</b>	<p>The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadline for parental applications of 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.</p>
<b>Offer Year</b>	<p>The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.</p>
<b>Oversubscription</b>	<p>Where a school has a higher number of applicants than the school's published admission number</p>

<b>Oversubscription Criteria</b>	This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
<b>Parent</b>	Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).
<b>Previously Looked After Children</b>	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)
<b>Reception Class</b>	Defined by section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admissions arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
<b>Sibling</b>	For the purpose of admissions, Somerset LA defines a sibling as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Children will only meet the siblings criterion when they will have a brother or sister (using above definition) on roll at the school they are applying for at the time of admission. E.g. a Year 6 sibling on roll at a Primary school or a Year 11 sibling at a Secondary phase school at the time of application will not be counted.
<b>Special Guardianship Order</b>	See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
<b>Staff</b>	A member of staff is a person who has been employed at the school for two or more years 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.
<b>Summer Born Children</b>	Summer Born children relates to all children born from 1 <sup>st</sup> April to 31 <sup>st</sup> August
<b>Waiting Lists</b>	A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.