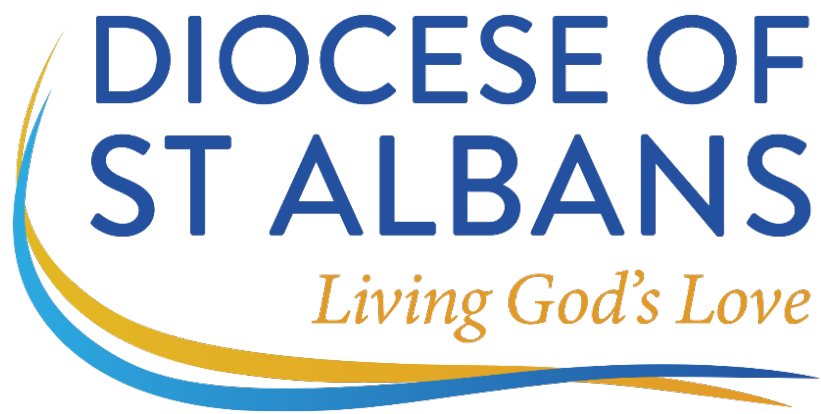




School Admissions

Resource pack

Updated September 2025

Living God's Love in Education: Enabling Life in all its Fullness

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Contents

Checklist for Admission Arrangements	3
Annual timetable for admission process	4
Model Admission Policy 1 – Church Priority Model (Primary)	6
Model Admission Policy 2 – Community Priority Model	12
Model Supplementary Information Form	13
Appeal statement (Reception)	16
Appeal statement (KS2)	20

Use 'Ctrl + Click' on the section title to go straight to the required page

Checklist for Admission Arrangements

All admission arrangements should include:

The academic year to which they apply	
The school's Published Admission Number (PAN) for the normal year of entry (e.g. Reception)	
How to apply as part of the main transfer round, using the LA's common application form (CAF)	
Whether a supplementary information form is needed (NB this can only ask for information not already provided on the CAF)	
For infant and primary schools: a) a child's right to a full-time place from the September of their Reception year b) details of parents' right to defer their child's starting date and information about the parents' right to a part-time place for their child c) clarification that children in the school's nursery (if any) must re-apply for a place in Reception and (where relevant) that infant school children must re-apply for a place in a junior school	
All schools: The process for requesting education out of age group (including but not limited to summer-born Reception applicants)	
For schools with a sixth form, the PAN for external applicants joining year 12, the application process and entry requirements	
Statement that children with an EHCP naming the school will be admitted	
Statement that all children will be admitted if there are fewer applications than available places	
Clear set of oversubscription criteria and an 'effective, clear and fair' tie-break provision	
Definitions of all terms used in the policy (e.g. home address - including where residence is shared, distance, catchment area, sibling, LAC/PLAC/IAPLAC). It is not enough to say that the school uses the LA's definitions	
If faith criteria are used, a clear explanation of eligibility, including period and frequency of attendance at public worship	
How the continuing interest (waiting) list works and for how long it is maintained (it must be until at least 31st December for each school year of admission); the policy must explain that the list is re-ranked each time a place becomes available	
How to make an in-year application, including clarification of whether or not the school is part of the local authority's co-ordinated in-year scheme	
How to appeal against a refusal of a place (main admission round or in-year)	
Note: Your LA may ask you to include a statement that the school complies with the locally agreed Fair Access Protocol and that children admitted under the protocol will be admitted even if the school is full and ahead of any on the waiting list (and over PAN if necessary). If so, the arrangements must make clear that parents of children eligible to be considered under the FAP can still apply to the school using the normal in-year process if they wish.	

Annual timetable for admission process

Policies are set a minimum of 18 months before the academic year to which they relate, e.g.:

- by 28th February **2025** for the academic year 2026-27
- by 28th February **2026** for the academic year 2027-28

All currently relevant admission policies and SIFs should be displayed on the school website (in the second half of the academic year, there should be 3 separate policies on display).

Autumn term	Admissions Committee	Agree/review terms of reference and membership of the Admissions Committee and appoint clerk to committee. Review admission arrangements and decide whether changes are needed. A consultation must be held at least every 7 years and whenever admission arrangements are altered.
Sep/Oct	Consultation - Part 1	Governing bodies must ask for the advice of the Diocesan Board of Education on any proposed changes. Policies should be e-mailed directly to the Diocesan School Admissions Officer. Schools that do not need to consult must still send a copy of their policy to the Diocesan School Admissions Officer and LA once they have agreed it.
1st October to 31st January	Consultation - Part 2	<i>(Consulting schools only)</i> Having taken account of the DBE's comments, governing bodies must consult with the LA and all other maintained schools, parents, and community groups in the relevant areas for a minimum of 6 weeks within this window.
28th February	Determination of policy deadline	Governors must consider any objections, or comments, to their arrangements and take these into account when finalising the policy. Once the arrangements have been determined, all consultees must be notified of the final arrangements within 14 days. All schools must determine their admission arrangements annually by this date.

15 March	Publication deadline	Final determined policy/SIF must be published on school's website; a copy must be sent to the DBE (School Admissions Officer) and to the LA.
15 May	Objections deadline	Following publication, any objections must be made to the Schools Adjudicator by 15 th May.
1 August	In year co-ordination deadline	Schools must inform the LA by this date whether or not they wish to be part of their in-year co-ordination scheme for the year beginning 1 st September or if they will be managing their own in-year admissions.
8 August	LA composite prospectus deadline	The statutory deadline for admission authorities to provide the information the LA needs in order to produce the composite prospectus for all schools (which the LA must publish on-line by 12 th September). In practice most LAs will ask for earlier submission than this, to meet printing deadlines.
31 August	Publication deadline	All admission authorities must publish on their website details of how in-year admissions will be dealt with for the following academic year.
As set by each LA	Notification deadline	Each LA will have its own deadlines for admission authorities to confirm whether they wish to buy into appeal administration schemes and other optional services.

Model Admission Policy 1 – Church Priority Model (Primary)

[Insert name of school and year to which policy applies; schools may also choose to include an ethos statement by way of information for parents but the wording must not imply that support for that ethos is a pre-condition of entry to the school].

The Governing Body is responsible for the admission of pupils to [XXX] Church of England School and has determined a published admission number of [xx] for the academic year 2027-28. This means that the Governing Body will admit [xx] children to Reception/Year 7¹ in the academic year 2027-28 if sufficient applications are received.

[Accessibility statement (if wished): The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities². The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.]

The Local Authority (LA) operates an agreed co-ordinated admissions scheme for the normal admission round for entry to [Reception/Year 7], in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

Applicants must apply to their home LA (the LA where the child lives). The closing date for admission application forms to be received by the home LA is [insert date]. Information for [name of local LA] residents on completing the online application and notification dates of admission decisions are published at [insert link to local LA admissions website].

All applications **must** be made on the **home** Local Authority Common Application Form (CAF).

Parents/carers applying under criterion/criteria [.] are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the closing date for applications. A SIF only needs to be completed if the information, which enables governors to rank applications fairly, is not obtainable through the CAF.

[The Governing Body is required to abide by the maximum limits for infant classes (5-, 6- and 7-year-olds), i.e. 30 pupils per class³]

All successful applicants who have reached their 4th birthday before the first day of September 2027 are entitled to a full-time place. However, please note the following:

¹ Insert appropriate year group.

² Schools are required to indicate their provision for pupils with disabilities in their SEN Information Report; this wording is a suggestion only and should be adapted according to provision at the school.

³ Include only where relevant, i.e. primary schools with infant classes or infant schools.

- (a) These arrangements **do not** apply to our Nursery intake.
- (b) Parents of children currently in our Nursery **must** re-apply for a place in the Reception class.
- (c) Attendance at our Nursery **does not** guarantee a place in Reception.
- (d) Where parents so wish, a child may attend part-time until the child reaches compulsory school age
- (e) Parents offered a Reception place for their child may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age (or the start of the summer term, if earlier). **Summer born children (born 1 April – 31 August)** do not reach compulsory school age until 31st August following their 5th birthday **but must still take up an offer of a Reception place by the start of the summer term**
- (f) If parents do not take up the offered place by the deadline described in paragraph (e) then a new, in-year application will be required for a place in year 1.]

Education of children outside normal age group

Children are normally be educated in their chronological age group. However, a request may be made that a child should be admitted outside their normal age group. Such requests must be made in writing to the Governing Body (by letter addressed to the Governing Body, c/o the school office, accompanied by any evidence the parents wish the Governing Body to consider in support of the application). The Governing Body will consider the request and will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views, the child's academic, social and emotional development; (where relevant) their medical history and the views of a medical professional; whether the child has 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 Governing Body will also take into account the views of the head teacher. The Governing Body will set out the reasons for its decision when informing parents of its decision about the year group the child should be admitted to.

If the Governing Body agrees to the request for out-of-year-group admission then an application must still be made for a place for the child in the school. Approval of an out-of-year-group admission request does not automatically mean that a place will be available in the preferred year group.

There is no right of appeal where a child is offered a place at the school but not in their parent's/carer's preferred age group.

[Deferred entry to Reception for summer-born children

A parent of a summer-born child who wishes their child to start school in the autumn term following their 5th birthday and to be educated 'out of year group' (i.e. in the Reception Year rather than Year 1) should contact the school to discuss their situation at the earliest possible opportunity.

All such parents are advised to apply for a Reception place in their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. However all applications will be considered. The Governing Body will consider each application, taking account of the factors described above.

If the recommended procedure is followed, the Governing Body will respond to the request before any offer of a Reception place is made for the child's normal age group. If the request is agreed, the application for a place in the child's normal age group can be withdrawn.

If the request is refused but the child is offered a place at the school in their normal age group, parents may decide whether or not to accept the offer of that place or refuse it and make an in-year application for admission into Y1 for the September following the child's 5th birthday.

Where a parent's request for out-of-year-group admission for their summer-born child has been agreed, they must make a new application for a Reception place at the school as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

The Governors will admit any pupil with an Education, Health and Care plan (EHCP) which names the school, before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places available. When there are more applications than there are available places, the Governors will admit pupils according to the following criteria in the order of priority set out below. *[Note for schools: the ranking and range of priorities (apart from criterion 1) are illustrative only. It is the responsibility of the Governing body to determine which criteria are appropriate for their school's context; please see DBE admissions guidance for more detailed advice]*

1. Looked after children and previously looked after children, including those children who appear (to the Governing Body) to have been in state care outside England, but 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. Children with a sibling on roll at the school at the time of application
3. Children with known special medical or social needs which only [name of school] can meet. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist
4. Children at least one of whose parents/carers has attended an act of public worship at any Christian Church at least *[e.g. once in every month for at least a year]* immediately before the date of application⁴. Applicants under this criterion must complete a SIF confirming their attendance and have this counter-signed by their priest or minister.
5. Any other children.

⁴ The policy must include a definition of 'Christian church' e.g. 'any church which is a member of the Anglican Communion, Churches Together in England, the Evangelical Alliance or Affinity'.

Explanatory notes

Criterion 1 Looked after children

A **'Looked After Child'** 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criterion 1.

Children who were not 'looked after' immediately before being adopted or made the subject of a child arrangements order or special guardianship order will not be prioritised under criterion 1. [Applications for such children may however be considered under criterion 3].

A **'child arrangements order'** is an order regulating the arrangements for where, when and with whom a child is to live (section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014)).

A **'special guardianship order'** is an order made under section 14A of The Children Act 1989, appointing one or more individuals to be a child's 'special guardian' (or guardians)'.

Children adopted who but appear (to the Governing Body) to have been in state care outside England. A child is regarded as having been in state care outside of England if they were in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The Local Authority's 'Virtual School Head' will be asked to verify all such applications. All applications are considered individually but a successful application should include evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted.

Criterion 2 Sibling

A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent /carer or partner, children looked after or previously looked after. In every case, the sibling must be living permanently at the same home address as the applicant as part of the same family household, at the time of application. A sibling link will not be recognised for children temporarily living in the same house, for example, a child who usually lives with one parent but has temporarily moved or a looked after child in a short-term foster or bridging placement. Where the applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week.

A sibling must be on the roll of the named school at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

Criterion 3 On very exceptional social or medical grounds

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

All schools can support children with a wide range of social and medical needs.

An application made under Criterion 3 must clearly demonstrate why [*name of school*] is the **only one** that can meet your child's need in a way that no other school can and should include recent independent objective evidence, for example from a doctor, psychologist, social worker, or other professional involved with your child, which describes your child's specific need, whether medical or social (for example, exceptional family circumstances).

If [*name of school*] is not the nearest school to your child's home address, the application must clearly explain why closer schools will not meet your child's need.

All evidence must relate specifically to [*name of school*].

A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this criterion.

Criterion 4 'Christian Church' definition

'Christian church' means [e.g. any church which is a member of the Anglican Communion, Churches Together in England, the Evangelical Alliance or Affinity.]

[In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.]

Priority order of applications, distance and tie-break

If any criterion is **over-subscribed** the available places within that criterion will be allocated to those children whose home address is closest to the school, using the LA's computerised mapping system (*explain the system used*). Where two or more addresses are the same distance from the school (e.g. addresses in the same block of flats), the available place(s) will be allocated by means of an independently-supervised, random draw [*explain the process used*].

The address provided must be the child's permanent home address at the time of application. If a child lives at more than one address (for example due to a separation) the address used must be the one where the child lives for the majority of the time. If a child lives at two addresses equally then parents/carers should make a single joint application naming one address. Evidence will be required in order to establish a child's home address for admission purposes.

Twins and multiple births

Where a twin or multiple birth sibling is offered a place at the school [during the normal admission round] then the other twin or multiple birth sibling(s) will also be offered a place, even if this means that the school's published admission number is exceeded.

Waiting List/Late Applications

In the event of more applications than available places the Governors will maintain a waiting list. This list will be maintained until 31st December 2027. The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list. If a place becomes available in the school, it will be offered to the child that best meets the published admission rules at the time. Parents/carers are requested to inform the Governing Body if they wish to remove their child's name from the list.

In-year admissions

Applications can be made at any time for places in any year group outside the normal admissions round.

[EITHER

(Schools opting into the LA in-year co-ordinated scheme)

The school is part of its local authority's coordinated in-year scheme and all in-year applications must be made online to X Local Authority at *[insert link to LA form]*

OR

(Schools opting to handle their own in-year admissions)

All in-year applications must be made direct to the school using the application form available on the school website.]

AND (where relevant)

Applicants under criterion/a [.] must also complete the school's Supplementary Information Form and return this direct to the school, in support of their application.

Fair Access Protocol

The Governors co-operate with the LA's **Fair Access Protocol** for children who are hard to place, and these children will be admitted even if the school is full (and, in the case of [Reception/Year 7] admissions) over PAN if necessary) and ahead of any children on the waiting list. Parents of a child who is eligible for consideration under the Fair Access Protocol may still make an application for an in-year place at the school in line with this policy.

Right to Appeal

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel.

[Note: The wording of this section will depend on whether or not the school has an arrangement with the LA for appeals administration; if it does then alternative wording will be needed].

Full details of the right to appeal will be included in the letter confirming the Governors' decision not to offer a place. The school's appeals timetable is published on the school website. Should an appeal be unsuccessful, the Governing Body will not consider a further application from the same applicant in the same academic year unless there has been a significant and material change in circumstances.

Model Admission Policy 2 – Community Priority Model

The wording of the policy would be the same as Model 1 except for the suggested oversubscription criteria below (the chosen criteria and order of priority should reflect the school's individual context):

The Governors will admit any pupil with an Education, Health and Care plan which names the school before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places available. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in the order of priority set out below.

1. Looked after children and previously looked after children, including those children who appear (to the Governing Body) to have been in state care outside England and but ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but have ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
2. Children with a sibling attending the school at the time of allocation (and expected to still be attending the school at the time of admission).⁵
3. Children with known special medical or social needs which only [name of school] can meet. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as, a doctor, social worker or educational psychologist.⁵⁶
4. Children who live within the Ecclesiastical Parish of XXXXX, as shown on the map attached to this policy
5. Children, at least one of whose parents or carers has attended an act of public worship at least [e.g. *once in every month for at least a year*] immediately before the date of application:⁶⁷ at any Christian Church. Applicants under this criterion must complete a SIF confirming their attendance and have this counter-signed by their priest or minister.
6. Any other children

⁵ Some admission authorities opt to rank catchment siblings above other catchment children and non-catchment siblings below other catchment children

⁶ It is essential that governors base their decisions on written evidence from a professional source.

⁷ Include an example like this of regular attendance. The policy must include a definition of 'Christian church' e.g. 'any church which is a member of the Anglican Communion, Churches Together in England, the Evangelical Alliance or Affinity'.

Model Supplementary Information Form

[Note for schools: this will only be required where information relevant to admission decisions is not already collected as part of the LA's application form; the form should be adapted as necessary to reflect individual policy wording]

[NAME OF SCHOOL] SUPPLEMENTARY INFORMATION FORM (FOR APPLICANTS UNDER OVERSUBSCRIPTION CRITERION/IA [XX] ONLY)
Parents should fill in this form when applying for a place at the school and should ensure that they have read the admission policy prior to completing the form and returning it to the school office
Pupil Information
Surname of child: _____ Other name(s): _____ Date of birth: _____
Parent/Carer Information
Name of parent(s)/carer(s): _____ Home address _____ Home telephone: _____ Daytime telephone (if different): _____ Mobile: _____ Email: _____
Church Information
Which church criterion are you applying under? <i>[if more than one in policy]</i> Criterion: _____
Name and denomination of church(es) attended: _____ Please ask your Priest/Minister to complete the declaration overleaf, in order to confirm your church attendance.
Signed: _____ Name (parent/carers): _____ <i>[Note for schools: you cannot insist that both parents sign the SIF]</i> Date: _____

DECLARATION	
Name of Priest/ Minister completing this declaration: Name and address of place of worship: [Is your church a member of the Anglican Communion? Yes/No If no, is your church a member of Churches Together in England, the Evangelical Alliance or Affinity? –] <i>[delete/amend these questions to reflect policy wording]</i>	
The attendance requirements set out in the Admission Policy are: <i>[set church criteria out in full here, including any definitions and the attendance variation wording if relevant]</i> Has at least one of the child's parents/carers <i>[or whatever policy says on this]</i> attended your church at least [monthly/weekly etc] for a period of at least [one year, etc.] prior to this declaration? YES/NO If no, please set out the period and frequency of attendance below: 	
Signature of Priest/Minister:	Date:
<i>[Where policy takes account of attendance at previous churches:</i> Note to parents/carers: If you previously attended another church (within the required attendance period) please also ask your previous priest/minister to complete the section overleaf.]	

(Continued on next page)

(If relevant: Note: This section only needs to be completed where an applicant is requesting that attendance at a previous place of worship be taken into account for admission purposes.)

Name of Priest/Minister:

Name and address of place of worship:

[Is your church a member of the Anglican Communion? Yes/No

If no, is your church a member of Churches Together in England, the Evangelical Alliance or Affinity? –]

[amend as required to match policy]

Please confirm the length of time during which *[use policy wording e.g. one or more of the child's parents/carers]* attended your church and how frequently he/she attended:

Signature of Minister/Incumbent:

Date:

Model Appeal statement (Reception/KS1)[VA School]¹

Primary Admission Appeal for academic year 2025-2026

Statement subject to Infant Class Size prejudice on behalf of the Governing
Body of [name of school]

Name of child: [XXXXXX]

1. Context

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class to 30 pupils per schoolteacher, except in very limited circumstances. The Governing Body submits that the present case is one where the admission of an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this breach without prejudicing the provision of efficient education or efficient use of resources.

2. Admission arrangements and allocations

2.1. [XXXXX] Church of England School is a Voluntary Aided, one form entry, primary school for children aged between [.. and ..] years of age. The school has a Published Admission Number (PAN) of 30². Year group numbers and class organisation are expected to be as follows when all children for the academic year 2025/2026 have been admitted.

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Reception	30							30
Class 1		30						30
Class 2			31					31
Class 3				29				29
Class 4					31			31
Class 5						30		30
Class 6							30	30
Total	30	30	31	29	31	30	30	211

2.2. Year(s) [] is/are above the Infant Class Size Limit due to *[a successful appeal/the admission of a child under the Fair Access Protocol, etc.]*

2.3. *[Main admission round Reception appeals]* There were [XX] on time applications naming St XXXX School for Reception 2025/2026. 30 places were allocated in accordance with the Governing Body's oversubscription criteria, as follows:

¹ The statement will need to be adapted for an academy or free school

² If the PAN is not 30 or a multiple of 30, it is important to show what the impact of an additional child will have on Infant class size arrangements in the admission year and subsequent years. If the PAN has been different in previous years, then this should be explained.

- **Criterion 1 (LAC) – [X]**³
- **Criterion 2 (XX) – [X]**
- **Criterion 3 (XX) – [XX]**
- **Criterion 4 (XX) – [XX]**
- **Criterion 5 (XX) – [XX]**

[Explain any subsequent changes to the allocation for September entry, where relevant – e.g. where an EHCP naming the school has been issued for an additional child since the allocation date]

Or

2.3 *[Other infant appeals]*

There are [30] children in the current year [R, 1, 2] cohort, who were all admitted using the published determined admission arrangements. [Explain any variation in numbers since the cohort started in Reception e.g. due to pupils leaving the school and, if relevant, the date of the last in-year admission].

2.4. All pupils have been admitted under the published admission rules which comply with the mandatory requirements of the Schools Admission Code 2021 and the School Standards and Framework Act 1998.

2.5. The present application was made under Criterion [x] of the oversubscription criteria. *[For main admission round appeals, explain why the application was rejected e.g. all places allocated under higher categories or prioritisation on the basis of distance; the panel will ask for details of the distance measurement and that of the last child admitted; names of other pupils should **not** be included]*⁴

[Or (other infant appeals)]

2.5 *The present application was made under Criterion [x] of the oversubscription criteria but was rejected as the admission of an additional child would breach the infant class size limit and [the Governors] were satisfied that there were no measures that could be taken to avoid this without prejudicing the provision of an efficient education or efficient use of resources.* ⁴

3. Infant Class Size Limit⁵

3.1. The school has [] full-time equivalent class teachers. There is one full-time equivalent teacher assigned to teach each class.

3.2. In addition to class teachers, the school has a full-time Headteacher and a [0.X] FTE Special Educational Needs Coordinator whose defined management and support roles do not

³ Make sure that these exactly match the published criteria for the relevant admission policy. If distance from home address to the school is the tie-break, then include the distance from school of the last child allocated a place, in metres.

⁴ Address any specific procedural matters raised in the appeal notice, especially if it is alleged that a mistake has been made in the handling of the application. If the timing of the application is key, then include a timeline of the application process. Your local authority may be able to assist with this.

⁵ Staffing arrangements for mixed year group classes will need to be explained in more detail. You may wish to indicate whether any of the support staff are funded by Exceptional Needs Funding, especially if the exceptional needs of the class are highlighted in paragraph 4.3.

include class teaching responsibilities. Class teachers cover the role of [Deputy Head and Key Stage Leaders] and Planning, Preparation and Assessment (PPA) time is covered by [e.g. an HLTA]

- 3.3. At present the school has [] hours of classroom support staff help per week, provided by [outline HLTA, TA and LSA cover]. HLTAs, TAs and LSAs do not meet the definition of 'class teacher' under the School Standards and Framework Act 1998
- 3.4. The school does not employ enough class teachers to allocate a second teacher to the [Reception/Year 1, Year 2 class]. To employ an additional class teacher for an additional child would be an inefficient use of the school's resources and prejudicial to the provision of an efficient education at the school.

4. Reasonableness of the decision to refuse admission

- 4.1. The threshold for finding that an admission authority's decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case is high. Paragraph 4.10 of the School Admission Appeals Code makes clear that the panel must be satisfied that the decision to refuse to admit the child was 'perverse in the light of the admission arrangements' 'beyond the range of responses open to a reasonable decision-maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.
- 4.2. The present case is not so exceptional that the decision to refuse can be deemed to be unreasonable. We understand that a suitable alternative place is available [*within reasonable distance/with allocated school transport*].⁶
- 4.3. [The impact on the school of admitting an additional child to the [R, 1 2] cohort over the infant class size limit would be particularly prejudicial because (***briefly outline here any exceptional factors you wish to highlight, e.g. high numbers of particularly vulnerable children in the cohort***).]

5. Conclusion

- 5.1. All available places in [Reception/year 1/year 2] for 2025/2026 at XXX School have been allocated in accordance with the Governing Body's published admission arrangements.
- 5.2. The School Standards and Framework Act 1998, Section 86, sets out the duties on admission authorities of maintained schools to make arrangements for enabling parents to express a preference and for complying with that preference. However, the duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.
- 5.3. This prejudice can be caused by reason of measures that would need to be taken in order to comply with the infant class size limit of one teacher for every thirty children laid down in law. The Governing Body respectfully submits that this is therefore a case where the Appeal Panel can only allow the appeal if it is satisfied:

⁶ Your local authority should be able to confirm this and also whether school transport is available and whether the Fair Access Protocol is being invoked.

5.3.1. That the admission of an additional child would not breach the infant class size limit; **or**

*5.3.1 That the admission arrangements did not comply with admissions law or were not correctly and impartially applied; **or***

*5.3.1 (If the Panel finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied) that, if they had complied and been correctly and impartially applied, the child would still not have been offered a place; **or***

5.3.1 That the decision to refuse was not one which a reasonable admission authority would make in the circumstances of the case.

5.4 This is not a case where the Governing Body has wrongly applied its admission arrangements⁷, or where those arrangements contravene admissions law. Nor is it a case where the decision is so unreasonable no reasonable Admission Authority would have made it. The Governing Body therefore submits that there is no legal basis for admitting the child to the school and regretfully requests that this appeal should not be upheld.

The Governing Body of St [XXXX] School

[Date]

⁷ If it is clear that a mistake has been made and that the child would have been admitted if the mistake had not been made, then the child should be admitted without the need for an appeal hearing.

Model Appeal statement (KS2) [VA School]

[Note: this model is for an in-year application where Infant Class Size legislation does NOT apply; example is for a junior class in a one-form entry VA primary school and should be adapted as necessary for other schools]

Statement on behalf of the Governing Body of XXXX VA [Primary] School

Year [] In-year Admission Appeal for Academic Year 2025-2026

Name of child: [XXXXX]

1. Information about the school

- 1.1. XXXX [Primary School] is a one-form entry school which caters for children aged [4 to 11] years.
- 1.2. The Published Admission Number for 2025/26 is []¹. The Net Capacity for the school is [] and the Indicated Admission Number (IAN) is [].
- 1.3. Year group numbers and class organisation for the academic year 2025/2026 are as follows:

Rec	1	2	3	4	5	6	Total
30	30	30	30	30	30	30	210

[Adapt as appropriate]

- 1.4. [Year[s] [R,1 2] are above the Infant Class Size Limit due to (e.g. *previous successful appeals, admission of FAP children, etc.*)]
- 1.5. All available places have been allocated in accordance with the Governing Body's published admission criteria, which comply with the mandatory requirements of the School Admissions Code 2021 and the School Standards and Framework Act, 1998.
- 1.6. The present appeal relates to an 'in-year' application for admission to the current year [] class. **EITHER:** The School has delegated the processing of in-year admission applications to its local authority ([XXX] County Council), in accordance with that authority's published coordinated in-year admissions scheme, but the School remains the admitting authority. **OR:** The School is not part of its local authority's in-year coordinated admissions scheme]. The application was refused because the admission of an additional child to the cohort would cause prejudice to the provision of an efficient education or the efficient use of resources.²

¹ If the PAN has been different in previous years, then this should be explained.

² The timing of the appellant's application and the category of application may be relevant, e.g. if a place in the cohort has become available since the application was first made but there were a number of children on the waiting list and the place has been allocated to another child who ranked higher under the school's oversubscription criteria. If so, it is advisable to include information about this in the statement or at least to have it available for the panel at the hearing, so that the school can demonstrate that the oversubscription criteria have been correctly applied. The applicant's position on the waiting list should not be disclosed. The local authority should be able to confirm the dates of application if the school is part of the coordinated scheme. Your local authority should also be able to confirm whether the child has been allocated a place at another school.

1.7. The last child admitted to the Year [] class was admitted on [].

1.8. *[Address any specific claim in the appeal notice that the application was processed incorrectly].*³

2. Staffing *[adapt as necessary]*

2.1. The school has [.] full-time equivalent (FTE) class teachers ([.] FTE teacher per year group). *[All] class teachers have additional subject leader responsibilities.*

2.2. The School has a *[full-time Headteacher]*, a *[part-time (0.[])] Deputy Headteacher* and a *[0.[]]* equivalent Special Educational Needs Coordinator. The Deputy Headteacher *[also has class teaching responsibilities.]*

2.3. The school has [] Higher Level Teaching Assistants (HLTAs), [] teaching assistants (TAs) and [] Learning Support Assistants (LSAs), working throughout Reception to Year 6. They provide a total of [] hours' support. Their support is shared amongst the classes depending on need. Class teachers' Planning, Preparation and Assessment time (PPA) is covered by [].

2.4. *[Mention any significant staffing difficulties here, e.g. unfilled vacancies, long-term absence rates, current difficulty in securing supply staff, etc., reductions in staffing due to financial pressures, making clear the impact on pupils and on staff wellbeing]*

3. Accommodation

3.1. The school was originally built in [XX]. *[Outline the school's original purpose and any subsequent changes to the site and buildings, if relevant, e.g. additional classrooms built to meet expanded numbers].*

3.2. The school's buildings were not designed to meet the needs of current best practice in teaching or the demands of the National Curriculum. In particular, the arrangement of the building is not designed to accommodate work by staff with individual pupils or small groups of pupils outside the main classrooms.

3.3. *[Outline any difficulties caused by the specific nature of the school site and buildings, e.g.:*

- *Pressure on specific spaces such as school hall, dining room and corridors*
 - *Physical impact on specific activities, e.g. sport, computing, DT, science, music*
 - *Impact on operation of school due to constraints of buildings (e.g. congestion, several dining room sittings, whole school not being able to meet in school hall, lack of library space, limits on use of playground)*
- [section deleted.]*

4. Particular challenges of Year [] cohort

4.1. Children with Special Educational Needs

³ Address any specific procedural matters raised in the appeal notice, especially if it is alleged that a mistake has been made in the handling of the application. If it is clear that a mistake has been made and that the child would have been admitted if the mistake had not been made, then the child should be admitted without the need for an appeal hearing.

[]% of the children in the cohort are on the school's register of Special Educational Needs and [] have Education Health & Care Plans (EHCPs). Each of these children requires individual planning and interventions.⁴ The number of children on-roll at the school with an identified special need in 2025/2026 is as follows:

Year Group	SEN Support	EHC Plan	Total
Reception			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Overall Total			

4.2. Pupils with English as an additional language (EAL)

There are [] EAL children in this cohort. These pupils require additional support in order to be able to access the Year [] curriculum, but the school receives no additional funding to meet these needs.

[Add any other cohort-specific factors, e.g. physical arrangement of classroom due to needs of cohort, impact of staffing absence or movement mid-year, impact of high mobility within cohort, impact of pandemic, etc.]

5. Quality of Teaching

- 5.1. The National Curriculum has significantly increased the expectations for each age-group and has raised the level of challenge for all pupils. As children develop, the spread of ability within the class widens and the gap between the most and least able becomes more pronounced. The class teacher is responsible for providing a coherent and relevant educational programme for all children taking into account their different abilities and rates of progress. *[This is especially challenging where, as here, there is a wide spread of ability within a class and a number of pupils with additional needs, including children for whom English is not their first language].*
- 5.2. Every child within a cohort requires a significant amount of teacher time for accurate lesson-planning, appropriate differentiation, monitoring and assessment. Teachers are required to make complex and detailed observations of pupils' needs and progress and to plan and implement swift interventions where necessary.
- 5.3. Facilitating the integration of new children into a class involves complex observations so that any additional educational needs are identified as soon as possible. It is also important to provide appropriate pastoral support at the start of a child's time at a new school. Managing the changes to classroom dynamics and properly assessing a newcomer places additional pressure on a teacher's time.

⁴ You may wish to indicate whether any of the support staff are funded by Exceptional Needs Funding, if relevant. If several outside agencies have been involved with the cohort, then it may be helpful to include general mention of this (as far as confidentiality allows)

- 5.4. The Governing Body believes that admitting even one additional pupil to the Year [] cohort would add to the considerable workload of the class teacher and prejudice the school's ability to provide an efficient education to the class as a whole. This is particularly true at a time when the school is still focused on mitigating the significant adverse impact of the COVID pandemic on pupil's learning and wellbeing.

6. Conclusion

- 6.1. All available places at [XXXX] School have been allocated in accordance with the Governing Body's admissions rules.
- 6.2. The Schools Standards and Framework Act 1998, Section 86, sets out the duties on admission authorities to make arrangements for enabling parents to express a preference and for complying with that preference. However, the duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.
- 6.3. The Governing Body believes that the admission of an additional child would place undue pressure on teaching staff and school resources and would adversely impact on the school's ability to meet the needs of pupils already within this cohort. For these reasons, the Governing Body believes that the admission of an additional child would cause prejudice to the efficient education of the School's pupils and the efficient use of the School's resources, and for that reason must regretfully request that this appeal should not be upheld.

The Governing Body of [XXX] School

Date: