Five Acres Primary School

Admissions policy

2026–27

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Admissions policy 2026–27

This policy explains how families apply for places at Five Acres Primary School during the 2026–27 academic year. Oxfordshire County Council is the admission authority and manages admissions for this community school. Nursery admissions are covered by a separate policy.

Contents

1. Aims 3
2. Legislation and statutory requirements 3
3. Definitions 3
4. How to apply 4
5. Requests for admission outside the normal age group 4
6. Allocation of places 4
7. In-year admissions 6
8. Appeals 6
9. Monitoring arrangements 6

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Note this policy applies to school admissions, we have a separate policy for nursery admissions.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code 2022

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A parent is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Reception applications | Oxfordshire County Council

Moving to a different school | Oxfordshire County Council

5. Requests for admission outside the normal age group

Parents may request admission outside their child's normal age group, including delayed Reception entry for summer-born children. An EHC plan is not a prerequisite. Parents should contact Oxfordshire County Council (OCC), the admission authority, and discuss the request with the headteacher.

OCC considers each request individually in the child's best interests. It considers parental views, academic, social and emotional development, relevant medical information, previous education outside the normal age group, prematurity where relevant, and the headteacher's views. Parents will receive written reasons for the decision.

Where agreed, the application is considered through the normal admissions round wherever possible and against the published admission arrangements, without lower priority because of the child's age. Agreement to a different year group does not guarantee a school place.

Parents can appeal against refusal of a school place, but there is no statutory admission appeal solely against the year group offered. Concerns about the handling of an age-group request should be raised through OCC's complaints procedure. Decisions concerning an EHC plan follow the applicable SEND processes.

Delayed entry guidance and request form | Oxfordshire County Council

6. Allocation of places

6.1 Published admission number (PAN)

The published admission number (PAN) for entry to Reception in September 2026 is 60 pupils. The variation reducing Reception admissions to 30 applied to 2025–26 only.

6.2 Oversubscription criteria and fair access

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria of the Local Authority for the current year, in order, until all places are filled.

Determined admission arrangements and oversubscription criteria 2026–27 | Oxfordshire County Council

Determined Fair Access Protocol 2026–27 | Oxfordshire County Council

6.3 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Delay reception application | Oxfordshire County Council

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.5 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.6 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available, parents can ask OCC for their child to be placed on the waiting list for the relevant year group. Places are allocated using the published oversubscription criteria, rather than the length of time a child has waited. Waiting-list membership is managed in accordance with OCC's 2026–27 arrangements.

Applications for in-year admissions can be found on the link below:

Preparing to change school | Oxfordshire County Council

Paper applications

If parents are unable or do not wish to apply online they can apply on paper using the Common Application Form. A copy of this form is available online as well as from all state-funded mainstream primary and infant schools and County Hall.

OCC aims to notify parents of the outcome of their in-year application within 10 school days and must do so within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, please follow the link for guidance regarding the process and the appeals timetable:

Appealing for a school place | Oxfordshire County Council

OCC administers appeals for Five Acres Primary School. The current process, appeal form and timetable are available through the link above.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board annually.

Whenever changes to admission arrangements are proposed in the future (except where the change is an increase to the published admission number), the Local Authority will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will last at least 6 weeks between 1 October and 31 January in the determination year, as required by the School Admissions Code. OCC's determined arrangements apply for the relevant admission year; this school policy does not amend those arrangements.

Reference documents

OCC admission rules and policies
OCC published admission numbers 2026–27
OCC in-year admissions scheme 2026–27
School Admissions Code 2021
School Admission Appeals Code 2022