



Admissions Policy

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Ratified by: Governing Board	Date: 25/11/2025	Next Review: 24/11/2026

Aspire, Believe, Achieve

Shine like stars in the sky

Philippians 2:15

INTRODUCTION

The Manor Primary is a Voluntary Controlled Primary School and the published Admission Number is 30.

PUBLISHED ADMISSION NUMBER (PAN).

The Published Admission Number for the Reception Class is 30 and this is also the number of places available in other year groups. In accordance with infant class size legislation, the Governors are not in a position to breach their admissions number of 30 for Reception or Key Stage one. Exceptions for this are:

Multiple births if it would mean splitting children because one would be the 31st child.

Within reasonable capacity military personnel posted to the area after the due deadline and who have the correct documentation to confirm this.

ADMISSION

Pupils are normally admitted in the September of the school year in which they reach their fourth birthday.

DEFERRED ADMISSION.

However, in accordance with the 2014 Admissions Code, where a place has actually been offered, a parent can request that the date their child is admitted to school is deferred until later in the academic year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Deferred admissions will follow South Gloucestershire Council's formal statement. A Parent seeking such a deferment should make this clear at the time of applying for a place.

ADMISSION OUTSIDE OF THE NORMAL AGE GROUP (Retained or Accelerated Entry).

Children born in the summer and whose parent does not wish them to start school until the term after their 4th birthday will have to make a separate in-year application for outside of their normal age group for the following academic year unless there is a professional agreement that joining a different group is in the best interests of the child in which case a common application form will have to be completed for admission to reception in that academic year. There is no guarantee of a place within a different year group if a parent decides to defer their child starting school – all applications would be subject to a place being available within the requested year group and will be determined by South Gloucestershire Council Admissions Department.

PART-TIME ATTENDANCE.

A Parent /carer can also request that their child attends part-time until the child reaches compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week or as agreed with the school.

MAKING AN APPLICATION

In accordance with the national arrangements and the local scheme of coordination, applications for a place in Reception must be made by a parent / carer on a common application form and submitted to South Gloucestershire Local Authority (LA) by 15th January. The form for completion by residents of South Gloucestershire is on the Council's website (for on-line applications go to www.southglos.gov.uk/admissions) and is also included in the booklet for a parent / carer, available from South Gloucestershire Primary Schools and South Gloucestershire Student Access & Support Team, from the beginning of the academic year.

After the agreed Local Authority deadline, the South Gloucestershire Admissions and Transport Team will allocate the spaces and inform the School of all applications

IN-YEAR ADMISSIONS.

In the event of a request for an In-Year Admission (an application for a place during the academic school year), an application has to be made via South Gloucestershire Council using an on-line application form.

Places will be allocated having regard to those children living closest to the school. The distances from the home address to school will be measured in a direct line between the address point of the child's home and a central point within the main school building using the Local Authority's computerized mapping system.

Children with a statement of Special Educational Needs or Education Health Care Plan (EHCP).

These children take priority. The Local Authority is responsible for issuing the Statement, and for consulting with parents.

Home address. A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer.