

Grove
Learning Trust

Admissions Policy
2026/27

Version	Date	Status	Author (AU) / Approver (AP)
Draft 01	15/10/2024	Completion of first draft. Changes proposed since the 2025/26 policy: Addition of schools that have joined the trust • Millbrook Primary • Peatmoor Primary • Shaw Ridge Primary • Haydonleigh Primary Southfield Junior School – reduction in PAN from 45 to 30 to reflect the demographics of the community and known numbers feeding in from Eastrop Infant School. Wroughton Junior School – increase in PAN from 60 back to 90 (capacity) to reflect the demographics of community and known numbers feeding in from Wroughton Infant School. Haydonleigh Primary School – reduction in PAN from 90 to 60 to reflect the demographics of the community and birth rate predication provided by Swindon Borough Council.	AW (AU)
Draft 02	19/12/2024	Oversubscription criteria adjusted following feedback from SBC – those attending a feeder Nursery moved to end of criteria. Clearer definition of a feeder school and nursery, naming GLT schools with a nursery.	SR (AU)
	17/09/2025	Typing error corrected for clarification in oversubscription criteria point 4.	SR (AU)

		Feeder schools added to oversubscription criteria point 3 as advised by SBC.	

Introduction

Grove Learning Trust (GLT) is the admissions authority for all GLT schools listed below.

This document sets out the policy of GLT with respect to admissions for the academic year 2026/2027 for these schools.

School	Published Admissions Number (PAN)
Eastrop Infant School	45
Southfield Junior School	30
Wroughton Infant School	60
Wroughton Junior School	90
Oakhurst Community Primary School	60
Millbrook Primary School	45
Peatmoor Community Primary School	30
Shaw Ridge Primary School	60
Haydonleigh Primary School	60

This policy aims to:

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

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

As a multi academy trust, GLT is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the **School Standards and Framework Act 1998**. This policy complies with GLT funding agreement and articles of association.

1. Timing of Admission

Pupils will normally be admitted at age four in the September of the school year in which they reach their fifth birthday. Parents/carers have the right to request that their child's start date at school is deferred until the term after their child's fifth birthday. A child must legally be in full-time education in the term following their fifth birthday.

Parents/carers need to apply for a transfer to a junior school if their child currently attends an infant school and is in Year 2. A child doesn't automatically qualify for a place if they attend the related infant school.

Parents/carers with children at Eastrop Infant School and Wroughton Infant School will need to apply for a transfer to the junior school of their choice.

2. Admissions Procedure

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance with the scheme procedures.

Full details of the scheme can be found on Swindon Borough Council website at https://www.swindon.gov.uk/info/20032/schools_and_education In brief the scheme is outlined below:

- Parents/carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Local Authority Admissions Team. Parents/carers can express a preference for up to 3 schools. The trust strongly recommends that parents/carers do select three schools and submits them in order of preference.
- The closing date for all applications is the 15th January 2026. All applications must be submitted by this date.
- Offers will be made to parents/carers by Swindon Local Authority on 15th April 2026.
- Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.
- Parents / carers must accept or refuse the offer of a school place by 30th April 2026.

3. Oversubscription Criteria and Catchment Area

When applications for admission exceed the number of places available in any year group the oversubscription criteria is applied, to decide which pupils to admit. The oversubscription criteria are used to allocate any places that become available for in year admissions.

1. A child who has an Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's EHCP.

2. A looked after child or previously looked after child. And those that have been in state care outside of England.

A looked after child or a child that was previously looked after within and outside England but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

3. Any child that is attending a feeder school at the time the application is submitted.
    - Eastrop Infant School is a feeder to Southfield Junior School.
    - Wroughton Infant School is a feeder to Wroughton Junior School.

4. Any child who has a sibling attending the school / a feeder school at the time of admissions.
    - Eastrop Infant School is a feeder to Southfield Junior School.
    - Wroughton Infant School is a feeder to Wroughton Junior School.

5. Distance - The remaining spaces will be allocated to all other applicants and those who don't fall into the above categories, with priority given to those who live closest to the school. Distances supplied by the Local Authority will be used. The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school address with those living closest to school receiving higher priority.

6. Any child that is attending a feeder Nursery at the time the application is submitted. - *see section 5 for feeder Nursery definition.*

4. Decider

Decider In all cases where schools are oversubscribed, distance measured as a straight line will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated, and any previous random order will be discarded.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

5. Definitions and Details

Education, Health and Care Plan

Children with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their EHCP. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

Looked After Child

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 (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously Looked After Child

A 'previously looked after child' is a child who:

- ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or
- became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)
- including those who appear (to the admission authority, GLT) to have been in state care outside of England and ceased to be in care as a result of being adopted.

If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA and the trust reserve the right to ask the parent/carer to provide this.

Feeder Nursery

A feeder Nursery (referred to as pre-school in some settings), refers to a GLT operated Nursery provision attached to a GLT school.

- Eastrop Nursery is a feeder to Eastrop Infant School
- Oakhurst Nursery is a feeder to Oakhurst Community Primary School
- Millbrook Nursery is a feeder to Millbrook Primary School
- Shaw Ridge Nursery is a feeder to Shaw Ridge Primary

Sibling

A sibling is defined as a child attending the school at the same time as the applicant is due to be admitted, who is a;

- brother or sister;
- half brother or sister
- adopted brother or sister
- stepbrother or sister, or
- the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for an Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

Catchment Area / Distance from School

GLT schools do not have a designated catchment area and distance within the geographical area set around the school from which children are admitted determines admissions criteria. The address that determines a child's distance from the school is the place where they ordinarily reside with their parent/carer(s) or legal guardian(s). If there is a joint address, please see the Home Address section below to determine which address will be used. Distances supplied by the Local Authority will be used. The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school address with those living closest to school receiving higher priority.

Multiple Births

The school will endeavour to place siblings born at the same time (e.g., twins, triplets etc). If necessary, the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single teacher. However, additional children may be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code. Twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class size or until the class numbers fall back to the current infant class size limit.

Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The trust will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the Trust will consider the home address to be with the parent/carer with primary day to day care of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents/carers do not agree on the child's home address. Parents/carers are urged to reach agreement but where they do not, the Trust will determine the home address.

Waiting List

If your child has been refused a place at the school, they will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent/carer has made that request or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. The LA will keep a waiting list for each year group for one academic year therefore parents/carers will need to reapply if they are unable to secure a place in the school at the end of the academic year for the next academic year.

Late Applications

The closing date for applications is the 15th January 2026. Applications may be submitted after this date, but they will be considered as late application, which means they will not be considered until all the on-time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance. The LA will continue to co-ordinate with other LAs for late applications unless the parent/carer has a confirmed move to the Swindon area.

Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent/carer but who has a court order giving parental responsibility to them.

Shared responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the school will ask parents/carers to agree on the school applied for, or if that is not possible the LA will ask the parent/carer to seek a Specific Issues Order through the courts to gain the authority to make an application.

In the absence of a parental agreement or either of the parents/carers obtaining a court order determining the issue, the Trust will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address as defined below.

(In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered by the Trust in reaching a decision on the home address for admissions purposes.)

6. Applications outside the Normal Age of Admission

Parents/carers may request that their child is admitted outside of their normal age group. They should include a request with their application, specifying any reason why admission out of normal age group is being requested. The trust will decide based on the circumstances of the case and in the best interests of the child concerned. The trust will ask parents/carers to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. A form for parents/carers to complete is available on request from Swindon Borough Council School Admissions.

The trust will consider:

- The parents/carers views
- The views of the school's headteacher
- Information about the child's academic, social and emotional development submitted by the parent/carer
- Information about the child's medical history and the views of a relevant medical professional submitted by the parent/carer
- Whether the child has previously been educated out of their normal age group
- Guidance from the Department for Education on the admission of summer-born children to Reception
- Whether the child may have fallen into a lower age group if it not for being born prematurely

Parents/carers should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

The trust will reach a decision on which year group is appropriate for the child. The Trust will then reach a decision whether a place can be offered as it would any application in that Year Group. The trust must make decisions on the circumstances of each case, informing parents/carers of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the Local Authority may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

7. Availability of School Place

All children are entitled to a full-time place in the September following their 4th birthday. Parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where a parent/carer wishes for their child to attend part time, this should be discussed with the Head Teacher.

8. Delayed Admission to Reception

Delayed admission is where a summer-born child delays admission into a reception class until the start of the September after the fifth birthday and not the September after the fourth birthday. This means admission would be out of the normal age group. A summer born child is one whose birthday is between 1 April and 31 August.

Parents/carers of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory school age. Parents/carers are advised to visit and contact the school so that they can explain the provision that is on offer to children in the reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school.

This is an opportunity to discuss any concerns parents/carers have about the child's
readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.

As with any request for admission outside a child's normal age group, the trust will have two decisions to make:

1. it must first decide on the age group the child should be admitted to
2. it then decides whether a place can be offered in that age group.

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it would be helpful for parents/carers to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

The process in Swindon is that the parent/carer is encouraged to make an application for the child's normal age group at the usual time and make a request for delayed admission at the same time. This enables the LA to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent/carer before a place is offered and the parent/carer will then make a fresh application in the next normal admissions round. If the request is refused, the application for the normal age group will continue in the process and an offer of a school place will be made on national offer day. Parents/carers can then decide to accept the school place, defer to a later start date (see below) or defer until their child's admission until Year One for the following September, when they would be statutory school age. Please note that if the parent/carer would like their child to start at the school allocated in Year 1 they would need to start school in the last academic term (April) for the place to be held for their child. Otherwise, the school place will be removed, and the parent/carer will need to make a new application for a school place in Year 1.

In reaching a decision, the trust will consider the circumstances of the case as would be the case with any request for admission outside the normal age group. The decision will be made in the best interests of the child and will be set out in writing for the parent/carer. The Trust recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time.
Delayed admission is not an opportunity for a child to retake the reception year.

There is no right of appeal if a parent/carer is offered a place, but it is not in the year group they would like. They may make a complaint through the GLT complaints procedure if they are unhappy with a decision.

9. Deferred admissions

Parents/carers can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered, and admission cannot be delayed beyond the statutory school start date.

Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

Delayed admission should not be confused with deferred admission which involves putting off admission to the reception class within the same academic year. Deferred admission children remain in their chronological year group.

10. Published Admissions Number

Each school will operate with a Published Admission Number (PAN) for its intake year(s). This will be determined by the admission authority for the school (GLT) as part of the admission arrangements. Once determined, this will be the minimum number of children to be admitted throughout that intake Year should there be sufficient demand.

At any time after determination, the admission authority for an Academy may increase the PAN where it identifies that it has additional demand for places and those additional admissions would not prejudice efficient education or the efficient use of resources.

The LA must be informed in good time to adjust the offers of places in line with the increased PAN. A PAN cannot be reduced after determination without a variation being approved by the Office of the School's Adjudicator or from the Education and Skills Funding Agency. This would follow a request by the admission authority, successfully demonstrating that there had been a significant and unforeseen change in circumstances at the school.

While in most cases, the PAN for the cohort will become the Admission Number (AN) at the end of the intake year, it may be amended to reflect a change in circumstances at the school.

11. Co-ordinated scheme

Any application for a place within the normal round of admissions is made through Swindon Borough Council. All GLT schools operate within the LA's co-ordinated scheme. The Local Authority are responsible for determining key dates for the admissions round.

12. Appeals Procedure

Parents/carers have a right of appeal to an independent panel against any decision made by or on behalf of the LA as to the school at which education is to be provided for their child. Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. For appeals for September 2026 a timetable for hearing appeals will be published by 28th February 2026 and be available on the Local Authority website.

Applicants should make the appeal using the link provided on their refusal letter using the link below. https://www.swindon.gov.uk/forms/form/439/en/a

For any issues regarding making an online appeal parents/carers to contact the Appeals Clerk on 01793 445500 or email admissionappeals@swindon.gov.uk

13. Fair Access Protocol

All GLT schools recognise the Local Authority's Fair Access Protocols and will adhere to these.

14. Children of UK Service Personnel

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible.

15. In-year admissions

Applications for a place at the school outside the normal admission round should be made to Swindon Borough Council using the In-year Admission Form through the In-year Coordinated Scheme.

- The LA will consider applications on behalf of the school according to the published admission number and oversubscription criteria the school.
- The outcome of the application will be notified by letter. If the child is accepted, then it is expected that the place is accepted within 10 days and the parent should contact the school to arrange a mutually agreed start date. The child is expected to start within 28 days.
- If a child is refused, they will be placed on the waiting list.

LA coordinated dates for 2026-27:

Relevant Year Group	Reception (Yr. 0)
For children born between	between 1 September 2021 and 31 August 2022
Applications can be made from	1 September 2025
Maximum number of preferences	3
Deadline for on time applications	15 January 2026
Deadline for proof and changes of address to be received	15 March 2026
Offers made to Swindon residents	15 April 2026
Deadline for parents/carers to accept place	30 April 2026

Consultation Process

- Admissions Team at Swindon Borough Council
- Local Authority
- Swindon Primary Schools
- GLT Schools
- GLT stakeholders
- Neighbouring Authorities

Review

Next Review	Oct 2025