



## **Primary Phase Admissions Policy 2025 – 2026**

### **St Leonard's CE Academy**

*Living and Learning Together With God's Help*

*St Leonard's CE Primary Academy is part of the Blue Kite Academy Trust.*

The Blue Kite Academy Trust, a charitable company limited by guarantee registered in England and Wales,  
c/o Ferndale Primary and Nursery School, Wiltshire Avenue, Swindon SN2 1NX. Registered Company Number 09889819

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### 1. Introduction

St Leonard’s CE Academy is a 4-11 Academy with a faith designation and a Christian ethos that is distinctive and inclusive. St Leonard’s CE Academy is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

### 2. Ethos statement

#### **Vision**

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England’s Vision for Education 2016, “Deeply Christian, Serving the Common Good”, which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

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## Purpose

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

### 3. Scope/ aims

This document sets out the admission arrangements of St Leonard's Church of England Academy. For the purposes of this policy, Blue Kite Academy Trust is the admission authority.

### 4. Admission Numbers

In 2025, St Leonard's CE Academy has an admission number of 30 for entry in year Reception.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

### 5. Application Process

- 5.1 Applications for admission to the Academy should be made using the Local Authority Common Application Form by the national closing date of **15th January 2025**.
- 5.2 The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April 2025** or the next working day.
- 5.3 The Academy will admit any pupils with an Education, Health and Care plan naming the Academy. Priority will then be given to those children who meet the criteria set out below.
- 5.4 Those parents wishing to have their application considered under the faith criterion must complete a Supplementary Information Form (SIF) which is included at the end of this document and is available on the Academy's website: <https://www.stleonardsblunsdon.org.uk/> This must be submitted by post by the advertised closure date to the following address: St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP.

### 6. Oversubscription Criteria

1. **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**  
A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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A "Looked After Child" (LAC) 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.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## 2. **Siblings of pupils attending the school at the time of entry to the school**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school

## 3. **Faith-based**

Remaining places will be allocated to children or whose parent/ carer attends worship at a Christian Church (defined as a minimum of two occasions out of four weeks per month for a period of not less than 6 months prior to application).

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer.

## 4. **Distance from school**

Proximity to the school with those living closest to the school having priority calculated by:

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In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time)

**5. If any places still remain, they will be allocated to other children.**

## 7. Tiebreaker

### Proximity to the Academy

7.1 Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

7.2 In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## 8. Late Applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

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## 9. In-Year Admissions

From time to time a place becomes available further up the Academy. The allocation of places is in accordance with the admissions criteria (below).

**The school is part of the Swindon Borough Council in-year co-ordinated application scheme. Parents may apply via the Local Authority using the Local Authority Common Application Form.**

## 10. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have 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 Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. [An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.]

## 11. Waiting Lists and Admissions Criteria (In-year)

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31st December of the admission year.

This will be maintained by the individual Academy, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**.

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Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it:**

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)
2. Siblings of pupils attending the school at the time of entry to the school
3. Faith-based
4. Distance from school
5. If any places remain, they will be allocated to other children

## 12. Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions at Swindon Borough Council **within 20 days** of the date of the letter refusing your child a place at the Academy for information on how to appeal.

Information on the timetable for the appeals process is on our website at [St Leonard's CE Primary Academy - St Leonard's CE Primary Academy \(stleonardsblunsdon.org.uk\)](http://StLeonardsBlunsdon.org.uk).

## 13. School Age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

## 14. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

## 15. Address Definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

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## 16. Enquiries

All enquiries should be sent to Admissions at St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP.

## 17. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: "Is this policy and practice underpinned by our vision and values?" and "What is the impact of our vision and values on those subject to the policy?". This is a key focus of our ongoing development of policy and practice.

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## School Admissions Supplementary Information Form (SIF)

This supplementary information form (in addition to the local authority form) should be used if you wish to apply for a place related to Faith.

The supplementary information should be returned directly to the school at **St Leonard's CE Primary Academy, Linley Road, Blunsdon, SN26 7AP by 15<sup>th</sup> January 2025**

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

**PLEASE COMPLETE IN BLOCK CAPITALS**

Parent or Carer Details			
Forename:		Surname:	
Relationship to the child:			
Home Address:			
Telephone number (Home):		Telephone number (Mobile or work):	
Email address:			

Child's Details			
Legal Forename(s):		Legal Surname:	
Date of Birth:	D	D	M M Y Y
Current Home Address:			

**If you or your child regularly worship at a Christian Church, please complete this section.**

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed

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to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: [National Designated Churches](#)

Do you or your child regularly worship in an Anglican Church or any other Christian Church?:

Yes/No

If yes, please enter the name and address of the Church:

**Please ask the religious leader of your place of worship to complete the section below**

**Religious leader's recommendation**

To the best of my knowledge the above parent and/or child attends religious services at the Church named above.

Please tick to identify whether they are either 'at the heart of the church' or 'attached to the church':

**At the heart of the Church:**

Yes/No

**Attached to the church:**

Yes/No

An applicant "at the heart of the church" would be a regular worshipper who worships twice a month. To accommodate difficult patterns of work and family relationships, account should be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents.

An applicant "attached to the church" means an infrequent worshipper, i.e., who has worshipped less than twice a month or for less than two years prior to the date of application.

Please enter the name and address of the Church:

Signed (religious leader):

Date:

Name (printed):

Position:

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<b>Declaration</b>			
<p>I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.</p> <p>I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and personal data may be exchanged with other departments within the local authority, other local authorities and the admission authority.</p> <p>I understand that if I submit this form or any evidence after the closing date it may not be considered until after the national offer day.</p>			
Signed (parent/carer):		Date:	

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