



**BRAMCOTE CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**ADMISSIONS POLICY  
2027-28**

## Policy Review / Amendments

<p><b>February 2024</b></p>	<p><b>Amendment of dates</b> to be in line with closing date for admissions and national offer day.</p> <p><b>Page 2 – Point 5 – addition of</b> or as an attachment to their LA online form.</p> <p><b>Page 3 – Admissions Criteria for 2025-26, first paragraph addition of</b> or as an attachment to their LA online form.</p> <p><b>Page 4- Offering a first time admission to school (reception year) place -Amendment</b> -National offer day from 16<sup>th</sup> April 2024 to 16<sup>th</sup> April 2025.</p>
<p><b>February 2025</b></p>	<p><b>Page 2 – Point 3 &amp; point 5 – Change</b> of year from 2025 to 2026</p> <p><b>Page 3 – End of first paragraph – Change</b> of year from 2025-2026</p> <p><b>Page 4 – Offering a first time admission to school (reception year) place – change</b> of year for National Offer day from 2025-2026</p> <p><b>Page 10 Appendix 4 – Updated dates for Nottinghamshire Primary Coordinated Scheme – 2025-26</b></p>
<p><b>February 2026</b></p>	<p><b>All dates updated</b></p> <p><b>Page 3: Sentence re-worded under how to apply:</b> to read, Completion of this form is only necessary if you are applying under the school’s Faith-based criteria. Not completing the form will not disadvantage applications made under other criteria. Please return back to the school or upload as an attachment to the LA online application by the LA deadline of 15 January 2027. This recognises that parents are not required to complete the Supplementary Information Form if they are applying for criteria not linked to faith. This has also been added to the SIF in Appendix 1.</p> <p><b>Page 4: Points criteria for oversubscription: updated</b> to be compliant with the DFE Admissions Code.</p> <p><b>Page 5: Children of school staff: A new paragraph</b> has been introduced as this is now recognised on the LA admissions application form.</p> <p><b>Page 13 Appendix 4 : All dates have been updated</b> with the Nottinghamshire LA coordinated scheme.</p>

## **Bramcote Church of England Primary School**

The Governing Body of Bramcote C of E Primary School is the Admission Authority and all decisions about admissions are made by the Admissions Committee of the Governing Body. The admissions process is administered by Nottinghamshire Local Authority on behalf of the Governing Body, in accordance with the Nottinghamshire Coordinated Admissions Scheme.

The home LA Common Application Form must be completed in all cases. A School Supplementary Form must also be completed by families applying under the faith criterion.

The school will liaise with the Local Authority on admissions and will act according to the timescales laid down in the Local Authority Coordinated Scheme.

The Admissions Committee will meet in February 2027 to allocate places according to the criteria outlined below. Bramcote C of E Primary School participates in Nottinghamshire's Fair Access Protocol.

Parents/carers of children who live in Nottinghamshire and wish to apply for a place at Bramcote C of E Primary School must complete the appropriate application form issued by Nottinghamshire Local Authority. Applications can be made online, by telephone, or using a paper form and must be received by the national closing date of 15 January 2027.

Parents/carers not resident in Nottinghamshire must complete the appropriate application form available from their own home Local Authority.

Families applying under the faith criterion must complete a School Supplementary Form, available from the school office or the school website. This form must be returned to the school or uploaded alongside the LA online application no later than the national closing date of 15 January 2027.

The following criteria were agreed by Governors for admission to the school from September 2027.

## **ADMISSIONS CRITERIA FOR 2027-28**

### **How to Apply**

To apply for admission to Bramcote C of E Primary School, parents/carers must complete the appropriate application form issued by their home Local Authority (LA).

*Applications can be made:*

- Online
- By telephone
- By completing a paper application form

All applications must be submitted by the deadline set by the LA 15<sup>th</sup> January 2027.

Families wishing to be considered under the faith-based oversubscription criteria should complete the School Supplementary Form This is available from the school office or via the school website:

[www.bramcotecofeprimary.co.uk](http://www.bramcotecofeprimary.co.uk)

Completion of this form is only necessary if you are applying under the school's Faith-based criteria. Not completing the form will not disadvantage applications made under other criteria. Please return back to the school or upload as an attachment to the LA online application by the LA deadline of 15 January 2027

### **Admission Number**

The school's Published Admission Number (PAN) for Reception in 2027–2028 is 30.

This allows for three infant classes of 30 pupils (90 in total across EYFS and Key Stage 1 when full).

In Key Stage 2, places may be allocated above this figure up to a maximum of 120 junior places.

Applications for year groups other than Reception are processed using the same oversubscription criteria.

Children with an Education, Health and Care Plan (EHCP) that names the school as the appropriate provision will be admitted first. This will reduce the number of places available for other applicants.

### **Oversubscription Criteria**

Where applications exceed the number of available places, they will be allocated in the following order:

#### **1. Looked After and Previously Looked After Children**

Children who are looked after, or who were previously looked after and immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

#### **2. Points-Based Allocation**

Remaining places will be allocated according to the points system below. Points are cumulative where more than one criterion is met. Places will be offered to children with the highest total score.

If there is oversubscription within any points category, priority will be given to children living nearest to the school (measured "as the crow flies") using Nottinghamshire County Council's computerised distance measuring software.

In the event of equal distances, an independently verified random draw will take place.

## **Points System**

### **1. Sibling Criterion (5 points)**

Children who live at the same address as a sibling (including step, foster, adopted, or other permanently resident children) who will attend the school at the time of admission. (September 2027).

### **2. Regular Worship at the Parish Church (4 points)**

Children whose parents or carers have worshipped at least monthly at St Michael and All Angels Church, Bramcote over the past year, through Sunday services or midweek worship groups. A minister's reference will confirm attendance for a foundation place.

### **3. Regular Worship at Another Christian Church (3 points)**

Children whose parents or carers regularly worship (at least monthly) at another Christian church that is a member of Churches Together in England, the Evangelical Alliance, or another Trinitarian Christian church, through Sunday services or midweek worship groups.

### **4. Residence Within the Ecclesiastical Parish (2 points)**

Children residing within the Ecclesiastical Parish of Bramcote.

### **5. Children From Families of Other Major World Faiths (1 point)**

Children whose parents or carers are active members of another major world faith (e.g. Buddhism, Hinduism, Islam, Judaism or Sikhism) and have attended worship regularly (at least monthly) for the past year. Attendance will be verified by a written reference from the faith leader.

## **Definitions**

### ***In the event of oversubscription criteria being applied:-***

- 1 The highest priority **must** be given to children who are looked after and all previously 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
  - 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.
  - This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
  - Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 19 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- 2 The Governing Body assumes that all parents are willing for their children to join in all activities within the Christian ethos of the School (whilst acknowledging parent's legal rights to withdraw their child from certain activities).

### **Children of school staff**

The Governing Body affirms that no priority, preference, or advantage shall be granted to children of staff employed by the school; all applications will be considered strictly and impartially in accordance with the school's published oversubscription criteria.

### **Multiple Births**

Where one child of a multiple birth family can be admitted, the other child/children will also be admitted.

### **Special Consideration**

Special consideration may be given to applications that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the **only** school which could cater for your child's particular needs. This might include medical needs, mobility, support needs, special educational needs or other social circumstances. The evidence must be presented at the time of application. Admission under special circumstances will have priority over all admissions criteria with the exception of children with an EHCP and children who are looked after. These applications will be considered by the admissions panel.

### **Offering a first time admission to school (reception year) place**

Outcomes of applications for first time admissions to school which have been submitted online will be made by the Local Authority on National Offer Day 16<sup>th</sup> April 2027. Where applications have been received by post the outcome will be posted out second class on National Offer Day.

### **Home Address Definition**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

In the case of families of service personnel with a confirmed posting to the area, we will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

Parent Definition

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

In all cases, those with parental responsibility must be in agreement with preferences made.

### **Sibling Definition (brother or sister)**

At Bramcote C of E it is considered a sibling to be:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Appeals**

Appeals must be lodged within 20 school days of the date you were notified that your application was unsuccessful, in accordance with the School Admissions Code.

Appeals should be made in writing to the Governing Body. The appeal will be heard by an independent appeal panel and clerked on behalf of the Governors by Rothera Solicitors. There is no cost to parents. The panel's decision is binding on both the appellant and the school.

### **Late Applications**

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be considered by the committee providing the applicant can evidence that there were exceptional reasons for missing the closing date, otherwise they be considered after the other applications. The reasons will be those used by the Local Authority

### **Waiting List**

A waiting list for first admissions will be kept by the LA until at least the 31<sup>st</sup> December of each school year of admission. Each child added to the list will be ranked again in line with the schools published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with Fair Access Protocol WILL take precedence over those on the waiting list. If a place then becomes available parents must accept this within 1 week of the offer.

### **Point of Admission to school**

The point of admission to the school is the academic year in which the child turns 5; this means a single point of entry in September each year. Some parents may wish to defer the start of full time education. The School Admissions Code 2.17 states that b) the child's parents can defer the date their child is admitted to the school until later in the school 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 it was made; and c) 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. Admission of children outside their normal age group

The School Admissions Code 2.18 – Parents may seek a place for their children outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health. In addition, parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to reception class rather than year 1.

Nottinghamshire residents should submit a request in writing to the school admissions team as early as possible.

The school's admission committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's 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.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the admission authority will process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Equal Opportunities**

Bramcote C of E Primary School is an inclusive school that welcomes all pupils. It is assumed that parents choose this school because they want a Christian education for their child/children and are willing for them to take part in all the activities of the school. Every step will be taken to ensure equal access to education here, notwithstanding the admissions procedure outlined above.

The School Standards and Framework Act 1998 Section 60 allows exceptions for admission with respect to our religious status.

Subject to the religious criteria outlined in this admissions policy the Governors of Bramcote CofE Primary intend that no applicants seeking admission for their child shall receive less favourable treatment because of their sex, marital status, race, colour, nationality, national origin, sexual orientation or disability, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable in accordance with any relevant legislation or regulations.

### **In-Year Applications to Bramcote CofE Primary School**

Applications for in-year admission should be made directly to the school using the in-year application form available on our website [www.bramcotecofepprimary.co.uk](http://www.bramcotecofepprimary.co.uk) or from the school office.

Applications will be processed in accordance with the School Admissions Code. Where places are available within the relevant year group (below the published admission number), a place will be offered. Where a place cannot be offered, parents will be notified in writing of the reasons for refusal and informed of their right to appeal. Appeals must be lodged within at least 20 school days of the refusal letter.

**APPENDIX 1: Bramcote C of E Primary School Additional Supplementary Form**



**BRAMCOTE CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**  
**SUPPLEMENTARY INFORMATION FORM 2027-28**

COMPLETION OF THIS FORM IS ONLY NECESSARY IF YOU ARE APPLYING UNDER THE SCHOOL'S FAITH-BASED CRITERIA. NOT COMPLETING THE FORM WILL NOT DISADVANTAGE APPLICATIONS MADE UNDER OTHER CRITERIA. PLEASE RETURN BACK TO THE SCHOOL OR UPLOAD AS AN ATTACHMENT TO THE LA ONLINE APPLICATION BY THE LA DEADLINE OF 15 JANUARY 2027

<b>CHILD'S NAME:</b>		<b>CHILD'S DATE OF BIRTH:</b>	
<b>ADDRESS:</b>		<b>TELEPHONE NUMBER:</b>	
<b>NAMES OF PARENTS / CARERS:</b>			
<p>Please note it is important that the information requested below is given as comprehensively as possible because in the event of oversubscription the information will be used to award points using our point's criteria.                  For further information see the schools Admission policy 2027-28</p>			
<b>CHILDREN WHO LIVE AT THE SAME ADDRESS AS A SIBLING (INCLUDING STEP, FOSTER, ADOPTED, OR OTHER PERMANENTLY RESIDENT CHILDREN) WHO WILL ATTEND THE SCHOOL AT THE TIME OF ADMISSION. (SEPTEMBER 2027).</b>		<b>YES</b>	<b>NO</b>
<b>DO PARENTS /CARERS OF THE CHILD NAMED ABOVE DEMONSTRATE REGULAR WORSHIP AT ST MICHAEL AND ALL ANGELS PARISH CHURCH, BRAMCOTE?</b>		<b>YES</b>	<b>NO</b>
<b>DO PARENT/CARERS' OF CHILD NAMED ABOVE DEMONSTRATE REGULAR WORSHIP AT ANOTHER CHRISTIAN CHURCH THAT IS A MEMBER OF THE EVANGELICAL ALLIANCE, CHURCHES TOGETHER IN ENGLAND OR A CHRISITAN CHURCH OF A TRINITARIAN FAITH?</b>		<b>YES</b>	<b>NO</b>
<b>IF YES PLEASE GIVE NAME OF CHURCH:</b>			
<b>MINISTER'S NAME AND ADDRESS:</b>		<b>TELEPHONE NUMBER:</b>	
<b>ARE YOU A PARENT/ CARER WHO ARE MEMBERS OF ANOTHER MAJOR WORLD FAITH?</b>		<b>YES</b>	<b>NO</b>
<b>IF YES PLEASE GIVE NAME OF FAITH, FAITH LEADER'S NAME AND ADDRESS:</b>		<b>TELEPHONE NUMBER</b>	

*'Regular Worship' is defined as 'worship' to a church by a parent /carer at least once a month over a minimum period of one year directly preceding the application. In the case of relocation, it is necessary to provide a suitable named person who will be able to provide an appropriate reference*

**APPENDIX 2: Parish of Bramcote Map**



**Appendix 3**



**BRAMCOTE C OF E PRIMARY SCHOOL  
IN-YEAR APPLICATION FORM**

<b>Current Pre School (Nursery, Playgroup) OR School</b>		
<b>Name of child</b>		
<b>Date of Birth</b>		
<b>Name of applicant:</b>		
<b>Home Address:</b>		
<b>Post Code:</b>		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Additional information:</b>		
<b>1. Do you have a sibling already attending Bramcote C of E Primary School?</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Are you applying to the school under the faith criterion?</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you have answered <b>yes</b> to questions 2, please complete our School Supplementary Form available from the school office.</i>		

## Appendix 4: Key date for Admissions 2027-28

Important dates to remember if your child is:

Starting school for the first time (reception) – September 2026(children who are 5 years old between 01 September 2027 and 31 August 2028)

Transferring from infant school (year 2) to junior/primary education(year 3) – in September 2027

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 2 <sup>nd</sup> November 2026	<ul style="list-style-type: none"> <li>Information about applying for a school place available to parents</li> </ul>
2	Friday 15 <sup>th</sup> January 2027	<ul style="list-style-type: none"> <li>Closing date for applications and any supplementary or supporting information, including any special circumstances</li> </ul>
3	Wednesday 27 <sup>th</sup> January 2027	<ul style="list-style-type: none"> <li>Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area</li> </ul>
4	Friday 29 <sup>th</sup> January 2027	<ul style="list-style-type: none"> <li>Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.</li> </ul>
5	By Monday 8 <sup>th</sup> February 2027	<ul style="list-style-type: none"> <li>Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire</li> </ul>
6	By Friday 12 <sup>th</sup> March 2027	<ul style="list-style-type: none"> <li>Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council.</li> </ul>
7	Between Monday 15 <sup>th</sup> March 2027 and Tuesday 6 <sup>th</sup> April 2027	<ul style="list-style-type: none"> <li>Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decision</li> </ul>
8	By Wednesday 7 <sup>th</sup> April 2027	<ul style="list-style-type: none"> <li>Nottinghamshire County Council informs other local authorities of final allocations.</li> </ul>
9	By Friday 9 <sup>th</sup> April 2027	<ul style="list-style-type: none"> <li>Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met).</li> </ul>
10	Thursday 15 <sup>th</sup> April 2027	<ul style="list-style-type: none"> <li>Nottinghamshire County Council informs all Nottinghamshire schools of final allocations.</li> </ul>
11	Friday 16 <sup>th</sup> April 2027	<ul style="list-style-type: none"> <li>Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who provided an email address. All other applications are sent a letter posted second class.</li> </ul>
12	Appeals	<ul style="list-style-type: none"> <li>Primary appeals will begin from May 2027 onwards</li> </ul>