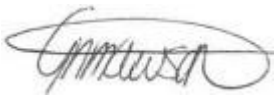
Thornhill Primary School

Admissions Policy

2026/2027

Signed by:

 Headteacher Date: 11th November 2024

Chair of governors Date: 11th November 2024

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Thornhill Primary School is an Academy and part of the Changing Lives Learning Trust (CLLT). The Academy Trust is the Admissions Authority and acts as part of the coordinated scheme within the Local Authority. Applications for a place at Thornhill Primary School should be made on the Local Authority Common Application Form (SA1).

Reception Admissions

Requests for Reception places should be completed by mid -January 2026.

Decisions about outcomes will be available from the local authority. The school will be informed at the same time.

Parents may defer the admission of summer born children for one year but need to state this on their application. The following criteria will still apply.

There will be 15 Reception places available in the school in September 2026.

In the event that there are more applicants than places, The Academy Trust will allocate places using the following criteria, which are listed in order of priority:

1. The child has a Statement of Special Education Needs or an Education Health and Care Plan which names Thornhill Primary School, in these circumstances the Academy Trust would have a statutory duty to admit the child.

2. Children looked after by a local authority and previously looked after children.
   **NB Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).*

3. Attendance at Thornhill Primary School Nursery

4. Children who are closely related to an employee of Thornhill Primary School, this includes children, grandchildren, adopted children and step children. This doesn't include cousins, nieces or nephews.

5. Children resident within the Academy catchment area who have a brother or sister *already in attendance at Thornhill Primary School or another school in the CLLT at the time of admission.
   **NB Brothers and sisters are those living at the same address and includes step and foster children*

6. Children resident within the Academy catchment area.

7. Children not resident in the Academy catchment area with a brother of sister* already in attendance at Thornhill Primary School or another school in the CLLT at the time of admission.
   **NB Brothers and sisters are those living at the same address and includes step and foster children*

8. Children not resident in the Academy catchment area without a brother or sister already in attendance at Thornhill Primary School or another school in the CLLT.

If applications cannot be separated by applying the above criteria, places will be prioritised by the proximity of the front door of the child's home to the Main Entrance of the School,

measured by a straight line – using the LA GIS system, those nearest being awarded the highest priority.

Where the Academy Trust are unable to offer a place because the Academy is oversubscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. **Parents should notify the Office Manager at the School within 20 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also attend in order to present their case. Parents will normally receive 14 days' notice of the place and time of the hearing.

Nursery admissions

Thornhill Primary School provides education for children aged 2-4 as Nursery provision. Applications for a Nursery place are made via the school office.

There will be up to 20 places available in the Nursery from September 2026 however in the event of numbers being over 12, the school will reserve the right to determine the hours and days available for each child. The school will manage this to ensure adult: child ratios are appropriate according to age and needs.

In the event of more applicants than places, the Academy trust will allocate places using the following criteria:

1. Children with a Statement of Special Education Needs or an Education Health and Care Plan which names Thornhill Primary School, in these circumstances the Academy Trust would have a statutory duty to admit the child.

2. Children looked after by a local authority and previously looked after children.

3. Children who are closely related to an employee of Thornhill Primary School, this includes children, grandchildren, adopted children and step children. This doesn't include cousins, nieces or nephews.

4. Children who are aged 3 or over and will be entering Reception in the following school year.

5. Children resident within the Academy catchment area who have a brother or sister *already in attendance at Thornhill Primary School or another school in the CLLT at the time of admission.
   **NB Brothers and sisters are those living at the same address and includes step and foster children*

6. Children resident within the Academy catchment area.

7. Children not resident in the Academy catchment area with a brother of sister* already in attendance at Thornhill Primary School or another school in the CLLT at the time of admission.
   **NB Brothers and sisters are those living at the same address and includes step and foster children*

8. Children not resident in the Academy catchment area without a brother or sister already in attendance at Thornhill Primary School or another school in the CLLT.

The school hold an up to date record of applications for the Nursery which is viewed termly. In a 'tie break' situation where there are several pupils and only one place, priority will be given to children requiring 30-hour childcare.

Decisions about Nursery provision in the event of a tie-break situation will be made by the Appeals Panel made up of at least three members of the Governing Body.

Other Admissions

The school Pupil Admission Number (PAN) is 15 per year group. A decision to exceed the PAN can be made by the Head Teacher and Governing Body. We keep classes at Key Stage One and the EYFS to 30 pupils or below.

To apply for a place, parents/ guardians should contact the school directly in the first instance and them complete an SA8 form which is sent to the Admissions team at the local authority.

Parents may request that a child is admitted into a different year group than their chronological age. Applications of this nature will be considered by the Head teacher in consultation with staff, parents and other interested parties (SEND team for example) Parents have the right to challenge any decision made using the school complaints procedure.

Other Information

- The address given on the Application Form must be the address at which the child normally lives. If a false address if given the place offered may be withdrawn should the school be oversubscribed.

- Late applications will only be considered after all applications received by the closing date have been considered.

- Attendance at the Nursery at Thornhill Primary School does not automatically guarantee a place in our Reception Class, to be considered for a place the Application Form detailed above must be completed.

- A waiting list for places will be kept by the Academy Trustees and managed by the School Office. Should parents wish their child's name to be included they should inform the Academy of this in writing. Should places become available, the admission criteria will be applied to the list in strict order. Position or length of time on the waiting list will have no influence on the decision unless there is a tie between two pupils in all other respects.