CHILTON FOLIAT CofE VA PRIMARY SCHOOL

Our School Christian Vision
With thankfulness, courage and love,
we strive to improve heart and mind.

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a **thirst for knowledge**. This is delivered in a safe, thoughtful and nurturing environment promoting self-discipline, motivation and excellence in all that we do. We encourage strong partnerships and inclusive relationships amongst pupils, parents, carers, staff and the wider community. Our children leave Chilton Foliat Primary School with a deep understanding of the impact of living out our school vision and values. As a result, they are well-rounded, confident and able to contribute positively to a wider community. They want to continue to **thirst for knowledge** and strive to improve **heart** and **mind** enjoying a diverse curriculum in their next educational setting.

Admissions Policy 2026/2027

Date Reviewed	January 2025
Review period	**Annually**/2 Yearly/Readopted/Other
Review body	Resources Committee

Please note that there may be Toolkits, Forms and other documents relating to this Policy which can be found on the LA HR website.

Please contact the Clerk of Governors for access of the LA HR department.

This Admissions Policy will be reviewed annually by the Governing Body

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area and be fair, clear and objective. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

The school aims to provide a place for all children whose address is within the Designated catchment area, defined as being the area within the ecclesiastical boundary of the Parish of Chilton Foliat** see Appendix A.

The admissions policy of Chilton Foliat School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. However, parents should not assume that a place will automatically be allocated to their child

Introduction

1. This document sets out the Policy of Chilton Foliat Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Chilton Foliat Primary School is the Admission Authority and responsible for the Admissions arrangements of the school for the academic year 2026/27.

2. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

3. Every year the Governing Body will review and publish information concerning the Chilton Foliat School's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admission Number (PAN) which is currently 17, explains how places at the school will be allocated.

4. Each school has a PAN and admission may be refused if the school has reached the admissions limit for the child's year group. The admissions limit for Chilton Foliat School is published each year. The school will admit up to the PAN. Where there are more applications for admission than places available at the school then

places will be offered in accordance with the over subscription criteria later in this policy.

5. Where a child has an education, health and care plan (EHCP) which names the school, then that child will be admitted to the school and the number of available places in the PAN will reduce correspondingly. Admission of children with an ECHP is dealt with by the Wiltshire Local Authority.

6. In accordance with Government legislation, the Governing Body will consult with the Diocesan Board of Education, the Local Education Authority (Wilts) and other local schools in respect of the admissions policy. A full consultation will take place every 7 years.

Deadline for Application

Parents applying for their child to be admitted to Chilton Foliat School are required to fill in a Primary Common Application Form (PCAF), which can be obtained from the school or accessed via the school website and submitted online. Parents should be aware that they must submit an application form even for children living within the school's catchment area. The PCAF will invite parents to express three preferences in rank order and submit all PCAF forms to the Local Authority County Hall by midnight on 15th January 2026. Although Chilton Foliat comes under Wiltshire County Council parents are required to fill in the application form with the local authority that their home address postcode falls under and it is channelled appropriately by the local authorities. Further information and links are available on the school website under Admissions. Forms returned to schools and not received by the LA by midnight on 15th Jan 2026 will be treated as late applications.

The LA will send out an acknowledgement of receipt for each PCAF within 15 school days and all online applications. Online applications via www.wiltshire.go.uk are encouraged. Parents will also be able to make online applications direct to County Hall Trowbridge via www.wiltshire.gov.uk. The online facility will be available at least from 1st September 2025 when it opens, up until the deadline of midnight 15th Jan 2026. If an online application has been submitted, a written application is unnecessary.

Applicants will be advised to contact the LA if they have not received an acknowledgement within 10 working days of posting their application.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which admission is sought. For reception entry all children are able to attend full-time from the first day of the September term. If parents wish the children to attend part-time then this must be arranged with the school (see Starting School below).

The Local Authority will consider all applications received by the cut-off date i.e.15th January 2026. **National Offer Day is 16th April 2026 or next working day,** and letters will be sent out to all parents who submitted an application form by 15th Jan 2026 offering a place at one school.

Parents should note that the acceptance date for these applications will be **3rd May 2026** – approx. 2 weeks from the offer of a place.

Parents should respond to the LA. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority. If they do not respond a second letter will be sent from the Local Authority informing that they have seven days to accept or decline the place. If there is still no response they will be advised in a third letter that the place has been withdrawn and it will then be the parent's responsibility to apply for an alternative school place.

Starting School

Children are admitted to the school Class 1 from the September following their fourth birthday according to the following criteria:

All children will begin full time education providing they have had their 4th birthday before September 1st of that year.

There will be an induction period for all reception children of up to 5 sessions per week.

When necessary, the head teacher will discuss with parents their child's transition from part time to full time education. This is in accordance with Wiltshire Council guidelines.

All children due to start reception from September 2026 have the right to full time education even if they are summer born. This can be discussed between both the parent/head teacher as to whether they feel it appropriate for the child to spend a whole day at school. A child must be in full-time education in the term following their fifth birthday. In Wiltshire, children can start school at the earliest from the September following their fourth birthday.

Second Round Applications

Second round applications, i.e. those received between 16 January 2026 and 26 April 2026 for the Reception intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary, will be prioritized using our oversubscription policy. Only one offer of a school place for each child can be held at any one time.

By 7th May 2026 the LA will send out the second round offers for applications received between 16 January 2026 and 26 April 2026 to VA schools. By 13th May 2026 VA schools should provide the LA with a ranked list of second round applications. By 24th May 2026 the LA will send out the second round offers for applications received between 16th January 2026 and 26th April 2026. The 7th June 2026 is the last date for offers to be accepted by parents, which should be accepted back to the LA.

Third Round Applications

Third round applications i.e. those received after 26 April 2026 for the Reception intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if

necessary, will be prioritized using the schools over subscription criteria. Parents can only hold one offer therefore if an offer is made to a child during the third round of applications any offer made in the first or second round will automatically be withdrawn. Applications received after the 26th April 2026 will be considered in date order of receipt and will be looked at after 28th June 2026 (i.e. once the second round of applications have been processed)

Any applications received by the Local Authority after 24th July 2026 but before the end of term will be forwarded to the school within five days of receipt to the Local Authority at which time the process for in year applications will apply.

In Year transfers

a) These are co-ordinated by the Local Authority and may be submitted at any time during the school year. The application form is available from the school office or website. All transfer applications should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority, then they should apply directly to the authority in which the school is situated in. The applicant may or may not live in Wiltshire. The application will be forwarded to the school within five school days of receipt. For a VA school the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form.

b) The Governing Body will accept applications to classes other than reception providing class size does not exceed 30. Infant class size regulations apply to the normal year of entry (Reception, Year 1, Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30. Infant classes are classes in which the majority of pupils will reach the age of 5, 6, or 7 during the school year.

c) As a VA school the Governing Body manage the Admissions Policy and makes decisions about the maximum number of pupils in a class. The Governing Body has set a maximum class size of 30 across the school, apart from where a classroom may have reduced physical capacity. The amount that such a classroom can take will be decided annually by the Governing Body based on the age and needs of the pupils within that classroom.

d) Where the school has no spaces available, because the admission of another child would prejudice the efficient education of others at the school or would prejudice the efficient use of resources, or would breach infant class size regulations, the application will be refused, and a right of appeal will arise.

e) The oversubscription criteria will only be used where the school is considering more than one in year application at the same time and there are not enough spaces to accept all applications.

Wiltshire Council will aim to send out a decision letter within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

The school will maintain the waiting list for all year groups and are managed as per the admissions arrangements. Waiting lists will be kept in order of the over subscription criteria and not in date order of receipt.

All parents have the right of appeal to an independent Admission Appeal panel.

Over-subscription Criteria

The school's designated catchment area is Chilton Foliat Ecclesiastical Parish, being the area of benefit defined in the school's Trust Deed. A map is available from the school office and is attached as an appendix to this policy. The child's address is the place where the child is permanently resident with his or her parent or parents or legal guardians as at the deadline date of 15th January 2026 and only one address can be considered for application purposes. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week)

If the school is not oversubscribed, then all applicants will be offered a place. If the school is oversubscribed (i.e. there are more applicants than places) the Governors will decide which children to admit according to the following priorities, in order:

Where a child has an education, health and care plan (EHCP) which names the school, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an ECHP is dealt with by the Wiltshire Local Authority.

1) Looked After Children/Previously Looked After Children
   Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provide 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).

2) Vulnerable children

   A child is in this category where the child has identified social or medical need

I Social need means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the Supplementary Information form and sent to school on or before 15th January 2026.

II Children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.

III Children where one or both parents have a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

IV Evidence showing that the child is a young carer.

V Details of points i-iv must be submitted with the Supplementary Application form and sent to the school in advance of 15th January 2026.

3) Siblings within designated catchment area

A child is considered in this category if an older sibling is attending the school at the deadline date and **will continue to do so when the sibling is admitted**, and where the child lives within the designated catchment area at the same address as the older sibling. Sibling refers to 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

4) Children living within the school's designated catchment area which is Chilton Foliat Ecclesiastical Parish and who do not qualify under one of the criteria above.

5) Siblings outside designated catchment area

Children living outside the designated catchment area who have a brother or sister attending at the time of application who will continue to attend at the time of admission, and where the child lives outside the designated catchment area at the same address as the older sibling. Step, half and foster siblings are included in this category, as well as the children of couples who have registered a civil partnership

6) Practising Christians

Faith criterion requirements for those children living outside the designated catchment area:

i) Regular practicing Christian means a child who attends a Recognised Church or Religious Group regularly prior to application.

ii) Regularly means weekly, for at least 6 months prior to application

iii) Recognised church or Religious group means a church that is the same denomination as (or in fellowship with or partnership with) a member of : Churches Together in Britain and Ireland (see ctbi.rg.uk); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk)

Application for admission should be supported by a letter from a parish priest or minister by midnight on 15th Jan 2026. This letter should be sent to the school and not the local authority and be accompanied by a completed Admissions Policy Supplementary Information Form.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

7) Other Children

In case of multiple births, if they fit criteria and there is still room the normal procedure would follow. However, when one of the siblings is the 18th child admitted the other siblings of the multiple birth will be admitted over the school's Published Admission Number (PAN) wherever practicable in order to ensure that multiple birth siblings can be allocated places at the school.

8) All Other Children

In all oversubscribed criteria the shortest straight-line distance from the school to the child's home address will be used as the determining factor. The distances are measured using the Ordnance Survey Northing and Easting of each property as provided by LA.

If two or more children with the same priority for admissions live an indistinguishable distance from the school, but cannot be admitted, then the available places will be decided by the casting of lots (random allocation) which will be carried out by the Governing Body.

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (childcare arrangements are excluded) The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

Explanatory Notes

1) Supplementary Information Form

a. If an application is being made because the parents wish the child to attend a Church of England school, then the parents will be required to provide written evidence of church membership from their parish priest or another person within the church authority and must submit a Supplementary form which signed off by the relevant church representative,
b. Where seeking priority under the Vulnerable children criterion parents must fully complete the SIF and provide the relevant supporting evidence
c. The SIF must be returned to the school office on or before 15th January 2026. The SIF is available on the school website, or a paper copy may be requested from the school office

Waiting Lists

All available spaces will be offered. However, if, after following the above procedures, it has not been possible to offer a child a place in the school, parents will be offered the chance to put their child's name on a waiting list which will be maintained by the school until 31st December 2026. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. If, or when, a place should become available, it will then be offered from the waiting list in accordance with the criteria listed above. The right of appeal remains, and you may request your child's name to be removed from the waiting list at any time. If a place is offered but refused, then your child's name will be removed from the waiting list.

Waiting lists will be maintained for all intake year groups in the school. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists will remain open until the end of the 2026 Autumn term (term 2).

A fresh application can be made for a place for the next academic year group, but this will not be considered before 17 April 2026.

Places that become available will not be offered to pupils who are not on the waiting list.

Notes:

- Names will only be removed from the lists if a written request is received, or if the offer of a place that becomes available is declined.
- Registration of interest on the school's pre-admission list will not be considered as an application for a school place.

Right of Appeal

All applicants will be informed by a letter sent out on **National Offer Day – 16th April 2026** whether or not their application is successful.

If an application is refused, the parents will receive a letter explaining that they can make a formal appeal, which will be put before an independent panel.
Details of the Appeals Procedure are available from the school. Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place.

First round appeals

For applications received from 1 September 2025 - 15 January 2026 and for offers made on National Offer date appeals must be received by the Local Authority no later than 14th May 2026.

Second round appeals

For applications received from 16 January 2026 – 26th April 2026 and for offers made on 24th May 2026 appeals will be heard as soon as possible.

Third round appeals

For applications received after the 26th April 2026 and for offers made as soon as possible after 28th June 2026, appeals will be heard as soon as possible. All appeals will be heard in line with the timescales outlined above.

In accordance with paragraph 2.21 /2.22 of the new School Admissions Code the Local Authority is now required to provide parents on request of the availability of school places within its area. All schools must provide the LA with this information. This must be done on a monthly basis.

Exceptional Circumstances

"Registration at any nursery or pre-school unit will not be considered as a criterion for oversubscription and no priority will be given to such children even if the pre-school is linked to the school."

Once an offer of a school place has been made it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

The school may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

Enquiries about this policy should be addressed via the school office on 01488 682630. Important information published by the Local Authority applies to some aspects of school admissions. Parents considering applying for a place at the school should also refer to the website of the Local Authority where they live.

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body. The school will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

Important Information

a) Summer born children
This refers to children born from 1 April to 31 August. They are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

i) **You must make an application for admission to the School for September 2026 entry but make it clear on the application form that you wish your child to enter the reception class in September 2027.**

ii) Discussions with the school are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2026. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

iii) If the request is agreed the September 2026 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2027 entry which will be processed as a fresh application along with all their applications

and in accordance with the school's admission arrangements. Please note that it is possible even if the request is agreed that the child may not be admitted in September 2027 as there is no guarantee of a school place.

iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

b) **Deferred entry and part time attendance below statutory school age**

A child may start at the school in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old) the child is entitled to a full-time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child reaches compulsory school age. If parents do not consider their child is ready to start school, then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

IMPORTANT KEY DATES

15 January 2026	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications must be received by the Local Authority by midnight on this date.
15 January 2026	For applications being made on faith grounds, the school's Supplementary Application Form must be completed and returned to the school together with any documentary evidence by midnight on this date.
16th April 2026	Notification letters despatched and sent to parents by the Local Authority School Admissions Team. Online applicants also able to view the outcome online.
3rd May 2026	Last date for offers to be accepted by parents. Acceptances must be sent to the Local Authority School Admissions Team at County Hall

Appendix A – Chilton Foliat Primary School Catchment Map

With thankfulness, courage and love, we strive to improve heart and mind

Jesus said, "Everyone who drinks of this water will be thirsty again, but whoever drinks the water I give him will never thirst". John 4:13