



Admissions Policy 2025/26

Applications for Year 7 Entry

The limit for admission into Year 7 in September 2025 is 269 (the published admission number).

Parents of **Year 6 students** should complete an online application with the local authority in which they live. Alternatively return a completed Local Authority Common Application Form (CAF) to the address indicated on the form from the local authority in which you live by 31st October 2024.

All schools and local authorities in England are now part of a national and statutory coordinated admissions process which requires parents to use a Common Application Form (CAF).

NB:

- Under the statutory national Admissions Code parents can indicate three preferences of school on their form.
- Each preference will be looked at independently of the other, ie the system is now 'equal preference'.
- However, if a place at more than one of the three preferences is available, and where there could be two or more potential offers, the highest preference school place available will be the only offer.
- Any applicant refused a place has the right to an independent appeal. Details of the appeals process is contained within the standard letter sent to unsuccessful applicants.

Applications for Entry to Other Year Groups

For admissions during 2025/26 all applicants applying for a place at Bradon Forest School must complete an application form which should be returned directly to Wiltshire County Council and not the school. This applies to all applicants irrespective of where they live.

A decision letter will be sent out by the local authority within twenty school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to students in the order stated below:

1. Vulnerable Children (including Looked after Children, previously Looked after Children and Children internationally adopted previously looked after children (IAPLAC)). A Vulnerable child is: a 'Child in Public Care' is a 'looked after child' who is in the care of a local authority or being provided accommodation by a local authority. (ie 'Looked after children' as defined in Section 22 of the Children's Act 1989 or children from families registered with the National Asylum Support Service, or children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school.)



2. Designated area siblings. Students living in the current designated areas described in point 3 and a sibling of a current student, as described in point 4. below.
3. Any students who live in the current designated areas of the following Wiltshire primary schools: Ashton Keynes Primary School; Lydiard Millicent Primary School; Ridgeway Farm Primary School, Purton, St Mary's Primary School, Purton; St Sampson's Primary School, Cricklade. Designated area for primary schools as established by Wiltshire County Council. The housing developments at Moredon Bridge (also known as Moulden View) and the development at Ridgeway Farm are both situated in Purton thus are in Wiltshire. Therefore, applicants from these addresses are in this category.
4. Siblings within the same family of present students. Sibling in this context means full, half, step, foster or adoptive brothers and sisters living in the same family unit at the same address. Present student for

Year 7 Entry 2025 means a student registered at the school at the start of the 2025/2026 academic year.

For entry to other years the sibling must be registered on roll at the proposed start date.

All other students with priority being given to those students who live nearest to the school.

Distances will be measured between the student's home address¹ and the school² using distances supplied by the relevant Local Authority.

Within each of the criteria, priority will be given to medical cases if supported by evidence. 'Medical cases' in this context requires written support from a senior clinical medical officer and the child's general practitioner or a specialist showing that it would be detrimental to the child's health not to admit him/her. The medical condition must be of a long term and seriously disabling nature to qualify for recognition under this criterion. (It is the parents' responsibility to provide all the necessary medical documentation and to provide the reasoning why Bradon Forest School is more suitable than other options.)

Students with Education and Health Care Plans

All children whose Education, Health and Care Plan that names Bradon Forest School must be admitted. The responsibility for allocating a secondary school place for a student with an Education and Health Care Plan lies with the Central SEN Services at Wiltshire Council. Parents should not apply online or complete the Common Application Form in these circumstances. A student's individual case manager can provide relevant information.

¹ 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. (Where a child has a joint address, then the address where the child tax credit is paid will be taken as the child's home address. Evidence will be required in this instance.)

² 'Distances supplied by the local authorities will be used and these will measure the straight-line distance using the home and school address. Those with the least distance will be given priority.

- Wiltshire Council: The distance is measured using Ordnance Survey eastings and northings.
- Swindon Borough Council: The distance is measured as a straight line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school.



If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation).

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the school and it will be open to any parent to ask for his or her 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. 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 oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children of Multiple Birth

Children who are twins (or other children of multiple births eg triplets etc who are applying for places at the same time and who are living at the same address) will be admitted over the published admission number if necessary.

Admissions of children outside their normal age range

Requests to admit a child to the school outside of the normal age group should be made by the Parent/Carer to the Admissions Authority. The Admissions Authority is The Athelstan Trust who can be contacted via email: outofyearadmissions@theathelstantrust.org. The Trust will consider the individual circumstances of the child. The Parent/Carer should provide relevant background information including whether or not the child has previously been educated out of their normal age group.

In the case of a summer born child who started primary school in the September after their 5th birthday, the request should be made when the child begins year 5. (Children born from 1st April to 31st August are known as summer born children).

In considering the request, the Trust will review the information supplied and seek the view of the Headteacher of the school concerned. The parent / carer will be informed, in writing, of the decision. If a parent/ carer wishes to query a decision to refuse a request for admission out of the normal age group, they may submit a complaint using the Athelstan Trust Complaints Policy, available from the Trust website.

It should be noted a request for admission out of the normal age group is separate from an application for a school place. An admission request will therefore subsequently need to be made by the parent / carer as per the School Admission Policy. If the school is oversubscribed, priority for admission will be given as per the criteria set out in this Policy.



Admission Appeal Timetable

Year 7

The national offer day is 1st March. If an application for a place is unsuccessful, then a parent/carer should lodge their appeal to Bradon Forest School by the 20th school day after this date. This must be in writing.

Bradon Forest School will arrange for the appeal to be heard within 40 school days of the deadline for the appeal. Parents/carers will be given at least 10 school days' notice of the appeal date.

For late applications the above process should be followed. This is normally after the offer date. Bradon Forest School will endeavour that the appeal is heard within 30 school days of the appeal being lodged.

In year applications

If an application for a place is unsuccessful, parents/carers should notify Bradon Forest School of their appeal in writing by 20 school days of the date of the letter notifying them that their application has been unsuccessful. This must be in writing.

Bradon Forest School will endeavour to arrange for the appeal to be heard within 30 school days of receipt of the lodged appeal if possible.

Evidence to support appeals

Parents/carers should provide any evidence they wish to submit in support of their appeal by 15 school days after they have submitted their appeal.

The school days detailed above can be calculated using the calendar available on the Bradon Forest School website. [Term Dates – Bradon Forest School](#)

Sarah Haines
Headteacher