

Sulhamstead and Ufton Nervet VA CE Primary School



Admissions Policy 2028-2029

September 2026

Headteacher	Sign and Date:	<i>MKennedy 30.9.26</i>
Chair Governing Board	Sign and Date:	<i>O Smith</i>
Review	This Policy will be reviewed annually in the Autumn term	
	This is a statutory policy	

Date	Description of any changes	Date approved by Governing Body
1/10/20	Admission arrangements dates updated	15/10/20
14/10/21	Statutory changes made in line with line new Admissions Code 2021	14/10/21
14/11/22	Updated Admissions data and dates	14/11/22
27.2.25	Updated formatting; data & dates updated	
8.12.25	Updated dates of birth & entry; updated data from 2025 entry	
30.9.26	Updated in line with ODBE Schools Admission Guidance 2028/29; consultation on admissions to be held	

1. Admissions Policy 2028-2029

Sulhamstead & Ufton Nervet Primary School values highly its Christian vision and its close links with local churches and the Diocese of Oxford.

Our vision is strongly rooted in Christian theology. Our inclusive community inspires pupils to dream big and have belief, inspired by faith, with enquiring minds and a spirit of curiosity; developing creativity, integrity and resilience. We challenge ourselves through exploration, and using a broad and balanced curriculum, strive for high achievement for all.

‘What man of you, having a hundred sheep, if he loses one of them, does not leave the ninety-nine in the wilderness, and go after the one which is lost until he finds it?’ – Luke 15:4

We provide a distinctly Christian, yet inclusive, environment in which each child is motivated to acquire a love of learning and skills for life. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the [School Admissions Code 2021](#) and all relevant legislation, including that on infant class sizes and equal opportunities.

There are 15 places (the published admission number or PAN) available; this number relates to the ‘relevant age group’ i.e. the age group at which pupils are normally admitted to the school, which is in Reception.

The Governing Body of the school works closely with the Diocese of Oxford and West Berkshire Council (the LA) as part of the Co-ordinated Primary Admissions Scheme to determine admissions to the school. Details of the arrangements for this are published on the West Berkshire Council website <https://www.westberks.gov.uk/article/40449/Applying-for-Primary-School-Places> which also explains how parents can express a preference for a school. All information required for making an application is also available at the school and on our website <https://www.sun.w-berks.sch.uk/Admissions/>. Applications must be made on-line via the West Berkshire website or on a Common Application Form, available from the LA and the LA website.

2. Admission arrangements to the Reception Year in September 2028

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2023 and 31 August 2024 may apply for them to be admitted to the Reception Year in September 2028. There are 15 places (the published admission number) available. Our policy is not to offer admission in September 2028 to children who were born on or after 1 September 2024.

Parents of a child whose fifth birthday falls between 1 September 2028 and 31 March 2029 may request that their child is not admitted until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold

the deferred place for the child (provided it is taken up during the school year 2028/29), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it, and this is recommended.

For children whose fifth birthday falls between 1 April 2028 and 31 August 2028 (summer-born children) who do not reach compulsory school age until September 2028, parents who do not wish them to start school in school year 2028-2029, but to be admitted to the Reception Year in September 2029, should proceed as follows. They should apply at the usual time for a place in September 2028 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2029. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2028), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2028) for a Reception place in September 2029. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2029 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2029 for a Year 1 place in September 2029. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2028/29 Reception Year group. NB agreement by the school in 2028 to defer does not guarantee a place in September 2029 – the normal over-subscription criteria apply.

Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: [Summer born children: advice for parents.](#)

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception (Foundation) Year in September 2028 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2028. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2028.

3. Over-subscription criteria

Children with an Education, Health and Care Plan (EHCP) naming Sulhamstead & Ufton Nervet Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

I. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)

II. Families who have exceptional medical or social needs that make it essential that their child attends Sulhamstead & Ufton Nervet Primary School rather than any other.

These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

III. Children with a normal home address (See Note 4) within the Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nervet or the Civil Parishes of Sulhamstead and Ufton Nervet (see Catchment Area Map on Page 9) and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

IV. Children with a normal home address within Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nervet or the Civil Parishes of Sulhamstead and Ufton Nervet (see Catchment Area Map on Page 9).

V. Children with a normal home address outside the Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nervet or the Civil Parishes of Sulhamstead and Ufton Nervet and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

VI. Other children.

Proximity of the child’s home, as measured by and in accordance with West Berkshire LA Geographical Information system to provide the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

4. All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. As stated above, the Governing Board of the school works closely with West Berkshire Council (the LA) as part of the Co-ordinated Primary Admissions Scheme to determine admissions to the school.

In-year admissions or admissions at the beginning of school years other than the relevant age group may be made at any time. The Governing Board will only consider applications up to half a term (using the three term year) in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break. **Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.**

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria I-VI above), a place will be offered.

If parents are moving house, the school will ask for evidence of the move when considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to

live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission outside normal age group

Requests from parents for places outside a normal age group must be made in writing, with full details, to the admission authority via the school by 30 September 2027 for admission in September 2028. These requests will be considered by the governing body on the basis of 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, 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 admission authority will also take into account the views of the head teacher of the school. The DfE Guidance states that the child's best interests should be the deciding factor but also makes clear that it should be rare for a child to start school for the first time in Year 1 as opposed to Reception.

A parent may also choose not to apply for a place in the September following the child's fourth birthday and request a place out of the normal age group for the following September. However, the request for a place must be made to the relevant LA on the common application form and the request for the child to be admitted outside their normal age group must be made to the admission authority.

If admission out of normal age group to Reception is approved, parents must nevertheless make an application at the appropriate time for a place in Reception the following year; whether such a place can be offered will be determined having applied the oversubscription criteria. An appeal can be made against a decision not to offer a place at the school, but there is no right of appeal if a place has been offered but it is not in the out of normal age Group requested.

The parents of any child can apply for their child to be admitted to any year group outside the normal year of entry by writing to the admission authority via the school and following a similar process as above.

Waiting Lists

The Local Authority maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. For those applying through the normal admissions round for entry, the Waiting List will be maintained from shortly following initial allocation in the year preceding the start of the academic year in September until at least 31 December following the start of the academic year in their Reception year.

The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 15 for Reception 2028-2029 or 15 in the other year groups.

Fair Access

The school participates in West Berkshire Council’s Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September–31 August) unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment/designated area to inside it.

5. Admissions in September 2026

The school received 34 applications expressing a preference for admission to the Reception Year in 2026 by the closing date in January 2026. These were ranked as follows:

Children with statements or EHCPs naming the school 0

Criterion I 0

Criterion II 0

Criterion III 2

Criterion IV 10

Criterion V 3

Criterion VI 30

13 places were offered, with the cut-off coming under criterion VI at a distance of 7.638 miles.

6. Further information

Further information can be obtained from the school office.

Tel: 0118 983 2223 / Email: office@sun.w-berks.sch.uk

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the school office.

7. Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

- a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2:

A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). A 'looked-after child' includes any child who appears to have been in state care outside 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.

Note 3:

Applications under criterion 2 (exceptional medical or social needs), must be supported by written evidence from an independent professional person which clearly demonstrates why the school is the only school suitable and must illustrate the difficulties that would be caused if the child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of the circumstances of the case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary.

Note 4:

The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

‘Together we dream, believe, challenge and achieve.’

Evidence of the normal home address may be requested in the form of a recent bill, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned.

If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or intentionally misleading information (e.g. a false claim to living in the catchment/designated area), and the school has denied a place to a child with a stronger claim, the school can withdraw the offer of a place. The offer can be withdrawn even after the child has started at the school.

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

An address for a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of which is the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5:

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carers’ 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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6:

The straight-line distance used to determine proximity of the home to the school will be measured by West Berkshire Council’s Geographical Information System as described in the West Berkshire Council admissions booklet.

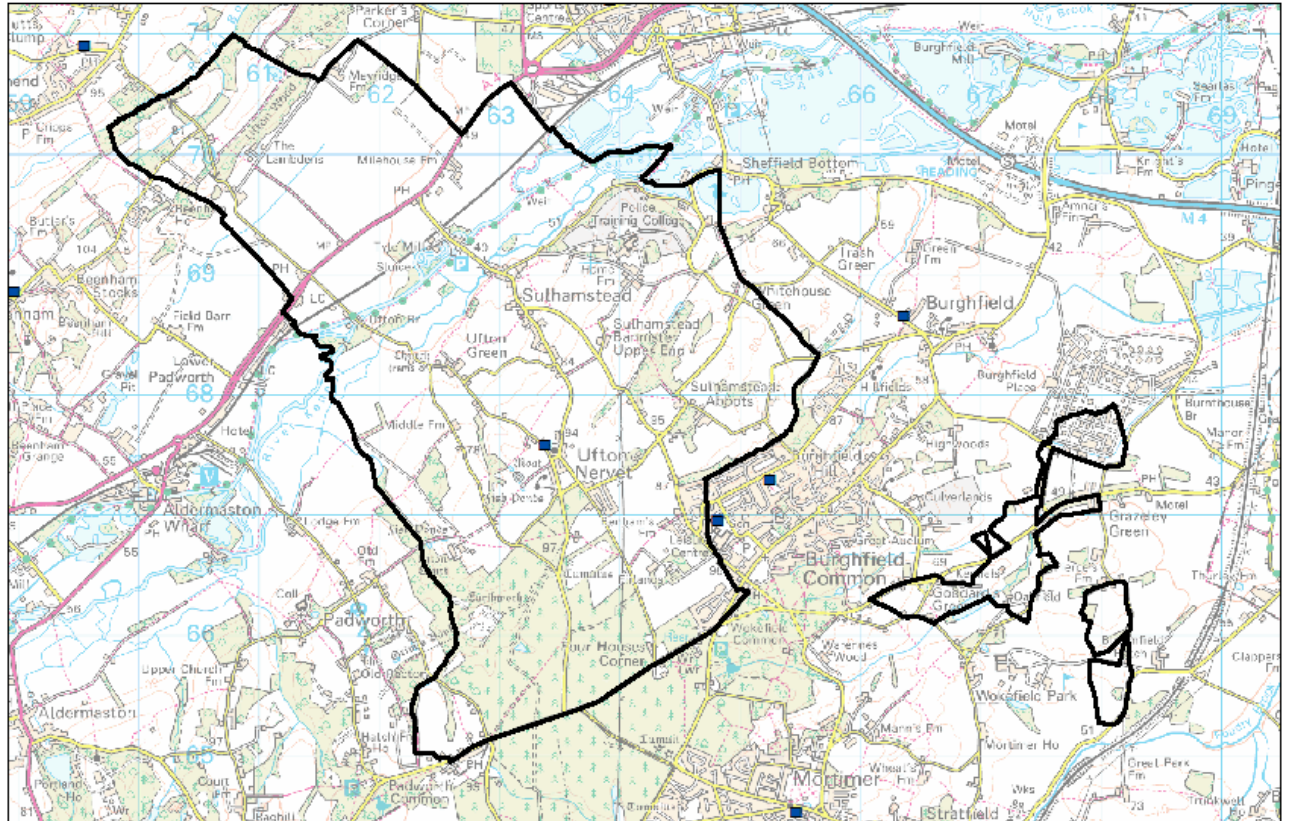
'Together we dream, believe, challenge and achieve.'

8. Catchment Area Map

Sulhamstead & Ufton Nervet CE VA Primary School

23/11/2010
1 = 35800

West
Berkshire



Reproduced from Ordnance Survey map with the permission of the Controller of Her Majesty's Stationary Office (c) Crown Copyright 2010. West Berkshire District Council 100024151.

For further details and information on admissions please contact:

The Headteacher
Sulhamstead & Ufton Nervet Church of England (Voluntary Aided) Primary School
Church Lane,
Ufton Nervet
Reading,
Berkshire.
RG7 4HH

Telephone: 0118 983 2223

e-mail: office@sun.w-berks.sch.uk