Bridgetown Primary School
Admission Arrangements for entry in September 2026 (coordinated scheme) and In-Year admissions for the 2026/7 academic year

Introduction

The Governing Body of Bridgetown School have adopted the following arrangements for entry to the school in September 2026.

As a local authority-maintained school in Warwickshire, these admission arrangements form part of Warwickshire County Council's (the 'local authority') co-ordinated admissions scheme, as confirmed in further detail on the website.

It is strongly advised that you read all available local authority documentation relating to the admissions process before making a school application for your child.
www.warwickshire.gov.uk/schoollacriteria

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g.: academies) within their area. Coordinated schemes are intended to simplify the admission process for parent/carers whilst reducing the likelihood of any child being left without a school place.

Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parent/carers apply directly to their home authority and make a single application for school places. Authorities then exchange application data, and this is used to determine which children can be offered a place at which school. Parent/carers then receive a single offer of a school place from their home authority.

Only parent/carers/carers of children who are resident in the county of Warwickshire can make an application through the Warwickshire School Admissions Service. The Admissions Service will manage the process of allocating school places in line with the Coordinated Admissions Scheme.

Applying for a place

Parents/carers apply for school places using a Common Application Form (CAF). The National Closing Date to apply for a place at this school, for entry in September, is **15th January.**

Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

National Offer Day, for on-time applications made in line with the 2026 entry co-ordinated admissions scheme, is **17th April**.

Warwickshire Admissions Service will contact parents who are resident within the county, who have made an on-time application, to inform them which school their child has been offered. Offers will not come directly from the school.

Over-subscription Criteria

The school's Published Admission Number for this entry year is 60.

In the event that there are more applications than places available then the below over-subscription criteria will be used.

Please note that children with an Education, Health and Care Plan that names the school must be admitted and this may reduce the overall number of places available.

Primary Schools (Reception entry)

If a Warwickshire Community or Voluntary Controlled primary school is over-subscribed, then the following over-subscription criteria will be used when allocating places. Additional information relating to categories 1 – 3 can be found further on in this document.

Criterion 1a: Looked after children and all previously looked after children.
Criterion 1b: Children who have been adopted through a CVAA UK agency.
Criterion 2: Children who receive the Early Years Pupil Premium for their early years provider.

Criterion 3: Children who are currently, or have been at any point since 1st September 2020, subject to a Child in Need Plan or a Child Protection Plan.
Criterion 4: Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September.
Criterion 5: Other children living in the priority area for the school.
Criterion 6: Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September.
Criterion 7: Other children living outside the priority area for the school.

Priority ('catchment') area

Details of the school's priority area can be found on the Warwickshire County Council website.
www.warwickshire.gov.uk/mapinfantprimaryschools
Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question.
(The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the local authority's online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent/carer's online account.

Acceptable documents to confirm a child's home address include:

- Council Tax Bill
- Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Full copy of tenancy agreement or recent mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter.

Home-to-School Transport

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child. Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis. It is important that parent/carers consider their child's transport options to and from school when making an application for school places.

Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent/carer / carer to ensure that the child gets to and from school each day, not the local authority and not the school that the child will be attending.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire County Council website.
www.warwickshire.gov.uk/schooltravel

Appeals

Parent/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their application. Parent/carers can appeal for any school where their child has not been offered a place.

Appeals for this school can be lodged online through the Warwickshire County Council website.
www.warwickshire.gov.uk/schoolappeals

Waiting Lists

Waiting lists for this school will be held by the Local Authority and are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as any vacancies arise.

A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held throughout the academic year. However, parent/carers will be responsible for contacting the Admissions Service should they wish their child to remain on the waiting list at the end of each term.

In-Year Admissions

As a local authority-maintained school, parent/carers should apply directly to Warwickshire County Council for places in all year groups where the co-ordinated scheme does not apply, following the relevant In-Year admissions process.

Fair Access Protocol

The School adopts Warwickshire County Council's Fair Access Protocol. Further information can be found on the website.

www.warwickshire.gov.uk/moving-schools-within-school-year

The following definitions / arrangements are taken from the Warwickshire County Council 2025/26 Admission Arrangements and also apply to Bridgetown School.

Looked after children and previously looked after children

Definition of looked after and previously looked after children
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 arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who

appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
A copy of any relevant documents may be requested as evidence at any time during the admissions process.

Clarification on places available for those in receipt of Early Years Pupil Premium

Where stated, priority is available for children who are in receipt of the Early Years Pupil Premium through their early years' provider, with no more than 14%* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made;
If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and rounded up to a whole number if .5 or above.

Clarification on places available to those subject to a Child in Need Plan or a Child Protection Plan.

Where stated, priority is available for children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category. Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category. Relevant documents may also be requested from applicants at any time during the admissions process.

If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and round up to a whole number if .5 or above.

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

Definition of Priority Areas

Each community and voluntary controlled school have an area identified as its Priority Area (this is sometimes referred to as a 'catchment area'). Full details of Priority Areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be viewed at:
http://www.warwickshire.gov.uk/mapinfantprimaryschools

Junior and Primary School Priority Area Maps can be viewed at:
http://www.warwickshire.gov.uk/mapjuniorprimaryschools

Priority within each oversubscription criteria

Where applicants are allocated the same oversubscription criteria, priority is given in order of distance between the child's home address and the school applied for, with the shortest distance being given highest priority. Distance will be calculated by using a straight-line measurement from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined point ('centroid') of the school in question. All distances are subject to changes which may occur with updates of mapping data.

Tie Break

Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor.

The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

Definition of Sibling

Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a parents' partner where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Reception, Key Stage 1 and Key Stage 2 Class Sizes

Classes must not contain more than 30 pupils with a single qualified teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' until the class numbers fall back to the current class size limit. The excepted children are:

a) *children with Statements of Special Educational Needs admitted outside the normal admission round;*
b) *looked after children and previously looked after children admitted outside the normal admission round;*
c) *children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;*
d) *children admitted after an independent appeals panel upholds an appeal;*
e) *children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;*
f) *children of UK service personnel admitted outside the normal admission round;*
g) *twins and children from multiple births when one of the siblings is the 30th child admitted;*
h) *children with SEN who are normally taught in an SEN unit48 attached to the school, or registered at a special school, who attend some infant classes within the mainstream school*

Deferred entry into Reception and Starting school on a part-time basis

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in Reception in the September following their 4th (fourth) birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA).

Children can also start school but attend on a part-time basis until they reach CSA. Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday. Once a child has reached CSA, they must be attending school on a full-time basis, or be receiving full-time schooling through Elective Home Education.

Parent/carers can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parent/carers decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for example, a nursery – for any other portion of the school week, then the child's early year's free entitlement will end, as that

funding will be automatically allocated to the school that the child is attending (even though they will be attending on a part-time basis). It will be the responsibility of the parent/carers to cover any costs incurred through their child attending an alternative childcare provider.

In either case, an application for a school place must be made in line with the 2025 entry coordinated admissions process, and all relevant deadlines adhered to, so that a school place can be offered for the child to start either in September 2025 or later on during the academic year.

Once the offer has been accepted, the parent/carer should speak to the head teacher of the school about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a part time basis.

Summer-born children

Additionally, in the case of a child defined as 'summer-born' (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall in September 2025, when they would be due to start Year 1. This is a whole year later than when peers in their normal age year group would have started school in Reception, in September 2026.

The parent/carers of a summer-born child can choose not to send that child to school until September 2027 - the beginning of the term after the child's 5th (fifth) birthday -, and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parent/carers have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. Therefore, the local authority (who coordinate the admissions process for entry into Reception for this school) operates a specific process in relation to summer-born children.

How to make a request for a summer-born child to start in Reception at Compulsory School Age rather than Year 1

Requests for a summer-born child to be educated out of year group must be made in line with the national closing date for making a school application.

Requests received after this date may not be given consideration until after National Offer Day for the normal year of entry.

Parent/carers should also submit a 2026 entry Reception application for their child by the relevant deadline, as this will ensure that the child does not miss out on a school place in the normal age group if the request to delay entry into Reception is not agreed.

Further information, as well as the form for parent/carers to complete in order to request that their summer-born child be considered for entry into Reception in September 2027, rather than Year 1 (due to the parent/carers taking the decision that the child will not start school until they reach Compulsory School Age) can be found on the website.
www.warwickshire.gov.uk/applying-school-place-reception/deferringstartingschool/1