Meadowbrook Primary School
Admissions September 2027

If you have any queries at all after reading this information, please don't hesitate to contact us at admissions@olympustrust.co.uk . We completely understand that every family's circumstances are unique, and it may be that you want a personal conversation for some individual advice. If so, please e-mail your enquiry, or send us your telephone number and the best time to contact you, and we will be in touch.

1. **How many places are available in Reception in September?**

Meadowbrook has a Planned Admission Number (PAN) of 60 children, two classes of 30 each.

2. **What are your over-subscription criteria?**

Before any allocations into Reception are made, places are reserved for any children with Education, Health and Care Plans (EHCPs) whose Plan names the school: this is a legal requirement. If your child does have an EHCP then please speak to the Local Authority (LA) 0-25 SEN team who will explain how school placements work.

If there are then fewer applications than the number of places left to allocate, everyone who applies will be offered a place. But where there are more applications received than places available the following criteria are used to rank the applications:

1. Children in Public Care or previously in Public Care, also known as (Previously) Looked After Children

2. Children living within 3 miles of the school with a sibling already at the school who will still be on roll at the date of admission. Siblings of a child previously admitted to the school through an EHCP will also fall into this category (regardless of their home address)

3. All other children living within 3 miles

4. Children living more than 3 miles from the school with a sibling already at the school who will still be on roll at the date of admission

5. All other children

Within each category every applicant is ranked by distance, with priority given to those who live closest.

3. How far does the 'catchment area' stretch?

Anyone living within 3 miles of the school is effectively in our 'catchment'. Just living within that distance may not necessarily guarantee a place. However, in the last few years we have fortunately been able to offer places to all the children who wanted one.

Please don't rely on Google Maps or any other site such as gov.uk, or even the LA's own website, to work out your home's distance from the school, as they may give misleading information. The only distance which will be used to rank your application (and the waiting lists) is the one provided by the LA Admissions Team software. This tool maps the distance from the 'address point' at Meadowbrook to the 'address point' where the child lives, in a straight line, to 3 decimal places, and it is used consistently for every application, to ensure fairness to all.

If you would like to check your exact distance from Meadowbrook please contact the LA Admissions team at admissionsandtransport@southglos.gov.uk

4. What address should I use to apply from?

Please be honest about the address where your child lives! Under our Policy, we cannot accept the address of a business, a relative, a friend, or a childminder. We also cannot accept a temporary address, or the address of a house it is intended to move to, or where parents have acquired or leased a property purely to use the address on the application without any intention of taking up permanent residence.

If your child lives at more than one address, the address on the application should be the residential address at which the child lives and sleeps (with a parent) for more than 50% of their time during term time.

If there appears to be a discrepancy in the address used on the application, we may ask for evidence of the child's home address, in the interests of fairness to everyone who wants a place.

Where we do find that an inappropriate address has been used we can withdraw the offer. This can happen even when a child has already started at the school, up to the end of Term 2 (Christmas). We do not want your child to be put in that position.

5. Do I have to think 'strategically' when I choose the order of my preferences?

No. There is an 'equal weighting' system in place, meaning that a child who has Meadowbrook as their 2nd or 3rd preference will be allocated a place before someone who has it as their 1st preference, if they are ranked higher under our published over-subscription criteria.

What is important is that you put the schools in the order that you really prefer them. The LA will then offer you the highest preference they can, based on the ranking of your application against all the others.

If you are unsuccessful in getting a place at your first preference school, your second preference will not be treated any less favourably just because you placed school 2 as your second preference.

If your child qualifies for a place at more than one school, your highest ranked school with a place available will be offered. However, please bear in mind that putting preferences for 3 over-subscribed schools, if you don't live very close to any of them, is a very risky strategy.

6. **Do you have any 'feeder' pre-schools, and do children attending a pre-school on or near an Olympus primary school site get priority?**

None of the schools in the Trust currently have 'feeder' pre-schools or nurseries. All applicants are ranked against the over-subscription criteria listed above.

7. **I don't live in South Gloucestershire but I want to apply for a place at Meadowbrook, what should I do?**

You can name a South Gloucestershire school as one of your preferences, but you must apply via your home authority. We would also strongly recommend that you name at least one school in your own educational area.

8. **I am moving house after the deadline for applications, what should I do?**

You must put the address where the child is actually living as at the closing date of 15th January. If you move after that date please let the LA Admissions team know. They will use the 15th January address for the initial round of allocations in April, and the new address for the 2nd round in late May.

9. **What about twins?**

Where one twin is offered a place, we will breach our PAN if necessary so that the other can be offered a place too.

10. **My ex-partner and I share responsibility for our child, who should apply?**

The LA can only accept and process 1 application per child. You need to decide together which schools to apply for, and the order of your preferences. Neither the LA nor Olympus can intervene in parental disputes. If you cannot come to an agreement by the deadline, the application may be treated as late.

11. **My child has Special Educational Needs. How will their needs be met?**

If your child already has, or is undergoing assessment for, an EHCP you don't need to apply via the standard route. The 0-25 SEN team in your home LA is responsible for consulting with schools to see if they can meet your child's needs. When a school is decided on, it will be named in your child's Plan and you are then guaranteed a place there. If you want to discuss any educational need, whether your child has an EHCP or not, please contact us for a conversation.

12. **Can my child have free transport to school?**

As a general rule, it is your responsibility as a parent/carer to get your child to and from school, so please think carefully about the distance from home to school and what travel options are available. The majority of children are not eligible for free travel assistance to and from school. If you do want to make an application for help with transport you need to contact admissionsandtransport@southglos.gov.uk.

13. What are the deadlines?

Deadline to apply for a place	15th January 2027
Notification of allocation by Local Authority	16th April 2027
Deadline to respond to Local Authority	30th April 2027
Deadline to lodge letter of appeal with the school	21st May 2027
Second round of allocations takes place	May-27

14. What if I don't get the school I want?

Firstly, please don't panic. After the initial allocation in April, parents have two weeks to let the LA know what they want to do. At this point, some families' circumstances have changed and they reject the place they have been offered, which frees up some places to re-offer. People will also have moved in and out of the area.

So, there is a 2nd round of allocations at the end of May, which takes all of those changes into account, and some children who were not offered a place in April can be offered a place in May. Changes can continue to happen all the way through to the end of August.

In the meantime, you can:

1. go on the waiting list by returning the response form to the LA,
2. you can ask the LA which schools do still have places available in case you want to put in a late preference for an under-subscribed school, and
3. you can appeal to an independent panel. This independent panel will hear your appeal, usually in July, and if they feel your child really needs a place at Meadowbrook they will direct the school to take the child even though all the places are already allocated.

It is important to be aware, though, of Government INFANT CLASS SIZE legislation, which means that classes in Reception, Year 1 and Year 2 with one teacher cannot contain more than 30 pupils.

If Meadowbrook already has 60 children allocated, the independent appeal panel can only look at:

- Whether the admission arrangements were lawful
- Whether the admission arrangements were incorrectly applied and your child should have been offered a place
- Whether it was unreasonable to refuse your preference. The appeal panel would need to be satisfied that the decision was so completely absurd or outrageous that no reasonable person, with the same facts, would have made that decision.

Given the extremely limited grounds on which an appeal may be upheld, Infant Class Size Appeals are rarely successful. Parents/carers can find it frustrating when they realise how very limited the powers of the Appeal Panel are in these cases, and so we wanted to draw it this to your attention now, so you can make an informed choice about whether you wish to appeal or not.

Even if you refuse the place offered in April, it will be held for your child until/unless another school can be offered, as the LA has a responsibility to ensure that every child has a school place. No child will start September without a place, even if it is not at the school you preferred.

15. How does the waiting list work?

Please don't ask about the waiting list in April, as it will not yet exist. The LA does not start to form the list until after all parents have responded to their offers. From the end of May, if you want to check your child's place on the list, please contact the LA Admissions team. The list remains very fluid all the way through to the end of term, as circumstances change and people move in and out of the area. Please be aware that your child can move down the waiting list as well as up.

It is important to remember that if you are on a waiting list, and the LA can then offer you a place at that higher preference school, they will do so and automatically withdraw their initial offer. So if you have changed your mind and now want the school you have been offered initially, you must notify the LA or you risk losing it.

If you have still not been allocated a place at your preferred school by September, we continue to hold waiting lists. At the end of Term 2, we contact parents by email to check who wants to remain on the list. No-one is removed from the list without checking with parents/carers, so it is important that you let us know of any changes in your contact details.

16. How do appeals work?

The first (group) stage is where we as a school explain to all the parents who are appealing, and to an independent panel of (usually) 3 people, why we could not offer places to everyone who applied. The panel and you as parents have the opportunity to ask questions. Assuming that the panel accepts that the reasons are valid, the process moves on to stage 2.

At stage 2, every family has their own, private, individual remote hearing where they have the opportunity to explain to the same panel why they feel their child needs a place. The panel hears all of the cases before making any decisions. Each child's case is balanced against the school's case, and not against the other children's cases.

If you decide to lodge an appeal, you will need to set yourself up on the Appeals system here: School Admission Appeal | South Gloucestershire Council (southglos.gov.uk) and enter details of your child and the reasons for your appeal.

When the panel makes a decision, it is binding on the school and on the family. Primary appeals generally take place in July.

17. Does my child have to start in September or can they start later in the year (deferred entry)?

Legally, children do not have to be in full time education until the term following their fifth birthday: this is known as Compulsory School Age (CSA).

If your child is below CSA you can request that they don't start until later in the academic year or until the term in which they reach CSA, or that they attend part-time until they reach CSA, or a combination of the above. However, children are normally admitted to school in the September following their fourth birthday.

Because of the friendships that are formed and the assessment that we do in the first few weeks of school, we would not recommend that you defer the start date unless there are some real concerns and then we would urge you to discuss them with us.

Child's fifth birthday	Can defer until	If I defer which class will my child join?
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	The next September	Your child would join Year 1 but we do not have to hold the place for them so you would need to re-apply, and the class may be full by then

18. Can I apply for my child to start a whole year late, if they are summer-born (delayed entry)?

Some parents feel that their child is not yet ready to start school, particularly if they are very young in the year group. You have the right to **request** an application to Reception a year late, but as the law stands you don't have the right to **insist** on it.

If you decide to apply for a delayed entry, please contact us and we will provide you with the relevant form. A panel of Olympus Trustees and Trust Governors will then consider each request on its own merits. They make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, and they will always take into account:

- the parent's views;
- the views of the head teacher at the school(s) applied to;
- information about the child's academic, social and emotional development;
- any relevant, 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 have fallen into a lower age group were they not born prematurely.

We would strongly recommend, even if you are thinking of requesting to be allowed to make a delayed application, that you apply in the correct calendar year anyway, to make sure that a school place is allocated, just in case the request is refused.

If the panel does agree to your request, you can then let your school offer lapse, but you will then need to make an application on time next year. Your application will be processed with all the other on-time applications, applying the usual over-subscription criteria.

To avoid any doubt, if Olympus is willing to allow you to make an application to Reception a year late, this will not guarantee a place at the school, as a new application will be have to be made the following year, and it will go in the mix with all the applications from the other children applying that year.

It is up to every admissions authority whether to agree to allow a delayed application, so if you are applying to any non-Olympus schools, you will need to contact them too to make the same request.

SOME IMPORTANT DOS AND DON'TS:

DO:

- Put down three preferences. You can change your mind up to the closing date (15th January) but you must remember to re-submit your application each time you change your preferences. If you change your mind after that date, the new preferences/order will only be taken into account in the 2nd round of allocations. If the LA cannot offer any of your preferences, they will allocate your child to the nearest available school with places

- Use the address where your child lives most of the time

- Consider naming one of your local schools. It is a very risky strategy to put schools whose APR does not cover your home address

DON'T:

- Miss the deadline. If you do, your child will not be allocated a place until late May and most popular schools will be full by then

- Name a school if you don't want a place there

- Assume that there is automatic priority for siblings. It depends on where you live and which year group the sibling will be in when your next child starts

- Assume that you will be offered a place at your closest school

Here is the link to the application page on the South Gloucestershire website: https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=GLu6GUIMkpw&familychannel=2-2&channel=family

And here is the link to our published admission arrangements: https://www.olympustrust.co.uk/Admissions/

Finally, good luck with your application!