Pathway Trust

Admissions Policy for admissions from September 2026 (South Gloucestershire)

Policy effective from	1st September 2026
Policy owner	Head of Governance
Policy applies to	Charfield Primary School Cherry Garden Primary School Downend School Lyde Green Primary School Mangotsfield School Marlwood School Severn Beach Primary School The Castle School Tortworth Primary School
Policy changes since last version	Changes to places available at Lyde Green Primary School and updated to reflect the change of name from Castle School Education Trust (CSET) to Pathway Trust with effect from 1 September 2026.

Purpose and Principles

The purpose of this policy is to make the admissions process to schools within Pathway Trust clear and open.

The trust is the Admissions Authority and determines the Admissions Arrangements for its schools. The trust is supported by South Gloucestershire Local Authority (LA) in allocating places to Reception and Year 7 through the normal admissions round. This Policy should be read in conjunction with the South Gloucestershire Admission to Primary and Secondary School Booklets. Further information is also available on schools' websites and at open days/evenings.

The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE September 2021). This policy was developed and amended through the Trust and LA's consultation processes. The policy is adopted annually by the Board of Trustees and published on the trust website before the end of February in the year prior to admission.

Admission Criteria for Charfield Primary, Severn Beach Primary, Lyde Green Primary and Tortworth Primary

The following criteria apply to schools without an Area of Prime Responsibility (APR):

School	**Published Admission Number**
Charfield Primary	Reception - 30
Severn Beach Primary	Reception - 30
Lyde Green Primary	Reception - 120 60 places are available at the school's Willowherb site, and from September 2026 up to 60 additional places at the school's Honeysuckle site. The site allocation process is detailed in Appendix 2. There are additional places in a specialist provision for children with EHCPs allocated by South Gloucestershire Council
Tortworth Primary	Reception - 14

1. Children in Public Care or Previously in Public Care

Priority 1 will be given to Children in Public Care and Children Previously in Public Care.

Children in Public Care are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989. Children Previously in Public Care are those who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangement Order or Special Guardianship Order. 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.

2. Siblings living within three miles

Priority 2 will be given to siblings who live within three miles of the school as measured in a straight line, ranked by distance from the school.

Children are defined as siblings if:

- They are a full, half or adoptive brother/sister, or they are children of the same household
- Their sibling is in attendance at the school (within Reception to Year 11) on the date of admission

3. Other Children

Priority 3 will be given to all other children, ranked by distance from the school

Admission Criteria for The Castle School, Downend School, Mangotsfield School, Marlwood School and Cherry Garden Primary

The following criteria apply to schools in the Trust with an Area of Prime Responsibility (APR):

School	Published Admission Number
The Castle School	Year 7 - 270
Downend School	Year 7 - 240 (for admissions from September 2026)
Mangotsfield School	Year 7 - 210 (for admissions from September 2026)
Marlwood School	Year 7 - 150
Cherry Garden Primary	Reception - 30

1. Children in Public Care or Previously in Public Care

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2. Siblings living within the school's Area of Prime Responsibility

Priority 2 will be given to siblings who live within the Area of Prime Responsibility (APR) for each school (see Appendix), ranked by distance from the school.

Children are defined as siblings if:

- They are a full, half or adoptive brother/sister, or they are children of the same household.
- Their sibling is in attendance at the school (within Reception to Year 11) on the date of admission.

Mangotsfield School has a First Area of Responsibility for the parishes of Dyrham and Hinton and Pucklechurch (see Appendix). Siblings living in the First Area are given priority over siblings living elsewhere within the APR.

3. Children living within the school's Area of Prime Responsibility

Priority 3 will be given to children who live within the Area of Prime Responsibility (APR) for each school (see Appendix 1), ranked by distance from the school.

Mangotsfield School has a First Area of Responsibility for the parishes of Dyrham and Hinton and Pucklechurch (see Appendix 1). Children living in the First Area are given priority over children living elsewhere within the APR.

4. Siblings living outside the school's Area of Prime Responsibility

Priority 4 will be given to siblings who live outside the Area of Prime Responsibility (APR) for each school, ranked by distance from the school.

Children are defined as siblings if:

- They are a full, half or adoptive brother/sister, or they are children of the same household.
- Their sibling is in attendance at the school (within Reception to Year 11) on the date of admission.

5. Children living outside the school's Area of Prime Responsibility

Priority 5 will be given to children who live outside the Area of Prime Responsibility (APR), ranked by distance from the school.

Allocations

Should any school be oversubscribed, allocations will be made according to the criteria above. If there are more applications than the number of places available within each of the criteria, priority will be given to those children who live closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the LA's computerised mapping system. Where it does not prove possible to resolve allocations to an oversubscribed school by the application criteria above, any remaining places will be allocated by the drawing of lots by an employee of the trust who is independent of the admissions process.

Home Address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). The trust cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply.

The trust reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, the trust will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. All evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes. Where sufficient evidence is not forthcoming, the trust will use the address which is furthest from the school, measured in a direct line between the address point of both addresses and a central point within the main school building using the LA's computerised mapping system, for the purposes of determining ranking for allocation of places.

If an application or evidence is later proved to be fraudulent or misleading, the trust reserves the right to withdraw the place up to the end of term 2.

Children of UK Service Personnel (UK Armed Forces)

The trust recognises the particular needs of children of UK service personnel (UK Armed Forces) and ensures that the needs of these children are taken into account by:

- allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.

- considering an application on the criterion of ‘local sibling’ where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.

- wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

Children of Multiple Births

Whenever possible, the Trust will endeavour to place children of multiple births in the same school within the places available. Where the last child to qualify for a place is a twin or child of multiple birth, numbers will be breached to enable all children of the same birth to attend the same school.

Education, Health and Care Plans (EHCPs)

Children with Education, Health and Care Plans (EHCPs) are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. Each governing body is required by Section 324 of the Education Act 1996 to admit to the school a child with a EHCP that names the school whether or not there are places available. Any appeal concerning the Statement or the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber).

Entry to Reception

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age. However, children are normally admitted to school in the September following their fourth birthday.

Where an applicant to Reception is below compulsory school age parents/carers can request that their child takes up the place part-time until the child reaches compulsory school age. They can also request that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age:

Child’s fifth birthday	**Can defer until**	**Class child will join**
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	If a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time	

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child to start school in the Reception year group in the September following their fifth birthday, the trust will make a decision based on the circumstances of the individual case. Factors considered may include:

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth

- Whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school

- Whether they have previously been educated outside their normal age group. Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age. They will also reach statutory school leaving age before completing Key Stage 4 courses. Parents/carers will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4.

Where the trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will be have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code.

Applications and Appeals

Applications for Reception and Year 7 September intakes are coordinated by the LA on behalf of the trust. After the closing date for applications (31st October for Year 7 and 15th January for Reception) the LA will send each school separate lists of all their applicants. Each list will include all those stating a preference for the school but will not state the preferences. The LA will rank the lists separately and allocate up to the PAN to each school.

Parents will be informed of the allocation of places by the LA. Included in this information will be an Appeal Form and an explanatory guidance. If parents wish to appeal they need to complete and return the Appeals Form directly to the school. An independent appeals panel will be convened by the LA at which both parents and the trust will present their cases. Decisions made by the panel are legally binding.

Where the school is oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the school.

In-Year Transfers

Parents who wish to obtain a place, other than at the bulk September intake to Reception and Year 7, should apply directly to the school.

If a place is available, parents/carers will be invited for a meeting and tour after which the trust will offer the place, unless there is a compelling reason not to. A decision will be made within two weeks.

If the year group in the preferred school is full or oversubscribed, then the school will refuse the place but the applicant will be given the opportunity to appeal and an appeals form will be supplied. The trust will also notify the parents of any places available at another suitable trust school. If the parents choose to appeal for a place at the preferred school an independent appeals panel will be convened by the LA at which both parents and the trust will present their cases. Decisions made by the panel are legally binding.

Sixth Form Admissions

The Castle School and Marlwood School operate a joint Sixth Form. Downend School and Mangotsfield School operate a joint Sixth Form.

Academic entry requirements for Sixth Form courses are based on GCSE grades with each subject having unique entry requirements. Further information is available from each school.

- All Year 11 students at The Castle School and Marlwood School who meet the relevant course requirements will be entitled to join The Castle School Sixth Form.
- All Year 11 students at Downend School and Mangotsfield School who meet the relevant course requirements will be entitled to join Downend School Sixth Form.
- Each school Sixth Form has a PAN of 25 external applicants in addition to the students who are already attending Y11 at the relevant schools and moving up into Y12. Should either school be oversubscribed in Year 12, allocations will be made according to the oversubscription criteria for the appropriate school set out above.

Applications will be considered for admission at the age of 16+ and should be made directly to the Head of Sixth Form on the Sixth Form application form. Conditional offers based on predicted results and academic potential will be made in the Spring term and confirmed or reviewed following GCSE results in August.

Appendix 1: Maps of school locations and Areas of Prime Responsibility

- Pilning/Severn Beach

1. St Peter's Anglican/Methodist VC Primary School
2. Severn Beach Primary School

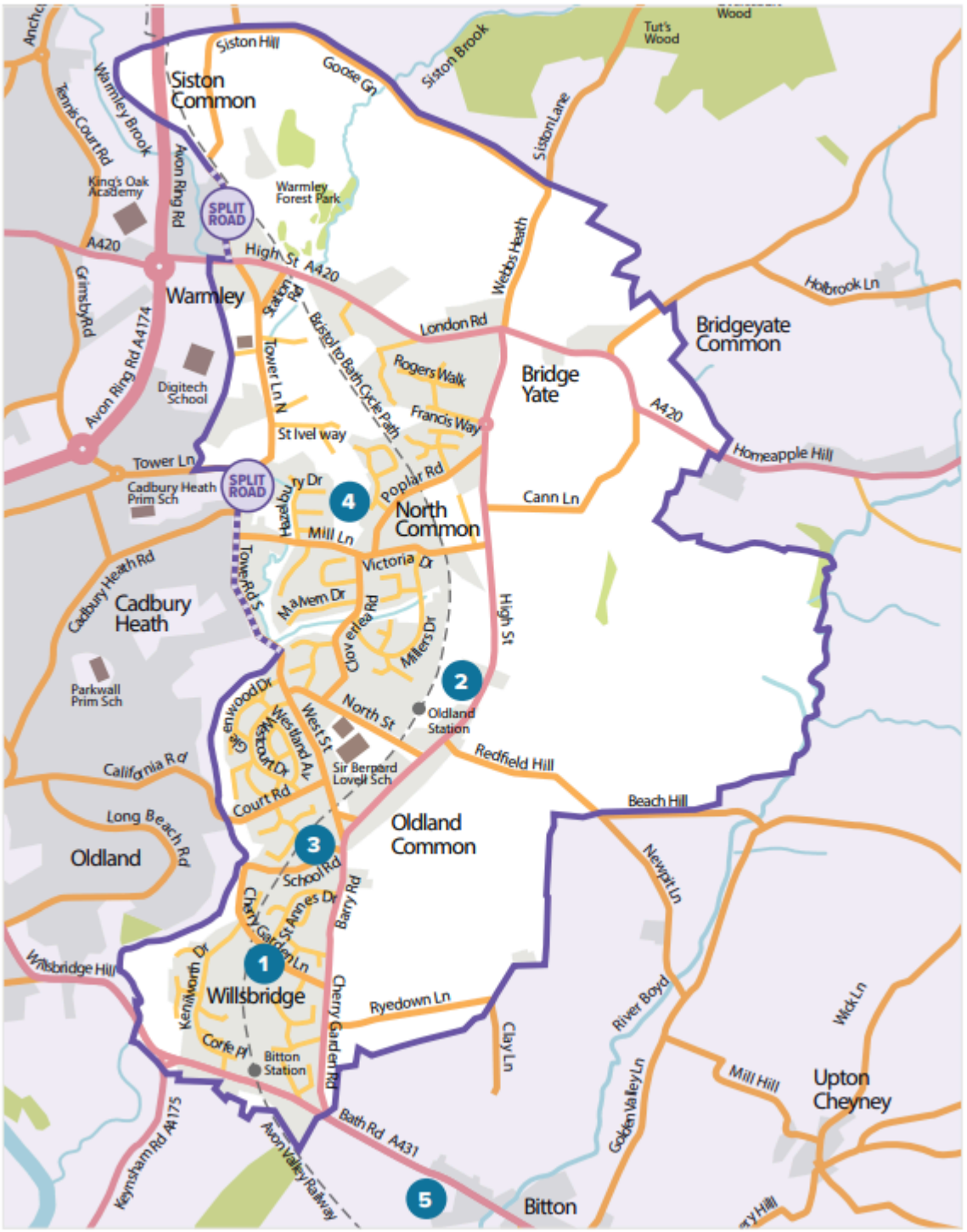
There are no schools with an Area of Prime Responsibility (APR) on this map.

- Lyde Green Primary School

1. Lyde Green Primary School
1a. Lyde Green Primary School – planned location of 2nd site

There are no schools with an Area of Prime Responsibility (APR) on this map.

- Warmley/Bitton Consortium Area of Prime Responsibility



The area is defined to the north along the middle of Goose Green, running eastwards, along the middle of Webbs Heath to the junction with Siston Lane, it then goes by direct line eastwards to the Abson and Wick Civil Parish boundary. Then it runs southwards along the Abson and Wick Civil Parish boundary until the southwestern corner of Abson and Wick Civil Parish where it then follows the River Boyd until Beach Hill. It then runs westwards along the middle of Beach Hill, at the junction with New Pit Lane it continues westwards along the one field line then runs southwards to join Ryedown Lane south of Upper Cullyhall Farm. Then it runs to the south of Ryedown Lane to include the properties on the south side of Ryedown Lane, westwards then southwards at Cherry Garden Lane to meet the A431. At the A431 roundabout it then runs south to meet the Bristol and Bath Railway Path and tracks south of the properties on the southern side of A431 Bath Road until the roundabout with Keynsham Road, then northwards along western side of the properties on A431 Bath Road to meet Siston Brook south of Cunnington Close, then northwards along Siston Brook. At Tower Road South it runs northwards along the middle of the road, at Tower Road it runs along the middle of the road westwards to the Siston Civil Parish boundary, then northwards along the Siston Civil Parish boundary. When the boundary meets the north east corner of Parkwall and Warmley Ward boundary it links north to the A420 at Deanery Close, then eastwards along the middle of the A420 to Stanley Road, then northwards along the middle of Stanley Road, then the middle of Siston Hill to join with the middle of Goose Green.

1. Cherry Garden Primary School
2. Redfield Edge Primary School
3. St Anne's CE Primary School
4. St Barnabas CE Primary School
5. The Meadows Primary School (not included within this Area of Prime Responsibility)

- Rural Schools

1. Alexander Hosea Primary School
2. Charfield Primary School
3. Hawkesbury CE Primary School
4. Horton CE Primary School (Voluntary Aided)
5. Marshfield CE Primary School
6. Old Sodbury CE Primary School
7. Oldbury-on-Severn CE Primary School
8. Olveston CE Primary School
9. Pucklechurch CE Primary School
10. St Andrew's CE Primary School
11. Tortworth Primary School
12. Trinity CE Primary School
13. Wick CE Primary School

There are no schools with an Area of Prime Responsibility (APR) on this map.

The Castle School
Area of Prime Responsibility

The area is defined by South Gloucestershire Council's administrative boundary to the north, running from the River Severn westwards to the Charfield Ward boundary; then southwards and westwards along the Charfield Ward boundary; then the Thornbury Ward boundary westwards; then along the Oldbury-upon-Severn Ward boundary to the River Severn. (Note the defined area diverts from the Thornbury Ward boundary in three places; at Milbury Heath the defined area deviates to the field line to include the Garden Centre complex, at The Slad, Grovesend where the boundary meets the dismantled railway line the defined area runs in a direct line westwards to the point where Abbey Lane meets Jubilee Way, at the entrance to Alveston Cemetery in Costers Close the defined area runs north along the track and then around the outer perimeter of Marlwood School grounds, Chelwood and Brook Farm to rejoin the boundary line at Mumbleys Lane).

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Marlwood School
Area of Prime Responsibility

The area is defined in the north the by the boundary line between Aust Ward and Oldbury-upon Severn Ward, running from the River Severn eastwards. At the Thornbury Ward boundary it continues eastwards along the southern side of Thornbury Ward boundary enclosing the Olveston, Alveston and Tytherington Civil Parish boundaries. At Baden Hill it then runs eastwards along the Tytherington Civil Parish boundary east and then southwards until the Mineral Railway line. Then southwards along the Mineral Railway line to the B4059, then at the layby it tracks south and westwards across the fields in semi-circular line to include Latteridge village and to re join the Alveston Civil Parish boundary. It then runs along the Alveston Civil Parish boundary westwards, then at the Almondsbury Civil Parish boundary runs southwards to Trench Lane. At Trench Lane it runs west to the M4, then north along the M4, then west along the M5 to the South Gloucestershire Council administrative boundary, then westwards along boundary to the River Severn. (Note the defined area diverts from the Thornbury Ward boundary in three places; at Mumbleys Lane the defined area runs around the outer boundary of Brook Farm, Chelwood and Marlwood School grounds and along the track to the entrance of Alveston Cemetery in Costers Close, at the point where Jubilee Way meets Abbey Lane the defined area runs in a direct line eastwards to the dismantled railway line at The Slad, Grovesend, at Milbury Heath the defined area deviates to the field line to exclude the Garden Centre complex).

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2. Marlwood School

Downend School, King's Oak Academy, Mangotsfield School and Winterbourne Academy Consortium

Area of Prime Responsibility

The area is defined by The River Frome to the northwest and north, then at the Mill Road T junction with Bury Hill it tracks along the middle of Bury Hill and Cuckoo Lane eastwards until Folly Brook, then along Folly Brook until Folly Bridge where it meets Emersons Green Ward boundary, then follows Emerson Green Ward boundary southwards, at the intersection of Emersons Green Ward boundary, Boyd Valley Ward boundary and Siston Ward boundary it follows the Siston Ward boundary east and southwards until the A420, then westwards along the middle of the A420 until South Gloucestershire Council's administrative boundary, then it tracks northwards along South Gloucestershire Council's administrative boundary until the River Frome.

Mangotsfield First Area

The area is defined in the north by the Pucklechurch Civil Parish boundary starting at the point that Folly Brook goes under the M4. It runs eastwards and southwards along the Pucklechurch Civil Parish boundary until the watercourse south of Barley Close Farm. It then tracks the watercourse east and northwards to the junction of Dyrham and Hinton / Pucklechurch Civil Parish boundary lines. Then it runs eastwards along the Dryham and Hinton Civil Parish boundary, then south and westwards along the same boundary line. Then continues westwards along the Pucklechurch Civil Parish boundary line but deviates to exclude Old Station Cottage south of Bridge Road. It then runs northwards along the Pucklechurch Civil Parish boundary to the Dramway roundabout on the A4174, it then follows Folly Brook northwards to the M4.

Winterbourne First Area

The area starts in the north eastern corner at the point where the B4059 meets the Mineral Railway line, the area is defined running east by the Mineral Railway Line. Then at Yate Station it follows the Railway Line south, at the point where it meets the Dismantled Railway, south of Westerleigh Business Park, it follows the Dismantled Railway Line southwards. At the point where the Dismantled Railway Line meets the Frampton Cotterell Ward boundary it then runs by direct line southwest, north of Dodmoor Farm, to the first Electric Pylon south of Broad Lane track. It then follows the Electric Pylon and field line southwards to meet Westerleigh Road, to the west of the Garden Centre. Then it runs westwards along the middle of Westerleigh Road until the track west of Park Gate Farm, then south along the track to meet the Westerleigh Civil Parish boundary. Then it follows the Westerleigh Civil Parish boundary south to the M4, then at Folly Brook it runs westwards then northwards along Folly Brook. At Bury Hill it runs south and west along the middle of the road until it meets the River Frome at Riverwood Lodge, then it follows the River Frome west then southwards until the River Frome meets South Gloucestershire Council's administrative boundary. It then runs along South Gloucestershire Council's administrative boundary until the M32, then northwards along the M32 until the Hambrook Lane motorway bridge. Then it runs westwards along the middle of Hambrook Lane until the Winterbourne Civil Parish boundary at Curtis Lane, then runs along the Winterbourne Civil Parish boundary until the M4. Then it runs northwards along the M4 until Trench Lane, then eastwards along the middle of Trench Lane until the Frampton Cotterell Civil Parish boundary. It then runs north and westwards along the Frampton Cotterell Civil Parish boundary then the Iron Acton Civil Parish boundary. West of Latteridge village it then tracks south and eastwards across the fields in semi-circular line to exclude Latteridge village to join the B4059 at the layby, then eastwards along the B4059 to meet the Mineral Railway Line.

10. Downend School
11. King's Oak Academy
12. Mangotsfield School
13. Winterbourne Academy

Downend School, King's Oak Academy, Mangotsfield School and Winterbourne Academy normally serve the area north of the A420 road. Addresses on the northern side of the A420 road itself are included in this area.

a Winterbourne Academy has a First Area of Responsibility for the areas (that fall within South Gloucestershire) of Winterbourne, Frampton Cotterell, Frenchay, Hambrook and parts of Westerleigh Parish.

b Mangotsfield School has a First Area of Responsibility for the parishes of Dyrham and Hinton and Pucklechurch.

Appendix 2: Admissions to Lyde Green Primary School: Site Allocation Process

Lyde Green Primary School admits 60 pupils in each Reception cohort on the school's Willowherb Road site. From September 2026, up to 60 further Reception places are available at an additional site on Honeysuckle Road. Lyde Green will operate as a single primary school across the Willowherb and Honeysuckle sites, with identical educational provision for pupils at both locations.

Parents who wish their child to join Lyde Green's 2026 Reception intake should apply through the South Gloucestershire coordinated admissions process. Places will be allocated at Lyde Green based on the published admissions criteria, with distances between home and school addresses measured to the Willowherb site for all applicants.

Parents who have been offered a place at Lyde Green on the national offer day (16 April 2026) will need to confirm their acceptance of the place through the South Gloucestershire online portal by 30 April 2026. In early May, the school will write to all parents who have accepted a place, inviting them to complete a Site Preference Form, so that they can indicate any preference as to which of the Lyde Green sites they wish their child to attend. The Site Preference Form must be completed and returned to the school by 1 June 2026.

In early June, we will allocate children to each Lyde Green site based on information from the Site Preference Forms, with allocations being made in the following priority order:

1. Children who have a sibling at their preferred site, ranked by straight-line distance from their home to that site
2. All other children, ranked by straight-line distance from their home to that site

Children whose parents have not submitted a Site Preference Form by 31 May will be allocated to a site based on the availability and suitability of the remaining places within each class.

For all late applications and in-year admissions, children will be allocated to a site based on the availability and suitability of the remaining places within each class.

We will usually expect pupils to remain on the same site throughout their education at Lyde Green Primary School, although there may be circumstances where parents and the school agree that a pupil moves to a class on a different site.

All definitions within this process will be the same as those in the Admissions Arrangements. In the event that fewer than 120 applications are received, the trust will determine the number of places that will be available at each site by assessing educational and operational requirements. Allocations will be made by the Headteacher of Lyde Green, whose decisions will be final.