

## Policy Statement for

# Admissions



<b>Change History</b>	<b>Summary of Key Changes</b>
March 2015	Updated to new format, linked to GCC admissions information
April 2016	Updated contact details
April 2017	Amended dates, links, added [4], amended [5.1]
April 2018	Amended dates, links, added [5] amended [6.1] to <i>Looked After Children</i>
Jan 2020	Updated dates and links
Sept 2020	Updated dates and links

## 1. Admission Authority

Nailsworth C of E Primary School is a voluntary controlled school and the admission authority for the school is the Local Authority (LA). The LA works in accordance with the regulations that are set out and further explained in the School Admissions Code of Practice (2014) and the Statutory Appeals Code of Practice (2012) to set an admissions policy for the school.

This policy should be read in conjunction with:

1. Gloucester County Council's Admission Arrangements
2. Gloucester County Council's Admissions Scheme

A copy of these documents can be found on the Council's website:

Criteria for 2021: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2021/>

Criteria for 2022: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/proposed-admission-criteria-and-scheme-for-2022/>

Further useful documents:

1. Gloucester County Council Infant, Primary & Junior Schools Information Booklet
2. Gloucester County Council Primary Guidance Booklet
3. Summer born information sheet
4. Information on admission appeals

These documents can be downloaded here: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

Alternatively please contact:

### Co-ordinated Admissions Team

Gloucestershire County Council  
Shire Hall  
Gloucester  
GL1 2TP

**E-mail:** [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

**Website:** <http://www.gloucestershire.gov.uk/schooladmissions>

**Telephone:** 01452 425407

## 2. Applications for Admission

2.1 Children can start primary school, if their parents wish, in the September of the school year in which they become five. The school year starts on 1 September.

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- 2.2 All applications must be made via the Common Application Form that is available online on the Council's website:  
<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>
- 2.3 Applications can usually be made from the start of the autumn term of the year before your child is due to start school.
- 2.4 Applications must be made by the published January deadline date to start the following September.
- 2.5 The local authority will notify parents and carers of the decision by mid-April in the year of Admission.

### 3. Published Admission Number

- 3.1 Nailsworth C of E Primary School's published admission number is 30.
- 3.2 The School Standards and Framework Act 1998 requires infant class sizes to consist of no more than 30 pupils.

### 4. Children with an Education, Health and Care Plan (EHC)

- 4.1 Children who have an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an Education, Health and Care plan that names the school, even if the school is full. Parents of children with an EHC plan should contact their child's casework officer for any further information.

### 5. Twins and Children from Multiple Births

- 5.1 Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Infant class size restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### 6. Oversubscription Criteria

- 6.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide on which children to admit. Please see Council website for full explanatory definitions:
1. 'Children in Care'/'Looked After Children'/'Previously Looked After Children' (please refer to [GCC Admissions Arrangements 2020/21](#) for full definition of *Looked After Children*)
  2. Children who will have siblings attending the school at the time the applicant child is admitted.
  3. Children with the strongest geographical claim (home to school distance measured in a straight line)
- 6.2 Where criteria 1 and 2 are oversubscribed, criterion 3 will be used to determine which child is offered a place.

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6.3 In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the LA. This is a manual process which is overseen by an independent person from the Legal Services & Monitoring Team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

## 7. Waiting List

7.1 In the event of the school being oversubscribed during the normal admission round for entry, the waiting list will be held by the LA until the end of the academic year. GCC will provide information on how to request being added to the waiting list on Allocation Day.

7.2 The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application is made. Should any places become available at the school they will be offered to the child at the top of the waiting list.

## 8. In-Year Admissions

8.1 In-year admissions are all those made outside of the normal admissions round.

8.2 In-year applications are made to the school directly.

8.3 All parents and carers must formally apply for a school place through the completion of an application form (Gloucestershire In Year Admissions Common Application Form) that can be downloaded online at the Council's website or by contacting the **In-year Admissions Team** on 01452 426015, email: [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)

8.4 This application form should be completed and sent to the school for consideration. Full details of the in-year admissions process can be found on the council's website:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

## 9. Appeals Procedure

9.1 Parents and carers have a legal right to appeal against a decision not to offer a place at the school. Details of the School Admissions Appeals Code can be found in **Gloucester County Council's Admission Arrangements**. This document can be accessed at the Council's website: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>

9.2 Appeals are heard by an independent panel who do have the power to overturn the school decision.

## 10. Transport

10.1 Transport is not available through the school.

10.2 It is possible that some children, who meet certain criteria, may be able to access transport arrangements provided by the LA. Parents and carers should refer to the Council website at <http://www.gloucestershire.gov.uk/schooltransport>

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