

## Admissions 2022-2023

Date: September 2020

Review date: September 2021



### Introduction

The Governing Body of Coaley C of E Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy should be read in conjunction with advice to Parents and Carers given by Gloucestershire County Council which is available on the Gloucestershire County Council website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or by contacting the Co-Ordinated Admissions Team on 01452 425390 or email [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk).

### Aims and objectives

Coaley C of E Primary Academy is an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. A child's level of ability is irrelevant to this school's admissions policy; as are any Special Educational Needs the child may have.

### How parents can apply for their child to be admitted to our school

The admissions process is co-ordinated by the Local Authority in to Reception on behalf of the Diocese of Gloucester Academies Trust.

The County Council's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from Gloucestershire County Council and should be returned by the date stipulated on that form. Applications can be made online at: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

If a letter containing important admissions has not been received by the end of November 2021, you should contact the Coordinated Admissions Team, Shire Hall, Gloucester GL1 2TP and arrange for one to be sent to you.

### Admission Criteria

When the number of applicants exceeds the number of places available, places are given based on the following priorities:

1) Children in public care (looked after children)

A looked after child is defined as 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). This category also includes Adopted Children who were previously looked after/ in care.

2) Children who have an older sibling attending Coaley C of E Primary Academy and who will continue to do so when the younger child is admitted. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.

3) Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance

survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

4) Where points 1 and 2 are oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place. 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 Governing body.

### **The Published Admission Number (PAN)**

The 'published admission number' is the number of children that the Local Authority considers the school can accommodate. The standard number for our school is 12. We keep this number under review and the governors will apply to change the number if circumstances change.

### **When will my child reach statutory school age?**

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

### **Admission of Summer Born Children for Reception Entry for Coaley CofE Primary Academy**

The Governing Body of Coaley CofE Primary Academy acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Coaley CofE Primary Academy. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for at least the second (i.e. December) school term following the admission request. The waiting list will be prioritised according to the school's admission criteria above.

### **In Year Applications for Admission**

To apply for a school place during an academic year, the academy must be contacted directly. A common application form must be completed and the offer of a place will be confirmed by the academy, pending space in the year group. All parties who have parental responsibility for the child must sign the application form.

### **Admission appeals**

If a child is not offered a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase above the PAN.

Parents and Carers have the right of appeal to an independent panel against any decisions made in relation to any decision made concerning their child's entry to school. Please

contact the school for an appeal application. Requests for appeal relating to the main entry year of the school for September 2022 (i.e. Reception) should be made by 15th June 2022. In exceptional cases appeals may be received after this date.

### **SEN**

Children who have a Statement of Special Educational Needs or Educational Health Care Plan (EHC) 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 a Statement or EHC that names that particular school. Parents of children with Statements of SEN or EHC should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs or EHC naming a school will be allocated a place even if that school is full.

### **Fair Access Protocols**

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. For more information please follow this link: <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

### **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Monitoring and review**

This policy will be monitored by the Governing Body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.

Policy drawn up and ratified by the Governing Body 28<sup>th</sup> September 2020.

Signed: Carol O'Donnell (Chair of Governors)

Signed: Richard Lucas (Head teacher)