

## Admissions Policy

2017

This policy and criteria should be read in conjunction with the School Admissions Guidance Booklet, available from the County Council. If you have not received a letter regarding your child starting school by the end of November before the intended admission, you should contact the Admissions and Transfers Team, Shire Hall, Gloucester GL1 2TP and arrange for one to be sent to you. Application is encouraged on line at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions).

The Published Admissions Number for this school is 60.

The Governors are pleased to review requests for admission against the following criteria in priority order:

1. A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ).
  - (1) *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. In Gloucestershire, such children are referred to as Children in Care.*
  - (2) *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).*
  - (3) *Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
  - (4) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
2. Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. *As a school we have adopted the definition of sibling as per the LA definition which reads "a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address."*
3. Christian families who live within "Tetbury Town Boundary".
4. Families who live within "Tetbury Town Boundary".
5. Christian families who live within the "Tetbury Catchment Area" (but outside the Tetbury Town Boundary).
6. Families who live within the "Tetbury Catchment Area" (but outside the Tetbury Town Boundary).
7. Christian families who live outside the Tetbury Catchment Area.
8. "Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*"

- Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

For the purpose of this Admissions Policy "Christian" is defined as:

Children whose parents' regular place of worship is a member of Churches Together in England. A letter of support from the minister would be required. For the guidance of the ministers, it is considered that "regular" means "have attended a principal act of worship at least 8 times in the previous year or where regular Christian worship can be demonstrated but there is a compelling reason why this criterion should not be applied; e.g. have very recently taken residence in the area".

Tetbury Town Boundary is as defined by the Town Council – maps are available from the school.

Tetbury Catchment Area is the historical catchment area of the school as defined by the school – maps are available from the school.

In the event of a child being refused a place there is a right of appeal to an independent appeal process. Parents should write to the governors at the school requesting Appeal Application Forms. An independent appeals panel will then meet to decide upon the outcome with a decision being taken within 30 school days of the specified closing date for the receipt of appeals (above).

#### **Admission of Summer Born Children for Reception Entry**

The Governing Body of St Mary's CE VA Primary School 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 St Mary's CE VA Primary School. 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.

#### **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 are 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.

#### **SEN**

The school is required to admit a child with an Education Health Care Plan that names the school, even if the school is full.

#### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until December). The waiting list will be prioritised according to the school's oversubscription criteria.

#### **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 precedent over any child on the waiting list.

#### **In Year Admissions**

For in-year applications only, the parent should apply directly to the preferred school in the first instance.

### **Transport**

School transport may be available to families who live within the Tetbury catchment area, but more than 3 miles away from the school. This can be organised through the school.