

## Admissions Policy

2024

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 Co-ordinated Admissions 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 ) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5) .
  - (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's Act 2002 (see section 46 adoption orders).
  - (3) Under the provisions of Section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.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).
  - (5) 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. "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."
3. 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."
4. Christian families who live within 1.25 miles of the school. (See Map A)

5. Families who live within 1.25 miles of the school. (See Map A)
6. Christian families who live within the Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne (but more than 1.25 miles from the school). (See Map B)
7. Families who live within the Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne (but more than 1.25 miles from the school). (See Map B)
8. Christian families who live outside the Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne.
9. Families who live outside the Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne.

Distance from the school will be 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.

In the event that the school is oversubscribed within one of the criteria above those living closer to the school will receive higher priority. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised by drawing lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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

Children whose parent(s)/primary carer(s)' 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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Church attendance will be calculated only for the period when churches were open for public worship. This will be reduced to 5 times in 12 months before the minister completes the Supplementary Information Form (SIF).

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right to appeal to an independent appeals panel. Once you have received the letter, which will give the grounds for refusing a place, you may contact the Governors to request Appeal Application Forms. These forms can be requested by emailing the School Office via [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk). You must set out your grounds for appeal in writing in the Appeal Application Form and return it to the School Office at the above email address. The school uses Gloucestershire County Council to manage their appeal process. **You will normally receive at least 10 school days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 working days of the hearing wherever possible.** The independent appeals panel will then meet at Gloucestershire County Council to decide upon the outcome with a decision being taken within 30 school days of receipt of the appeal.

### **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 in Reception Year Group a waiting list will be held for (at least) the first school term (ie until December). The waiting lists 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 Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne but more than 3 miles away from the school. This can be organised through the school.

Approved by Resources Committee 6<sup>th</sup> February 2023

Review Date: February 2024

Signed by Headteacher:



Signed by Chair of Governors:



## Supplementary Information Form (SIF)

### Statement of Regular Worship at a member of Churches Together in England

Please ask your regular minister to complete and sign one of the two statements below in support of your application, as a Christian family, for a school place at St Mary's CEVA Primary School, Tetbury.

I, ..... of ..... Church can confirm that .....(name of worshiper) who reside(s) at .....(home address) have attended a principal act of worship at least 8 times in the 12 months before the minister completes the SIF\*\*.

Or

I, ..... of ..... Church can confirm that .....(name of worshiper) who reside(s) at .....(home address) have demonstrated regular Christian worship however have not attended worship at this Church at least 8 times in the 12 months before the minister completes the SIF \*\* because .....  
..... (for example – they have recently taken residence in the area).

**\*\* Church attendance will be calculated only for the period when churches were open for public worship. This will be reduced to 5 times in the 12 months before the minister completes the SIF.**

Signed ..... Date.....

My contact details are as follows:

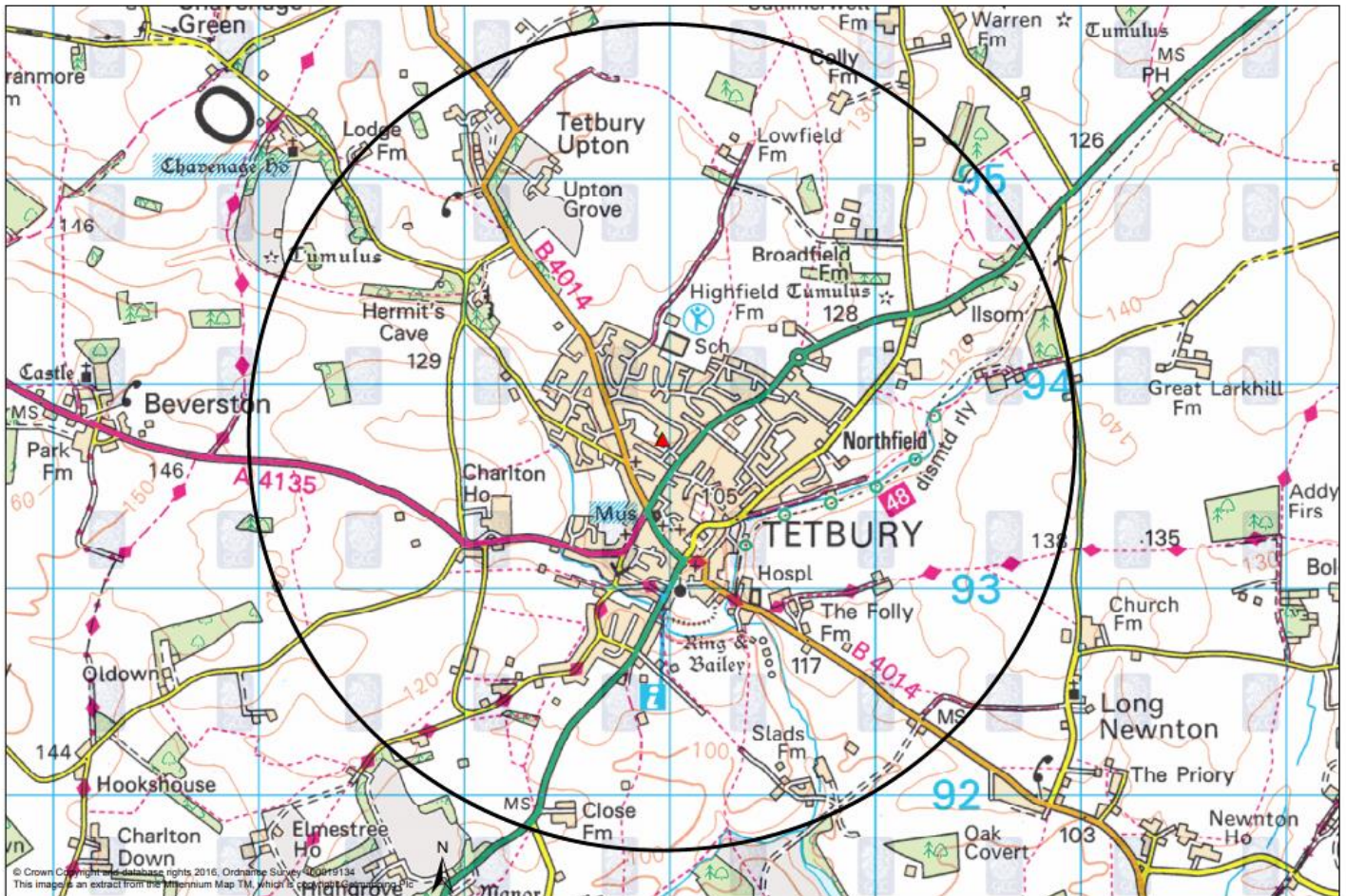
Address:.....

Day time phone number:.....

Email Address: .....

## Map A

The area within the black circle is within 1.25 miles of the St Mary's CEVA Primary School. The location of the school is marked by a red triangle.



DATE: 18-Oct-2016 SCALE: 1:16,416 You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form

## Map B

The Benefice of Tetbury, Beverston, Long Newton and Shipton-Moyne

Please follow these links for maps of the Benefice of:

Tetbury <https://www.achurchnearyou.com/search/?lat=51.639295&lon=-2.15818&place=Tetbury+GL8%2C+UK&text=>

Beverston <https://www.achurchnearyou.com/search/?lat=51.6436149&lon=-2.2036499&place=Beverston%2C+Tetbury+GL8%2C+UK&text=>

Long                      Newton                      <https://www.achurchnearyou.com/search/?lat=51.622028&lon=-2.127292&place=Long+Newnton+House+Turn%2C+Tetbury+GL8+8RW%2C+UK&text=>

Shipton                      Moyne                      <https://www.achurchnearyou.com/search/?lat=51.6053256&lon=-2.1578053&place=Shipton+Moyne%2C+Tetbury+GL8%2C+UK&text=>