



**“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”**

**BLUE COAT CE VA PRIMARY SCHOOL**  
**DETERMINED Admission Policy 2026**

Committee responsible for this policy	Teaching and Learning committee
Policy initially approved by FGB	11 <sup>th</sup> March 2014
Policy reviewed/amended	25 <sup>th</sup> September 2015/12 <sup>th</sup> February 2016/24 <sup>th</sup> February 2017/12 <sup>th</sup> September 2017/22 <sup>nd</sup> January 2018, 18 <sup>th</sup> September 2018/26 <sup>th</sup> February 2019, 17 <sup>th</sup> September 2019 (FGB), 14 <sup>th</sup> July 2020, 19 <sup>th</sup> January 2021, 8 <sup>th</sup> June 2021 (School Admissions Code compliance), 28 <sup>th</sup> September 2021, 1 <sup>st</sup> March 2022, 27 <sup>th</sup> September 2022, 28 <sup>th</sup> February 2023, 26 <sup>th</sup> September 2023, 7 <sup>th</sup> November 2023, 9 <sup>th</sup> January 2024, 24 <sup>th</sup> September 2024, 7 <sup>th</sup> January 2025
Policy review term	Annual
Policy due for review	Autumn 2025



Blue Coat VA Church of England Primary School will provide high quality, effective education in which all can have pride. Recognising its foundation, the school will preserve and develop its Christian character in accordance with the principles of the Church of England and the Objects of the Trust. The Christian ethos will underpin all that the school seeks to achieve and its distinctive values will be evident through its inclusive approach to serving its community.

### **Statement of Intent / Scope of the Policy**

This Policy sets out the admission criteria for Blue Coat CE VA Primary School.

Pupils will be admitted at the beginning of the academic year (1<sup>st</sup> September) following their 4<sup>th</sup> birthday, without reference to ability or aptitude (normal admission round). The number of intended admissions for the year commencing September 2026 will be 45.

This policy and criteria should be read in conjunction with information available at [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions) or contact the Coordinated Admissions Team for a paper copy of the Guide for Parents & Carers.

Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

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 ).
  - (a) 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.
  - (b) 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).

- (c) Under the provisions of s.12 of the Children and Families Act 2014
- (d) 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).
- (e) 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 this 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.
- 3. Children who have a sibling attending the School and who will continue to do so when the younger child is admitted.

**N.B.** The Local Authority definition of a sibling, adopted by the Blue Coat Church of England Primary School, reads 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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application. Where a child lives with both parents on a 50/50 (equal) basis, or if a child's parents live at a separate address, the school will request that the parents agree on which address is to be used for allocation purposes. This should be the one at which they are normally and habitually resident. The school may also request proof of the registered address, which must pre-date the application eg the address registered for child benefit or where the child is registered with a medical GP. Additional proof of address may be requested before we can confirm the address. .

4. Any remaining places or in the event of oversubscription in any of the criteria above, places will be given to those children living closest to this school, measured in a straight line from the Ordnance Survey Point for the child's home address (including flats) to the Ordnance Survey Point of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

**N.B.** Only one home address can be used for admission purposes. This is the pupil's primary residence, and we may ask for additional proof of this address.

In line with the Local Authority definition, where a child lives with both parents on a 50/50 (equal) basis the school will request that the parents agree on which address is to be used for allocation purposes. This should be the one at which they are normally and habitually resident. The school may also request proof of the registered address, which must pre-date

the application eg the address registered for child benefit or where the child is registered with a medical GP. Additional proof of address may be requested before we can confirm the address. The method in which the distance is measured from home to school can be found in the admission criteria.

If the parents/carers are unable to agree on which address is to be used for allocation purposes, the address used will be determined by random selection (lottery). This will be overseen by someone who is totally independent of the school.

5. In the event of oversubscription and in the event of a tie break situation, where two or more children live an identical distance from school, a process of random allocation will be followed. This is a manual process which will be overseen by an independent person.

- ❖ Children with a with an Education Health Care Plan (EHC) will be admitted to the school even if the school is full.
- ❖ The school has signed up to the In-Year Fair Access Protocols held by the Local Authority (<https://www.goucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>). Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.
- ❖ For the Autumn Term Intake of Reception aged children, if the school is oversubscribed, a waiting list will be held for the first two terms (the School has six terms). After the end of term two, applications on the waiting list will be treated under the In -Year provision.
- ❖ For applications into year groups which are at or above PAN, the Governing Board of Blue Coat CE VA Primary, as the admission authority, reserves the right to consider admissions. We will adhere to the Local Authority Fair Access Protocol and Local Authority guidance and will follow a stringent process so as to take fair, objective, transparent and responsible decisions when adding to a year group's PAN.
- ❖ In-Year Admissions: As from September 2013, any applications for a school place made outside the normal year of entry are to be made directly to the school. The Local Authority maintains the statutory duty of being aware of all pupils and vacancies within schools/academies in Gloucestershire. Parents, should, therefore, contact the school in the first instance. In order to remain on the waiting list, applicants should contact the school in writing at the end of each term: there are 6 terms in each academic year. Waiting lists are held in line with the criteria outlined in this Admissions Policy.
- ❖ The Governing Board of Blue Coat CE VA Primary School acknowledges the updated advice from the Department of Education that occasionally, parents/carers of "summer born" children (born between the 1<sup>st</sup> April and 31<sup>st</sup> August) may request to start the Reception Class of a school a whole

- ❖ academic year later. The Governing Board will make a decision on behalf of Blue Coat 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.
  
- ❖ Parents may wish to seek a place for their child outside of the normal age group: in such circumstances the school will follow the rules set out in the School Admission Code.
  
- ❖ The term “normal admission 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.
  
- ❖ Transport: The school does not arrange school transport – please contact the Transport and Benefits team, Shire Hall, Gloucester GL1 2TP.
  
- ❖ Appeals Procedure  
If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Blue Coat Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 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 school days of the hearing wherever possible.

#### ***General***

The Governing Board reserves the right to review the Admissions Policy as necessary.

**Cross Referenced: Data Protection Policy, Complaints Policy, Equal Opportunities Policy**