



Admissic , 2026 – 2027

Issue Number	Issue Date	Frequency of Review	Summary of changes
1.0	Sept 2018	Annually	New policy as an Academy
1.1	Nov18		Changes in light of DfE recommendation for Looked after Children and children adopted from care beyond England
1.2	Jan 2020	Annually	September starting arrangements
1.3	Nov 2020	Annually	
1.4	Jan 2022	Annually	No Changes
1.5	Jan 2023	Annually	Entry to reception class
1.6	Jan 2024	Annually	Update to nursery admissions

Chesterton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.

Please refer to the school's Safeguarding Policy for more information.

'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'

About Us

Chesterton Primary School is a single form entry school. Our school motto is based around improving the life chances for all pupils no matter of their starting points 'Growing Together, Learning Forever'. Staff work hard to develop pupil's independence whilst growing their personal resilience and teaching children the strategies to be successful in the world today. Please look at the school website: www.chestertonprimary.net for more information.

Reception Year Starting School

Children are usually admitted to our school in the reception class in the September prior to their fifth birthday.

The school has a Pupil Admission Number (PAN) of 30. This means that 30 children start school the Reception year group and each year group has 30 children in thereafter.

Gloucestershire County Council admission's team will deal with all the applications for places at our schools for reception children. Please use the following link to the school admissions page and links to the admissions forms. <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primaryor-infant-school-place/>

Settling in

The usual admission arrangements are for all the reception children to begin school full time from the first day of term 1. However, in some cases, we may recommend a staggered entry in to Reception so that we can work with smaller groups of pupils to settle them in. This will be for a short period of time and parents will be notified in the summer term prior to starting. We make sure that all reception children have a Year 6 buddy (Year 5 children will have meet them if they attend Chesterton Nursery and/or on their pre-starting school visits) so that when they start school, they have an older child for support at play times and lunch times. This relationship lasts all year and children have opportunities to read and sometimes work together.

Visits

We welcome visits to the school. Parents who would like to visit the school or who are considering entering their children for admission are asked to get in touch with the Head teacher or Head of Early Years Foundation Stage who are always willing to show parents around and to answer any questions that they may have.

In Year admissions

For applications which are made outside of the normal year of entry to the school, schools are responsible for offering places using the categories stated below and will inform parents their child/children have a place at the school. Please use the in-year admissions form on the GCC website. Currently the Local Authority inform us when there is an in year admission request and we follow the normal Local Authority guidance for admission.

Oversubscription criteria

Where applications for admission 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.

(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 s.12 of the Children and Families Act 2014.

(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 who have siblings attending the school and who will continue to do so at the time of their admission. We use the Local Authority's standard definition of 'sibling': '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.'

3. Pupils with the strongest geographical claim based on straight line distance proximity of the child's home - those living nearer being accorded priority. This link shows last distances offered for each school:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-schemecriteria-and-protocol/allocation-day-statistics-for-gloucestershire-schools/>

Oversubscription

In the event of oversubscription in any of the above criterion, places will be allocated to 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 School Reception Area, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If necessary, if two or more children live at a precise equitable distance from the school, a further tie-break of random allocation based on names being drawn in a lottery at a specified time by our admissions team will be applied, although we will endeavour to treat twins and children from multiple births jointly.

Appeals & waiting list

If the school is oversubscribed a formal appeals procedure exists. Parents are invited to lodge an appeal in writing, addressed to the School, and their case will be heard by an independent Appeals Panel. We currently buy into the appeals process via GCC. The waiting list will be prioritised according to the school's oversubscription criteria above. GCC currently holds our waiting lists.

Education Health Care Plan

Pupils with an Education Health Care Plan naming Chesterton Primary School will be offered a place prior to the oversubscription criteria being used to fill additional places at the School and, in the case of in-year admissions, even if the school is full and we are able to meet need.

Fair Access Protocols

A vulnerable child within the Local Authority Protocols requiring a place in school will take precedent over any child on the waiting list.

Admission of Summer Born Children for Reception Entry

The Local Governing Body 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 Local Governing Body will make a decision on behalf of the schools. 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.

Nursery Admissions Policy

The school and Governors look forward to welcoming children into the Nursery which is the beginning of the Foundation Key Stage. The following sets out how the policy will be applied to those applying for places at the Nursery at Chesterton School as agreed by the Governing Body.

Aims and Principles

- To have a fair and consistent process of allocation
- Services should be child-centred
- All activity should promote educational achievement
- Universal provision including for children in need
- Consistent quality across provision with measurable outcomes
- Recognition that staff development is crucial to quality
- Consistent curriculum offered across settings
- Partnership with parents
- Family support services integrated with childcare and education are crucial to holistic childcare approach
- All provision should adopt integrated equalities approach
- Inclusive provision
- Services should be locally accessible

Guidelines

Places Available include:

Universal Entitlement – 15 hours per week, term time only, from the term after the third birthday.

Extended Entitlement – 30 hours per week, term time only.

Eligibility Criteria for Extended Entitlement (free 30hr places)

Eligibility for a 30hr place will be as follows:

- 30 hour places are only available for children who are 3 or 4 years old
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at <https://www.gov.uk/apply-30-hours-free-childcare>

Only a valid eligibility code will guarantee the funding of the additional 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.

Grace period

A child who comes ineligible during the first half of a term should be funded until the end of that term or for as long as they remain under Compulsory School Age, whichever is shorter.

A child who becomes ineligible during the second half of a term should be funded until the end of the following term or for as long as they remain under Compulsory School Age, whichever is shorter.

When the grace period or code lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again 2 weeks before.

Schools meals

Parents/carers attending a 30hr place must provide children with a healthy packed lunch or pay for a hot meal via the school each day.

Timescale

All nursery schools and classes should send their offers of places to parents during May or as soon as possible thereafter. Whilst there is no specific date by which full time places should be allocated, places will be left unfilled for as little time as possible. Places will not be held vacant for children who might apply, and vacancies arising during the year will be offered to the next child who meets the admission criteria.

Priority for allocating places will be as follows:

- Children who are "Looked After" (in care) aged 3 by the end of August.
- Siblings of pupils already on roll at Chesterton Primary School.
- Pupils with the strongest geographical claim based on straight line distance proximity of the child's home - those living nearer being accorded priority.
- Children with additional needs or are in need aged 3 by the end of August.
- Then on a first come, first served basis i.e. in order of application received by the school office, whilst ensuring a balanced provision.

And finally those requesting a January start date.

Additional sessions can be booked if available and paid for through the school.

Arrangements for offering places

1. A representative of the Governing Body of the school will be involved in the allocation of places.
2. Admission to the Nursery does not guarantee an automatic right to continued education at the school, and parents/carers will need to apply for a place in a Reception class at the appropriate time, as advised by the local authority.
3. Regular attendance is required to maintain a place in the nursery class or school, but close liaison should take place with health visitors or social workers as appropriate if there are concerns.

4. A meeting will be held at school for all parents where there will be an opportunity to meet many of the agencies involved in school life.

6. Staff will visit the child prior to admission to meet them in their own environment if requested.

Appeals

If a parent has a complaint about any aspect of our delivery of the free hours, they can contact The Headteacher to discuss it further