

St. Mary's C of E Infant School

Admissions Policy for September 2027

St. Mary's is a Church of England Voluntary Aided Infant School with a strong Christian ethos. In addition to providing a broad and balanced curriculum, we also seek to encourage Christian standards and values through the quality of experiences that we provide for all our pupils.

Admissions are the responsibility of the school Governors. The Governors have agreed to admit 30 children into each of the two Reception classes. The Admission number for St. Mary's is **60** and should not be exceeded (Education Reform Act 1998).

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

This policy should be read in conjunction with the information issued by Gloucestershire County Council for Schools and Academies.

For further information on admissions, or if you have not received a letter from the Local Authority explaining how to apply for school places by the end of November 2026, please contact the Co-ordinated Admissions Team at Shire Hall, Westgate St., Gloucester, GL1 2TP (01452 425407) or go to www.gloucestershire.gov.uk/education-and-learning/school-admissions/

ADMISSIONS 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 will be offered places at the school.

- 1. Looked after children or previously looked after children.** (*See Additional Notes*)
- 2. Siblings**
Children with a brother or sister who will still be attending St. Mary's C of E Infant or Prestbury St Mary's C of E Junior Schools at the time of admission. (The other child must be continuing to attend either school when the sibling is admitted.) (*See Additional Notes*)
- 3. Church (Priority Area within the parish)**
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during the 2 years immediately prior to the Local Authority closing date for applications. (*See Additional Notes*)
- 4. Priority Area within the Parish**
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury. (*See Additional Notes*)
- 5. Church (Non-Priority Area within the parish)**
Children of parents who live in the rest of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during the 2 years immediately prior to the Local Authority closing date for applications (*See Additional Notes*)

6. The Non-Priority Area within the Parish

Children who live in the rest of the ecclesiastical parish of Prestbury . *(See Additional Notes)*

7. Outside the Parish

Children who live outside the ecclesiastical parish of Prestbury. *(See Additional Notes)*

Additional Notes

These notes make reference to Local Authority guidance, protocols and information and these are found on the Local Authority Schools Admissions website www.gloucestershire.gov.uk/education-and-learning/school-admissions/

The Ecclesiastical Parish of Prestbury

A map of the ecclesiastical parish of Prestbury is available from the school office. You can also check which parish you live in by entering your postcode into the website 'A Church Near You' www.achurchnearyou.com/.

Priority Area within the Ecclesiastical Parish (the parish boundary may divide some of these roads/areas so checking that the address is actually in the parish is essential (see above)

- a) addresses on Bouncers Lane and areas to the east of that road
- b) addresses on The Burgage, Bowbridge Lane, Spring Lane and areas to the east of those roads
- c) addresses on Tatchley Lane, Chiltern Road, Glebe Road and Newland Court.
- d) Numbers 313 to 333 and 314A/314 to 344A/344 Prestbury Road.

A list of addresses within the Priority Area is on the school website www.prestburystmarysfederation.co.uk/Admissions/ , but if you have any concerns as to whether your address is in the Parish or in the Priority Area then please contact admissions@psm-school.co.uk .

Oversubscription (Criterion 2)

In the event of oversubscription in this criterion places will be allocated to children in the following order:

- a) Those who live in the priority area of the parish.
- b) Those who live in the non-priority area of the parish.
- c) Those who live outside the parish.

The places will be allocated within each category to those with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's permanent 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. In the event that two or more children have the same distance measurement, a process of random allocation, where supervised drawing of 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).

Oversubscription (except for criterion 2)

The places will be allocated within each criterion to those with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's permanent 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. In the event that two or more children have the same distance measurement, a process of random allocation,

where supervised drawing of 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).

Application under criterion 1

The Definition of looked after children (Children in Care) / previously looked after children can be found in the **Primary Guidance Booklet** on the Local Authority Website

Application under criterion 2

We follow the Local Authority definition of a sibling 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 as well as children 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”.

Applications under criteria 3 and 5

The Electoral Roll of the ecclesiastical parish of Prestbury should not be confused with the parliamentary electoral register for the civil parish. To qualify for inclusion on the Electoral Roll of the parish the following criteria must be met:

- Be aged 16 years or over.
- Be baptised.
- Be a lay member of the Church of England.
- Be either resident in the ecclesiastical parish, or for the previous six months have habitually attended public worship in the parish

Further information and an application form are available from the Prestbury Parish Office or from admin@northchelt.org.uk

A member of Prestbury United Reformed Church will have been formally received into church membership by the decision of a Church Meeting and their name recorded on the church Membership Roll.

Applications must be supported by a completed Supplementary Information Form (SIF) which can be downloaded from the school website www.prestburystmarysfederation.co.uk/Admissions/ and must be signed by one of the Prestbury parish clergy after consultation with the church wardens, or signed by the Prestbury URC minister after consultation with the church elders, confirming the parent’s Christian commitment and regular attendance at St. Mary’s, St Nicolas’ churches, or Prestbury URC. If a family has moved into the parish during the last two years, and wish to apply under these criteria, they must also provide a SIF signed by their previous parish priest or minister confirming that they have met the requirements for admission under these criteria.

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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The completed Supplementary Information Form must be received by the school by the closing date for admissions.

Children with an Education, Health and Care Plan (EHCP)

Children who have an Education, Health and Care (EHCP) Plan 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 an Education, Health

and Care Plan that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

Waiting Lists

If demand exceeds places available, the Governors will keep a waiting list of the names of applicants ranked into ascending order, based on the criteria above. The waiting list will be held for at least the first two terms until the end of December. Parents must contact school after this date if they wish to remain on the waiting list.

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.

In-Year Admissions

For in-year applications only, parents should apply direct to the school. Further information and an application form can be found at www.prestburystmarysfederation.co.uk/Admissions/

Appeals

Parents/Carers have a right to appeal against refusal by the Governing Body to admit their child to the school and are advised to follow the advice given in the **Primary Guidance Booklet** and the Information on Admission Appeals from the Local Authority. If you wish to appeal formally then a request in writing must be submitted to the school. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the School Admission Appeals Code. We would appreciate any appeals to be sent to the school by 20th May 2027. Further details of the appeals procedure and the appeal forms are available by contacting the school

Changing Address

If you are moving home then we follow the advice in the **Primary Guidance Booklet**. We will also require the same proof of the intended move and if the move has not been made by the closing date for admissions we cannot use the new address for allocation purposes. If your address changes after the closing date, please keep us informed as we will then be able to use your new address for correspondence, any future allocations and waiting list positions.

Children of UK Service Personnel and other Crown Servants (including diplomats)

In line with the Schools Admissions Code we do not guarantee a place at the school but we can use the address to which the family is being posted for allocation purposes before the family has arrived there, provided the application is accompanied by an official government letter. Please see the Local Authority information on the **Service Personnel Protocol**

Starting School/Summer-Born Children

The law requires that all children must be in full-time education the term after their 5th birthday. In Gloucestershire children normally start school full-time in the September after their 4th birthday.

Parents of non-compulsory school age children may request that their child attend part-time or delay entry to school to later in the school year. However, attendance at school must commence either when the child reaches compulsory school age or by the start of the Summer Term (Term 5). If this does not occur then the offer of a place at the school will be withdrawn and the place re-allocated. The Parents would then need to make an in-year application for entry into Year 1 for the following September. There is, however, no guarantee of a place at the school if Year 1 is full.

Parents of summer born children (1st April - 31st August) are also legally entitled to defer their formal application for a place in Reception if the Local Authority agrees.

If you are considering deferring your child's application to St Mary's then we would strongly advise that you discuss this with the Headteacher by **early March** to allow time for consideration by the Governors. The Local Authority would like our decision ideally before the end of March. If we refuse to allow the deferral then you will not be able to apply for Reception at St Mary's the following year even if the Local Authority agreement to defer for community or voluntary controlled schools is granted.

Full information on the options for **Summer Born Children** and the **Request Form for Deferred Admission** are available on the Local Authority Website.

Transport

School transport is not available.