WHERE STARS SHINE

ADMISSIONS POLICY 2025-2026

Policy Lead Committee: Board of Trustees	**In consultation with:** GCC
Approved by:	**Date:** 20th February 2024
Policy Date: Spring 2024	**Review Date: Spring 2025**
Review Frequency: Annually	

This policy should be read in conjunction with the Admissions Guidance Booklet issued by Gloucestershire County Council for schools and academies and Department of Education Schools Admissions Code September 2021.

For further information on admissions please contact the Admissions and Transport Team at
Shire Hall,
Gloucester,
GL1 2TP
(01452 425407)
or go to www.gloucestershire.gov.uk/schooladmissions

UNITED NATIONS COVENTION ON THE RIGHTS of the CHILD ARTICLE 28
All children have the right to a primary education. Discipline in schools should respect children's dignity. Young people should be encouraged to reach the highest level of education of which they are capable.

The Board of Trustees is the Admissions Authority for Severnbanks Primary School as part of the coordinated scheme with the local authority. Parents must apply for a place at the school using the common preference form which must be returned as specified on the form. Alternatively, parents may apply directly to the local authority online.

There will be 30 reception places available in September 2025.

The Published Admission Number for Severnbanks Primary School is 30 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998. Parental preference will be met as far as possible, bearing in mind the need to retain the ethos of the school.

Children are admitted into the Reception Class at the start of the Academic Year in which they have their fifth birthday. Our admission policy does not discriminate on the grounds of ability, special educational needs, disabilities, or any other criteria.

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

Children with an Education, Health and Care Plan (EHCP) Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. The Board of Trustees are required by Section 324 of the Education Act 1996 to admit a child with an EHCP 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.

Over-subscription

Where applications for admission exceed the number of places available, the following criteria will be applied in the order stated below:

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 adopte*d (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 Childrens Act 2002 (see section 46 adoption orders).
   3) Under the provisions of section 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 England if they were in the care of, or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children who have a sibling who will be attending Severnbanks Primary School at the time of reception admission (i.e. a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner).
   Note: The older child must be continuing to attend the school when the younger child is admitted and in every case the child must be living in the same family unit at the same address.

3. Children with an authenticated medical reason for attending the school.
   Note: Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications will only be considered if supported by a written statement from the applicant's doctor which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. The final decision to accept a child under this category will be made by the Severnbanks Local Academy Committee through consultation with relevant professionals where necessary.

4. Children of members of staff.
   Note: (a) If the member of staff has been employed by Severnbanks Primary School for two or more years at the time the of the application being made, (b) if the member of staff is recruited to fill a vacant post of which there is a demonstrable skill shortage.

5. Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications.
   Note: The distance 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. Those living the closest will receive the higher priority.

Special notes:

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (the strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children, when applying criterion 5, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's 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.

Where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Severnbanks Local Academy Committee. This process will be overseen by an independent person.

Admission of Summer Born Children for Reception Entry

The Board of Trustees of the Severn Federation Academy Trust, of which Severnbanks Primary School is a member of the Trust, 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 Severnbanks Local Academy Committee will make a decision on behalf of Severnbanks 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 Severnbanks Local Academy Committee 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.

Appeals

Parents/carers have a right to appeal against refusal to admit their child(ren) to our school. Any appeal must be in writing and addressed to the Headteacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the *Code of Practice on Admission Appeals*. Further details about the appeal process are available from the School Office; admin@severnbanks.gloucs.sch.uk, (01594 842789).

The Headteacher will forward the appeal to the clerk of the Independent Appeals Committee. The Committee will meet to review the appeal on the date fixed by the clerk. The parents and a representative of the Severnbanks Local Academy Committee will be invited to attend. The decision of the Appeals Committee is final and binding on both parents and governors.

Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria. 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 Admission

In the school year 2025/2026, and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. However, the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies. If the year group has availability a place will be offered. If a place is not available, the parent can ask for his/her child's name to be added to the waiting list.

Parents whose application is turned down are entitled to appeal to an independent panel

Transport

School transport is not available at this school.

This policy is available on the school website: Severnbanks Primary School - Policies (juniperwebsites.co.uk) **Paper copies are available on request from the School Office.**