

**DETERMINED (AGREED BY GOVERNORS)**

# **Gotherington Primary School**



## **Admissions Policy 2025 - 2026**

(Admissions from September 2025)

Date of Review: February 2024

Responsibility of: The Governing Body of Gotherington Primary School

This policy was written by the Governing Body of Gotherington Primary School in conjunction with the Headteacher, staff and Local Authority representation

The Determined Policy was approved by the Governing Body and signed off on 5<sup>th</sup> February 2024

## ADMISSIONS POLICY

### 1. Foreword

This document sets out the Admission Policy and Admission Numbers for Gotherington Primary School Academy (known from this point in this policy as Gotherington Primary School) for the **academic year 2025/26**.

The Governing Body of the school is the admission authority but delegated responsibility for co-ordinating this has been passed on to Gloucestershire County Council. To further support parents, the County Council's guidance booklet and information leaflets can be found from the following link:

<http://www.goucestershire.gov.uk/startingprimary>

### 2. Published Admission Number (PAN)

Gotherington Primary School has a set Published Admission Number. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

At Gotherington Primary School the planned admissions number for Reception class 2024/25 is **30**.

### 3. 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. 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 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.

### 4. Admission Process

#### 4.1 for pupils entering Gotherington Primary School at the beginning of the Reception Year.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Co-ordinated Admissions Team

- [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions)

No places will be awarded at the school on an automatic basis – an application has to be submitted in all cases.

#### 4.2 Oversubscription Criteria

If the school is not oversubscribed, all applicants must be offered a place.

#### Education Health Care Plan (EHCP)

All children whose Education, Health and Care (EHC) plan names the school must be admitted.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in Public Care (Looked After Children).\* See LAC definition below

2. Children who will have siblings attending the school at the time the applicant child is admitted. \*See Siblings definition below
3. Children living within the designated areas of **Gotherington, Woolstone and Oxenton** (see catchment area map).
4. 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 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. If a child's parents live at separate addresses

Only one home address can be used for admission purposes. This is where the pupil resides and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes.

In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance) 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 school, overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant if the number of available places allows.

#### **4.3 Waiting Lists**

Where Gotherington Primary School is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held until at least 31 December of each school year of admission. For every child added to the list, they will be ranked again in line with the published oversubscription criteria.

Where an in-year application for a school place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only.

Parents who wish their child to be considered for a place in any subsequent terms should contact the school at the beginning of each new term to request that their child remains on the waiting list.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

#### **4.4 Appeals**

Where an application for a place is unsuccessful, parents/carers will have the legal right to appeal. If an application for a school place is unsuccessful, the parent/carer will be advised of the appeal process with the outcome of the application.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales: Primary Schools: within 40 school days of the appeal being lodged. Late application appeals should be included, where possible, with those being heard for the same admissions round and, where not, within 30 school days of the appeal being lodged. In-year appeals should be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to in-year entry of the school should be made to the Governing Body. The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants. Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (e.g. a change of address or a change in the schools circumstances).

## **5. Admission of children below compulsory school age**

### **5.1 Deferred entry to school**

The school will provide for the admission of all children in the September following their fourth birthday. Where they have offered a child a place at the school, we can confirm that:

- a) the child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

#### **Delayed Entry**

If parents so wish, their child's entry can be delayed until the beginning of the Term 3 (January 2026) or Term 5 (April 2026), provided that s/he starts in the term after their fifth birthday. Places will be held where parents have applied for a place during the normal primary admission round but parents should notify the primary school offered of their intention to delay their child's entry. However, parents are unable to delay entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Therefore, any reception places applied for within this co-ordinated scheme must be taken-up by the child by the beginning of Term 5 (April 2026).

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

d) the parents of a **summer born child** may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

#### **Admission of Summer Born Children for Reception Entry**

The 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. 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. This can be done by contacting the Access to Learning Team directly – [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) (01452 425407).

The school, as the admissions authority, will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the views of the parents/carers; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This will also include the views of the head teacher of the school.

When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the school will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

The application will not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **6. In-Year Admissions**

For in-year applications only, the parent should apply directly to Gotherington Primary School in the first instance.

**6.1 Waiting lists** Where an in-year application for a school place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only.

Parents who wish their child to be considered for a place in any subsequent terms should contact the school at the beginning of each new term to request that their child remains on the waiting list.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

## **7. Definitions**

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

Children who have an EHCP 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 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.

### **What is meant by 'summer born'?**

The term summer born children relates to all children **born from 1st April to 31st August**. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

### **Looked After Children/Previously Looked After Children Definition**

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 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.*

### **Siblings**

The admission criterion for Gotherington Primary School offers a higher priority for children with siblings who will still be attending the school when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers' partner, as well as children who are brought together as a family by a same sex civil partnership or marriage. In every case, the child must be living in the same family unit at the same address, at the time of application. If a child's parents live at separate addresses the address the sibling spends at least 3 school nights at (i.e. Sunday, Monday, Tuesday, Wednesday, Thursday) will be taken as the home address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address which must match the priority address the school has registered for the sibling.

### **Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Children of UK Service Personnel or other Crown Servants**

The school's Admission Code ensures that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised. Further information can be found on the Gloucestershire website: <http://www.goucestershire.gov.uk/startingprimary>

### **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, Year 3 for Junior 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.

### **Oversubscription Criteria**

Where the school is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with their admission criteria.

### **Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the admissions body.

## **Fair Access Protocols**

Gotherington Primary School has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions) following the link - Confirmed criteria and protocol.

## **Useful Contacts**

The school welcomes questions from prospective parents:

The school contact number: 01242 675454

School website: <http://www.gotherington.gloucs.sch.uk/page.php?id=4489>

Local Authority 'Starting Primary School' Guidance including leaflets related to summer born admissions: <http://www.goucestershire.gov.uk/startingprimary>