



Proposed Admission Arrangements for 2027-2028

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Verified by	The Headteacher
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This policy has been proposed by the School Development Board in October 2025 to guide all our admissions from 1st September 2027; it supersedes all previous policies. At Berkeley Primary School ("School") the Admissions Authority is Cotswold Beacon Academy Trust, which delegates responsibility for admissions to the School Development Board of the School. The Published Admission Number is 30.

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4th Birthday and before their 5th Birthday.

Oversubscription Criteria

If there are more applications than places, the following order of priority for admission will be applied:

1. Any 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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 adopted¹.
2. Children who have a sibling attending the School and who will continue to do so when the younger child is admitted. (Definition of sibling: a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address. Where a child spends equal amounts of time at more than one address, the address at which the child is registered for purposes of child benefit will be taken as the place where the child resides).
3. Children with staff at the School.
 - a. Where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or
 - b. The member of staff is recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
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 point of the school, using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.

Where any category at points 1-4 above is over-subscribed, Criterion 4 (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 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. This will be carried out by an independent person.

Applicants with an education, health and care plan (EHCP) which names the School will be admitted and the number of available places will be reduced accordingly.

Additional Notes

Under coordinated admission arrangements, the places will be offered by the Local Authority on behalf of the School Development Board.

Admission appeals

There is a statutory right of appeal against non-admission to an independent panel. Details of how to appeal are available from the Clerk to the Governors via the school office (01453 810254). In addition, the School publishes a timetable for admission appeals on its website on or before 28 February for each year.

Waiting Lists

If the School is oversubscribed, a waiting list will be held for the first two school terms (i.e. until 31 December). The waiting list will be prioritised according to the School's over subscription criteria only, and applied at the time a space becomes available. 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.

Admission of Summer Born Children for Reception Entry

Parents/carers of "summer born" children (born between 1 April and 31 August) may request to defer their child start the Reception Class of a school a whole academic year later. The School Development Board will make a decision on behalf of the School. We follow the Local Authority process for deferred applications which can be found here:

<https://www.glos.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-school/year-3-junior-school/> If entry is deferred there is no guarantee that a place will be offered in the subsequent year as the relevant admission policy and oversubscription criteria will be applied in the usual way.

Admission of Children outside of their Chronological Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

The School will make the decision 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 parent's views; 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.

Any such application should be made initially by contacting the School office.

Normal Admissions 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 submitted to the Local Authority by 15th March in the year prior to the September 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.

In-Year Admissions

Any applications for admission to the School made outside the normal admissions round must be made directly to the School and may be submitted at any time during the school year.

Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, the application will be refused and a right of appeal will arise.

The oversubscription criteria will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

Full details of how in-year applications are managed will be published on the School website by 31 August 2025

Fair Access Protocols

Gloucestershire County Council 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, 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.

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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).