

Admissions Policy September 2025-2026



1. GENERAL

Mitton Manor Primary School is an inclusive school. The Governors are also committed to ensure that the admissions to the Academy reflect the full range of ability. The admission arrangements described in this document will apply to admissions in September 2025.

Admissions to Mitton Manor Primary School Reception Class 2025 will be co-ordinated through Gloucestershire Local Authority's Co-ordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the Academy on the Common Application Form if they wish their child to be considered for a place. The Academy will admit 30 children to the Primary Phase. Where the number of applications is greater than the published admission number the oversubscription criteria will be applied.

The governing body of Mitton Manor Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school complies with all relevant provisions of the Department for Education's School Admissions Code of Practice 2021 ("the Admissions Code") the School Admission Appeals Code of Practice 2021 ("the Appeals Code") and the law on admissions.

2. GENERAL OVERSUBSCRIPTION CRITERIA

When the school is oversubscribed, priority will be given to the admission of children who meet the criteria set out below:

2.1 Children on Education, Health and Care Plan (EHC)

Children who have an Education, Health and Care (EHC) 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 EHC should contact their child's casework officer for any further information.

2.2 Children in Care (Previously Looked After Children)

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.

2.3 Siblings who will still be attending the school when the applicant child is admitted

Sibling Definition

Milton Manor 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/carer's partner, and in every case, the child must be living in the same family unit at the same address, at the time of application.

2.4

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.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (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 Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

NB 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

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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

All community schools act in accordance with the Local Authority's Fair Access Protocol - "Children of UK Service Personnel" which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure 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.

Admission of Summer Born Children for Reception Entry for Mitton Manor Primary School

The Governing Body of Mitton Manor Primary 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. The Governing Body will make a decision on behalf of Mitton Manor Primary 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 Governing Body 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 fulltime place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

Late applicants will be dealt with in accordance with the procedures set down by Gloucestershire Local Authority as part of their co-ordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

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, including the Community 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.gloucestershire.gov.uk/schooladmissions following the link - Confirmed criteria and protocol.

Children's Home Address

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. The method in which the distance is measured from home to school can be found in the admission criteria.

3. IN-YEAR ADMISSIONS

For In-Year applications only, parents should apply directly to the school in the first instance. In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. The Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. If the school feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority under the Fair Access Protocol. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list. Parents whose application is turned down are entitled to appeal directly to the school and the appeal will be heard by an independent appeals panel.

4. APPEALS

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy. The form should be sent to the School Business Manager within 14 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

5. WAITING LIST

Where any school is oversubscribed during the normal admission round for entry to the school, a waiting list will be held until the end of the December term

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made. Should any places become available at the school, they will be offered to the child at the top of the waiting list.