

Admissions Policy 2027-2028

Governors' Committee Responsible:	NCSF Directors Board
Status & Review Cycle:	Statutory Annual - approved
Approval date	February 2026
Next review date	February 2027

1. Introduction

The admissions policy for St Andrews has been compiled and should be read in conjunction with the Schools Admission Guidance Booklet. This can be found at www.gloucestershire.gov.uk/schooladmissions. It has also been guided by our Church School value of justice in that the admission process should be fair and just for all.

The Governors have set out the indicated admissions number of **14**.

2. Admissions Criteria

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below, to decide on which children to admit.

I. **Children in Public Care (Looked after children).**

The 2021 School Admissions Code (the Code) requires children 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "**IAPLAC**".

Our highest priority for admission must be given to looked after children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A Looked after child is:

- a. in the care of the Local Authority, or
- b. being provided with accommodation by the Local Authority in the exercise of their social service functions-see the definition in section 22(1) of the Children Act 1989.

II. **Children who have a sibling attending the school** and who will continue to do so when the younger child is admitted. A sibling is a brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner, and in every case the child must be living in the same family unit at the same address.

III. **Children who live within the designated ecclesiastical boundaries** of Chedworth and Yanworth, as shown on the map in the office.

IV. **Children for whom only one particular school is appropriate due to an exceptional medical condition.** Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of St Andrews.

- V. **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 higher priority.

In the event of a tie between two or more children when applying criterion V. (Children with the strongest geographical claim) 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 Governing Board.

3. SEND

The school is required to admit a child with an EHCP (Education Healthcare Plan) that names the school, even if the school is full.

4. Appeals

If a Parent or Carer wishes to appeal against any decision made regarding their child's admission to school they must send a letter to the NCSF directors addressed to the Chair of Directors through the Clerk. If the Directors are unable to offer your child a place because of over subscription, you as a parent have a right to appeal. You should notify the clerk to Directors within 20 days of receiving the letter, which will give the grounds for refusing a place. As a parent, you will have the opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

5. Waiting Lists

If the school is oversubscribed, a waiting list will be held for the first school term. The waiting list will be prioritised according to the school's admissions criteria.

6. In Year Admissions

For in- year applications only, the parent should apply directly to the preferred school in the first instance.

7. Summer Born Children for Reception Entry Parents/carers of "summer born" children (born between 1 April and 31 August) may request their child starts 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. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of 31st March 2027 (to ensure that the child is not allocated a place in April for September 2027) with supporting evidence if appropriate. This can be done by contacting the Co ordinated Admissions Team directly.

8. Deferred entry for Infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of term beginning immediately after their child has reached the compulsory school age. However, places cannot be deferred until the next academic year.

9. 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 precedent over any child on the waiting list.

10. Transport

There is no transport to the school run by either the school or the Local Authority.

Policy Information

This policy will be published on the School Website so that it is freely available to parents to inspect at any time.

Appendix 1- Map of designated ecclesiastical boundaries

