



## **Brimscombe C of E (VA) Primary School Policy for Admissions 2027-2028**

**Approved & ratified by:** FGB

**Date:** 11<sup>th</sup> December 2025

**Next review due:** FGB December 2026

### Vision Statement:

**'Stay alert and hold firmly to all you believe. Be mighty and fully of courage. Let love and kindness by the motivation behind all that you do.'**

**1 Corinthians 16: 13-14**

Through our Christian ethos, we nurture enquiring minds, a spirit of curiosity, resilience, and respect for others. Every member of our school community is valued and celebrated for who they are. By fostering positive relationships, offering challenge and support, and striving for excellence, we aim to help each child flourish—academically, socially, and spiritually.

We aim to ensure that:

- All our pupils feel safe, secure and valued.
- Each child grows in spiritual awareness, knowing that their own views are respected.
- Everyone in our school understands tolerance and respects others.
- The school community promotes positive attitudes to relationships and learning.
- The school delivers a vibrant, innovative and forward-thinking curriculum fit for our times.
- We build a community of children, staff, parents and Governors that works together for the benefit of all.

The Governors are the admissions authority of this Voluntary Aided (VA) Church of England (CofE) School. The school's published admission number (PAN) is fifteen.

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. 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.

Information about the admission process is available from Gloucestershire County Council at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) If you need any more information, please contact the Coordinated Admissions Team at Shire Hall, Gloucester, GL1 2TP.

### **1. Oversubscription Criteria**

In the event of over subscription, pupils will be admitted by reference to the following criteria in order of priority:

1. A 'looked after child' (A) or a child who was previously looked after but immediately after being looked after became subject to an adoption (B) child arrangements order (residency order) (C) or special guardianship order (D) including those who appear to the admission authority to

*Ratified by the FGB 11 December 2025*

have been in state care outside of England and ceased to be in state care as a result of being adopted (E).

- A) 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.
  - B) 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).
  - C) Under the provisions of s.12 of the Children and Families Act 2014.
  - D) 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).
  - E) 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. Children who have an older sibling attending Brimscombe Church of England (VA) Primary School, and will continue to do so when the younger child is admitted.  
A sibling refers to "brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application."
  3. Children who live in the ecclesiastical parish of Brimscombe whose parents have active connections\* with Holy Trinity Church, Brimscombe.  
\*Active connection means being a regular worshipping member of the church at least once in each calendar month for at least one year before the Supplementary Information Form (SIF) (see Appendix A) is signed. Where parents/guardians fall into this category, they will need to complete the SIF which needs to be signed by the minister. A copy of the SIF is available on the School website.
  4. Children of families who live in the ecclesiastical parish of Brimscombe and Thrupp. A map of the parish can be seen on this link: <https://www.brimscombeandthrupp-pc.gov.uk/uploads/bst-parish.pdf>
  5. 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 the school concerned.)
  6. Children of families living outside the ecclesiastical parish of Brimscombe whose parents have active connections with Holy Trinity or other Christian churches, (being a member of Churches Together in England).
  7. Any other children whose parents wish them to attend the school.

In the event of over subscription in any of the criteria above, places will be given to those 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.

In the event of a tie involving two or more children when applying the 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 Governing Body.

## **2. Appeals**

If a child is not offered a place, their parents/guardians have a right to appeal to the Governing Body to admit their child to the School.

Appeals are conducted in accordance with the Code of Practice on Admissions appeals:

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals>

- a. Any parents/guardians wishing to exercise this right must put their appeal in writing to the School within 20 school days from the date of notification that their application was unsuccessful.

A panel of governors will review the decision within 10 school days of receiving the request. The decision from this panel will be communicated to parents/guardians within 5 school days of the meeting, wherever possible.

- b. If the Governors are unable to offer the child a place because of over-subscription, parent/guardians, have the right to appeal to an independent panel.
- c. Parents/guardians should notify the Clerk to the Governors of Brimscombe Church of England (VA) School within 20 days of receiving the letter which will give grounds for refusing a place.
- d. Parents/guardians will have an opportunity to submit their case to an independent appeals panel:

You must set out your grounds for the appeal in writing. You will normally have 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.

## **3. In-Year Admissions**

Any applications made outside the normal year of entry to the school must be made directly to the school. Governors may admit over the PAN at their discretion where they feel it is the most appropriate school for the child; it will not compromise the education of the children in the school.

**NB:** After an offer of a place has been made the child will be expected to start school within 15 working days.

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

The Governing Body acknowledges the updated advice from the Department of Education (November 2024) 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.

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 by the school.

## **5. 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.

## **6. Waiting Lists**

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (i.e. until the end of the December term). The waiting list will be prioritised according to the school's oversubscription criteria (section 1 of this policy).

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.

## **7. Transport**

No school transport is available for Brimscombe C of E (VA) Primary School

N Brown, Headteacher

Appendix A

**PART A  
ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p>Telephone No:</p>		

**IMPORTANT NOTE**

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :



**PART B**

**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

**Church attendance criteria:** Children who live in the ecclesiastical parish of Brimscombe whose parents have active connections\* with Holy Trinity Church, Brimscombe or Brimscombe Methodist Church.

\* Active connection means being a regular worshipping member of the church at least once in each calendar month for at least one year before this form is signed by the minister.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR</b>	
Clergy signature:	Date: