

Slimbridge Primary School

Admissions Policy 2016/17

Slimbridge Primary School is a Community School with Gloucestershire Education Authority as the Admissions Authority. The LA therefore is responsible for admissions criteria. These criteria are set out in 'Admission Arrangements for September 2013 Community and Voluntary Schools', a copy of which can be found in Appendix 1.

At Slimbridge Primary School the Published Admission Number for each year cohort is 15.

Reviewed by the SHWP Committee: Jan 2017
To review: Jan 2018

GLOUCESTERSHIRE COUNTY COUNCIL

Admission Arrangements for September 2016 Community and Voluntary Controlled Schools

[Please note that this is an abridged version of this document. The full text can be found at www.gloucestershire.gov.uk/schooladmissions]

Admission Number

Each 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. A list of the Published Admission Numbers for all Gloucestershire Community and Voluntary Controlled Schools for 2014 can be found at Appendix A (*key; CO = Community School, VC = Voluntary Controlled*)

.Children with Special Educational Needs

Children who have a Statement of Special Educational Needs 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 a Statement that names that particular school. Parents of children with Statements of SEN should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs naming a school will be allocated a place even if that school is full.

Looked After Children Definition

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order¹. 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).

Sibling Definition

The admission criteria for Community and Voluntary Controlled Schools offers a higher priority for children with siblings who will still be attending the school (including Sixth Form where available) 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 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 the application.

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

All community and voluntary controlled 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.

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 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.

In-Year Admissions

The Local Authority is no longer be responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at a Community or Voluntary Controlled School, parents should therefore contact the school in the first instance. The School will consider the application within 5 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

Oversubscription Criteria

Where a Community or Voluntary Controlled School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with their admission criteria. The admission criteria are defined on the following pages.

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 Senior Admissions and Transport Manager

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.

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 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 precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception 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.

Waiting Lists

Where any 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) the waiting list will be held until the end of the academic year.

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.

Appeals

Where an application for a place in a Community or Voluntary Controlled School is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.

For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2016 (i.e. Reception for Infant and Primary) should be made to the Democratic Service's Unit after Stage 2 of the admissions process detailed in the co-ordinated scheme for Gloucestershire.

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. Parents may appeal for more than one school if they wish. 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).

Transport

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to the "School Transport for children which can be found at www.gloucestershire.gov.uk/schooltransport

Contacts in respect of these admission arrangements

All queries regarding these admission arrangements should be emailed to admissionpolicy@gloucestershire.gov.uk

Community & Voluntary Controlled Infant and Primary Schools

There are 166 Community and Voluntary Controlled Primary Schools within Gloucestershire, which are owned by Gloucestershire County Council, and for which the Local Authority is responsible for admissions.

For admission to reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team

For admission to all other year groups, parents must submit their In-Year Common Application Form stating their preferred schools to the school.

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).
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. 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.*
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 central 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 1-3 above is oversubscribed, 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 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 Legal Services & Monitoring Team. 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.