

# **Slimbridge Primary School**

## **Admissions Policy 2017**

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 2017 Community and Voluntary Schools', a copy of which can be found on the Gloucestershire County Council website.

The Council will be responsible for offering children a place at a school on behalf of the Governing Body.

### **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. **Slimbridge Primary's PAN is 15 (with a proposed increase to 20 for September 2019)**

### **Children with Special Educational Needs**

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 Education, Health and Care Plan that names the school, even if the school is full. Parents of children with an Education, Health and Care Plan should contact their child's casework officer for any further information.

### **Children in Care or adopted children**

The admission criteria for Slimbridge Primary School offers a higher priority for children in care or adopted children, in line with Gloucestershire County Council (GCC) policy.

Looked After Children/Previously Looked After Children Definition

*A 'looked after child' is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

*This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002*

### **Sibling Definition**

The admission criteria for Slimbridge 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 as well as children who are bought 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.

### **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 does not override 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 from twins/multiple births can be offered a place when the other(s) cannot.

### **Children of UK Service Personnel or other Crown Servants**

Slimbridge School acts in accordance with the Local Authority's Fair Access Protocol 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 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, they may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission of Children below Compulsory School Age**

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the Local Authority. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the school to later in the school year, until they reach compulsory school age.

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

The 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. 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. This can be done by contacting the Access to Learning Team directly. The Local Authority will make a decision on behalf of the School in consultation with the Head Teacher.

### **In-Year Admissions**

Slimbridge School is responsible for offering places to children, 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**

When Slimbridge School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with GCC admission criteria (see above).

## **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 Access to Learning team.

## **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 requested from GCC

## **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 Slimbridge School are 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/Junior and In Year Admissions. Full details of all of these protocols can be found at [www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols](http://www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols)

## **15. Waiting Lists**

In the event of the school being oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at the school have not been allocated one) the waiting list will be held until the end of the academic year.

The waiting list 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 at the 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 2017 (i.e. Reception) should be made to the Democratic Service's Unit (See the LA website for further information)

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 school's circumstances).

## **Transport**

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

## **Contacts in respect of these admission arrangements**

Access to Learning Team – for any issues relating to admissions to maintained schools

Tel: 01452 425407 Email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)