

Admissions Policy

Date of Ratification:		Signed: <p style="text-align: right;">Brett Stevenson (HEAD TEACHER)</p> <p style="text-align: right;">Stephen McMillan (CHAIR OF GOVERNORS)</p> <p style="text-align: right;">John Henry (CHAIR OF GOVERNORS)</p>
Review date:		Signed: <p style="text-align: right;">Brett Stevenson (HEAD TEACHER)</p> <p style="text-align: right;">Stephen McMillan (CHAIR OF GOVERNORS)</p> <p style="text-align: right;">John Henry (CHAIR OF GOVERNORS)</p>
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For the purposes of this document, the partnership between The Federation of Blakeney and Pillowell Primary Schools together with Walmore Hill Primary School will be known as 'The Partnership' or the School

Admission policies are set by the admission authority for the school (the Local Authority for Community schools like ours) and are applied for new children entering a school.

Where applications for admission exceed the number of places available (60), 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 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 1-3 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 is a manual process which is overseen by an independent person from the Legal Services & Monitoring Team.

Oversubscription criteria

The Local Authority is no longer 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. 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.

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.

Children with Special Educational Needs (SEND)

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

In-year fair access protocols

Gloucestershire County Council has protocols in place to ensure that Admissions and Transfer 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 if a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

Sibling definition

The admission criteria for all Community Schools' offers a higher priority for children with siblings who will still be attending the school when the applicant child is admitted. (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). In every case, the child must be living in the same family unit at the same address.

Medical condition definition

Where priority is given to children with an exceptional medical condition, parents must provide supporting evidence, in the form of a written statement from the child's doctor or specialist, at the time of submitting their application to the Admissions and Transfer Team (0-16). The final decision to accept a child under this category will be made by the Admissions and Transfer Managers through consultation with relevant professionals (i.e. Special Needs caseworkers, Occupational Health Nurses etc). If the required documentation has not been supplied by this time, the Local Authority will be unable to consider admission under this criterion.

Waiting lists

Where any school is oversubscribed during the main admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held for the first school term (until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and if 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 this school is unsuccessful, following the reconsideration stage, you do have the legal right of appeal. The local authority will send out appeal paperwork, with a letter advising you that the school is full and this should be completed and returned to Democratic Services Unit as stated in our letter. You can also contact the Admissions and Transfer Team to request appeal paperwork if this is necessary.

For further information and guidance please contact the Admissions and Transfer Team as follows:

Admissions and Transfer Team
Children & Young People's Directorate Shire Hall
Westgate Street
Gloucester
GL1 2TP

01452 425407

www.gloucestershire.gov.uk/schooladmissions

The Admissions and Transport Team is divided into three sections:

Admissions & Transfer Team

who deal with all mainstream schools and children of primary & secondary school age, covering applications for school places including admission to reception class at primary schools, year 3 at junior schools and year 7 at secondary schools.

Telephone: **01452 425407**

Email: school.admissions@gloucestershire.gov.uk

In-year Admissions Team

who process any other application to a maintained school in Gloucestershire outside of the normal year of entry, as dealt with by the Admissions & Transfer Team.

Telephone: **01452 425407**

Email: inyear.admissions@gloucestershire.gov.uk

Transport & Benefits Team

who deal with applications for home to school transport, school uniform grants and free school meals.

Telephone **01452 425390**

Email: edsupport@gloucestershire.gov.uk

All three teams work very closely together to ensure that your child has a smooth transition into school.