



Policy

2027/28

Determined Admissions Policy

Next Review Date
September 2026

Published 1.01.2026

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SCHOOL ADMISSION ARRANGEMENTS – GLOUCESTERSHIRE LEARNING ALLIANCE ACADEMIC YEAR 2027/2028

This policy sets out the Admission Policy and Admission Numbers for the academic year 2027/2028 in respect of all **GLA schools**. This applies to any children wishing to join Reception at a Primary/ Infant school or Year 3 at a Junior School from September 2027 and is relevant to In Year School Admissions.

A copy of these admission arrangements can be found on the GLA's website at <https://www.glatrust.org.uk/Admissions-Arrangements/>

Introduction:

The GLA Trust has 11 primary schools including a first school, infant and junior schools in the Bishops Cleeve, Cheltenham, Gloucester, Stroud and Evesham areas.

**Badsey First School	Worcestershire	Primary age 4-10
Bishops Cleeve Primary Academy	Gloucestershire	Primary age 4-11
Carrant Brook Junior School	Gloucestershire	Primary age 7-11
*Churchdown Village Infant School	Gloucestershire	Primary age 3-7
*Great Oldbury Primary Academy	Gloucestershire	Primary age 2-11
*Longford Park Primary Academy	Gloucestershire	Primary age 2-11
Northway Infant School	Gloucestershire	Primary age 4-7
Rowanfield Infant School	Gloucestershire	Primary age 4-7
Rowanfield Junior School	Gloucestershire	Primary age 7-11
*Springbank Primary Academy	Gloucestershire	Primary age 2-11
Tredington Primary School	Gloucestershire	Primary age 4-11

**these schools all have nurseries on site run by the GLA*

***these schools all share a site with private nurseries*

1. 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 GLA Schools for 2027 can be found at Appendix D.

2. 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.

3. Looked After Children/Previously Looked After Children Definition

A 'looked after child'⁽¹⁾ or a child who was previously looked after but immediately after being looked after became subject to an adoption⁽²⁾ child arrangements order (residency order)⁽³⁾ or special guardianship order⁽⁴⁾ including those 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⁽⁵⁾.

- (1) *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. Such children are referred to as Children in Care.*
- (2) *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).*
- (3) *Under the provisions of s.12 of the Children and Families Act 2014.*
- (4) *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).*
- (5) *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.*

4. Sibling Definition

The admission criteria for GLA Schools offers a higher priority for children with siblings who will be attending the school (or the companion junior/ infant school 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, 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

Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

5. Twins and Children from Multiple Births

Applications for twins and children from multiple births will be considered as individual applications. However, the GLA 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 Infant class size 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.

6. Children of UK Service Personnel or other Crown Servants

All GLA schools act in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire and Worcestershire 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.

7. 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 First, Infant and Primary Schools and Year 3 for Junior 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. The timetable for co-ordinated admissions can be found in Appendix E.

8. 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 (the term after their fifth birthday). Any Reception places applied for during the normal primary admission round must be taken-up by the child in the beginning of Term 5 (April 2028). Places will be held if parents have applied for a place during the normal primary admission round but parents should inform the allocated school that they will be delaying their child's start date.

9. Admission of Summer Born Children for Reception Entry (those children born between 1 April 2023 and 31 August 2023)

Summer Born children are children born from 1 April to 31 August. Parents of Summer Born children may request that their child starts the Reception class of a school a full school year after the date at which they could first have been admitted. The admission authority for your preferred school(s) will decide if this is possible based on the circumstances and best interests of your child. You should have a written agreement from your preferred school(s) to accept an application for a child working outside their chronological year group before making an application. Contact your preferred school(s) as soon as possible to ensure that you receive a response to your request before the Common Application Form closing date of 15 January 2027. Applications received after this date will be considered as late applications. Please feel free to discuss the process regarding entry for Summer Born pupils by contacting the Coordinated Admissions Team directly. The Local Authority will make a decision on behalf of all Community and Voluntary Controlled schools in Gloucestershire in consultation with the Head Teacher.

10. In-Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year (after the first day of the Autumn term) for any school place in Reception through to Year 6 (up to year 5 for Badsey First School).

In-year applications for places are co-ordinated on behalf of Badsey First School by the Local Authority and all applications should be sent to School Admissions. Details of the co-ordinated scheme can be viewed here:

www.worcestershire.gov.uk/inyearapplications

For all other GLA schools in Gloucestershire, the Local Authority is not 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 the relevant county. To apply for a place at a GLA School, parents should therefore contact the school in the first instance. The school will consider the application within 10-15 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.

Application forms for GLA Schools can be found on school websites as follows:

School Name	Website
Bishops Cleeve Primary Academy	https://bishopsclieve.gloucs.sch.uk/Parents/Admissions/
Carrant Brook Junior School	https://www.carrantbrook.com/key-information/admission
Churchdown Village Infant School	Churchdown Village Infant School admissions
Great Oldbury Primary Academy	https://www.greatoldbury.org.uk/Admissions/
Longford Park Primary Academy	https://www.longfordpark.org.uk/Admissions/
Northway Infant School	Northway Infant School admissions.
Rowanfield Infant School	https://www.rowanfieldinfant.co.uk/Admissions/
Rowanfield Junior School	https://www.rowanfield-junior.gloucs.sch.uk/Admissions/
Springbank Primary Academy	https://www.springbankpri-ac.gloucs.sch.uk/Admissions/
Tredington Primary School	https://www.tredingtonprimary.org.uk/Admissions/

The In-Year team can offer advice and guidance and can be contacted by email as follows:

For Gloucestershire schools - inyear.admissions@gloucestershire.gov.uk

11. Oversubscription Criteria

Where a GLA School is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The admission criteria for Infant, First, Primary and Junior Schools are defined on the following pages in Appendices A, B and C.

12. 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, applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

13. 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.

14. Fair Access Protocol

Gloucestershire and Worcestershire County Councils have 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 GLA schools 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 and Worcestershire Coordinated Schemes for Reception/Junior and In Year Admissions. Full details of all of these protocols can be found at Gloucestershire schools - <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

Worcestershire schools - <https://www.worcestershire.gov.uk/policiesandappeals>

15. 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.

16. Appeals

Where an application for a place in a GLA 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.

Where an application for a place in a GLA school is unsuccessful, parents have the legal right to appeal directly to the Trustees of the GLA preferred school. Notification of the appeal process will be included with the parent's refusal letter and is listed below for all GLA schools:

Badsey First School	The Admissions Administrator, Badsey First School, School Lane, Badsey, Worcestershire, WR11 7ES; or admin.bfs@qlatrust.org.uk
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Bishops Cleeve Primary Academy	The Admissions Administrator, Bishops Cleeve Primary Academy, Tobyfield Road, Bishops Cleeve, GL52 8NN; or admin.bcpa@glatrust.org.uk
Carrant Brook Junior School	The Admissions Administrator, Hardwick Bank Road, Northway, Tewkesbury, GL20 8RP; or admin.cbjs@glatrust.org.uk
Churchdown Village Infant School	The Admissions Administrator, Station Road, Churchdown, Gloucestershire GL3 2NB; or admin.cvis@glatrust.org.uk
Great Oldbury Primary Academy	The Admissions Administrator, Great Oldbury Primary Academy, Veteran Way, Stonehouse, GL10 3WH; Or admin.qopa@glatrust.org.uk
Longford Park Primary Academy	The Admissions Administrator, Longford Park Primary Academy, Clocktower Road, Longford, Gloucester, GL2 9FP; or admin.lppa@glatrust.org.uk
Northway Infant School	The Admissions Administrator, Northway Infant School, 4 Virginia Rd, Tewkesbury GL20 8PT; or admin.nis@glatrust.org.uk
Rowanfield Infant School	The Admissions Administrator, Rowanfield Infant School, Alstone Lane, Cheltenham GL51 8HY; or admin.ris@glatrust.org.uk
Rowanfield Junior School	The Admissions Administrator, Rowanfield Infant School, Alstone Lane, Cheltenham GL51 8HY; or admin.rjs@glatrust.org.uk
Springbank Primary Academy	The Admissions Administrator, Springbank Primary Academy, Springbank Road, Cheltenham GL51 0PH; or admin.spa@glatrust.org.uk
Tredington Primary School	The Admissions Administrator, Tredington Primary School, Tredington, Tewkesbury, GL20 7BU; or admin.tps@glatrust.org.uk

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 2027 (i.e. Reception for First, Infant and Primary, and Year 3 for Junior) should be made to the GLA School directly at the above address or email address. The appeals timetable can be found in appendix E.

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.

17. 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 <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/> for Gloucestershire schools and <http://www.worcestershire.gov.uk/schooltransport> for Worcestershire schools.

18. GLA Nursery admissions and transition to school

For details on the admissions arrangements for GLA nurseries/ pre-school, please follow the links below:

Churchdown Village Infants – Cygnets <https://www.churchdownvillageinf.co.uk/Cygnets/Admissions/>
Great Oldbury Little Learners https://greatoldbury.greenhousecms.co.uk/Little_Learners/Policies/
Longford Little Learners <https://www.longfordpark.org.uk/Little-Learners-Admissions/>
Springbank Little Learners <https://www.springbankpri-ac.glos.sch.uk/Admissions-21092021101545/>

Please note that attendance of a child to any GLA nursery does not automatically guarantee that a place will be offered at the school where the nursery is located. Parents of children who attend a GLA nursery must follow the admissions process as detailed above.

Contacts in respect of these admission arrangements:

admin@glatrust.org.uk

19. Policy Status

Statutory	X	Recommended		Good Practice															
<p>2021 Consultation FULL (for the 2024 admissions policy)- <i>Under consultation from 11th October 2021 – 29th November 2021</i></p> <p><i>Consultation completed with no amendments</i></p> <p>2023 Consultation FULL (for the 2025 admissions policy) <i>(with the addition of Churchdown Village Infant School) from 9th October – 27th November 2023</i></p> <p>2024 Consultation FULL (for the 2026 admissions policy) <i>(with the addition of Carrant Brook Junior School and Northway Infant School. Northway reduced their PAN prior to joining the GLA from 60 to 30 for September 2024. Carrant Brook, as the partner Junior School will also need to reduce their PAN to reflect the falling pupil numbers in the area. We are consulting on a reduction to 32 from 60)</i></p> <p>2025 Local consultation (for the 2027 admissions policy) including school and Trust websites due to minor updates in relation to Infant and Junior over-subscription criteria and siblings at CVIS. This will include consulting with the GLA schools that are impacted and via the GLA website.</p>																			
<p>Links with other policies</p> <p>Equalities Policy</p>																			
<p>Monitoring and Evaluation</p> <p>Period of Review</p> <table> <tr> <td>Annually</td> <td><input checked="" type="checkbox"/></td> <td>3 Years</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table> <p>Reviewed by</p> <table> <tr> <td>MAT Board</td> <td><input checked="" type="checkbox"/></td> <td>Standards Committee</td> <td><input type="checkbox"/></td> <td>Finance & Audit Committee</td> <td><input type="checkbox"/></td> <td>Senior Executive</td> <td><input checked="" type="checkbox"/></td> </tr> </table>						Annually	<input checked="" type="checkbox"/>	3 Years	<input type="checkbox"/>	Other	<input type="checkbox"/>	MAT Board	<input checked="" type="checkbox"/>	Standards Committee	<input type="checkbox"/>	Finance & Audit Committee	<input type="checkbox"/>	Senior Executive	<input checked="" type="checkbox"/>
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<p>Dates</p> <table border="1"> <tr> <td>Original Implementation</td> <td>March 2022</td> </tr> <tr> <td>Reviewed</td> <td>September 2022, September 2023, September 2024, September 2025</td> </tr> <tr> <td>Next Review</td> <td>September 2026</td> </tr> </table>						Original Implementation	March 2022	Reviewed	September 2022, September 2023, September 2024, September 2025	Next Review	September 2026								
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Reviewed	September 2022, September 2023, September 2024, September 2025																		
Next Review	September 2026																		

20. Policy Version Control

Version	Changes
December 2021	NEW – amalgamating all School Admission Policies into one GLA Admissions Policy and streamlining all oversubscription criteria in line with the Gloucestershire determined admissions for 2024-2025. New policy approved by MAT board 13 th December 2021
December 2022	Dates only – to be approved by the MAT board on the 14 th December 2022
December 2023	Full consultation undertaken FOR CVIS ONLY (See Appendix C): CVIS has been added to the policy with an amendment to their over subscription criteria, changing the status of their 3 rd criteria as follows: 3. <i>Children of full or part time salaried members of staff who are employed on either a minimum of a 50% contract with the school and/or where the</i>

	<p><i>member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.</i></p> <p>This criterion will remain for any members of staff employed at CVIS prior to conversion to the GLA and therefore TUPE'd across to the GLA from the 1st of November 2023. This criterion will only be effective whilst these staff remain at CVIS and will not transfer to other GLA schools.</p>
2024 updates	<p>Full consultation undertaken</p> <p>The GLA Trust has adopted the GCC changes to the definition of Summer Born to reflect the process better – this was the previous definition that has been replaced –</p> <p><i>The GLA 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 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 2026 (to ensure that the child is not allocated a place in April for September 2026) with supporting evidence if appropriate. This can be done by contacting the GLA School directly.</i></p>
2025 updates	<p>Consultation undertaken – 13/10/25 – 28/11/25</p> <ul style="list-style-type: none"> Separate the Junior and Infant admissions over-subscription criteria due to the Infant schools not having a feeder school. This is in-line with the proposed criteria published by GCC for this year. Appendix B now only refers to Junior Schools. Infant schools have been added to the Primary and First Schools criteria. Greater clarity on delayed entry – dates specified. Clarity on summer-born – specifically those born between 1 April 2023 and 31 August 2023. For CVIS – merging siblings so that both Infant School and companion Junior School's siblings have the same priority. Previously, Infant siblings had a higher priority.

APPENDIX A

ADMISSIONS CRITERIA FOR GLA FIRST AND PRIMARY SCHOOLS IN SEPTEMBER 2027 CO-ORDINATED ADMISSIONS SCHEME AND IN-YEAR ADMISSIONS

GLA First, Infant and Primary Schools (Badsey, Bishops Cleeve, Great Oldbury, Longford, Northway, Rowanfield, Springbank, Tredington)

The Local Authority coordinates admissions for pupils starting Reception Class in the normal admissions round on behalf of GLA Primary, First and Infant Schools.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2027.

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. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order ⁽¹⁾ including those 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.
2. Children who will have siblings attending the school or companion Junior School, at the time the applicant child is admitted.
3. 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 1-2 above is oversubscribed, criterion 3 (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 3 (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 GLA. This will be in the form of a manual process which is overseen by an independent person from the Trust Board. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

⁽¹⁾ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

APPENDIX B

ADMISSIONS CRITERIA FOR GLA JUNIOR SCHOOLS IN SEPTEMBER 2027 CO-ORDINATED ADMISSIONS SCHEME AND IN-YEAR ADMISSIONS

GLA Junior Schools

Rowanfield Junior School and Carrant Brook Junior School

The Local Authority coordinates admissions for pupils starting Year 3 at a Junior School in the normal admissions round on behalf of GLA Junior Schools.

For admission to Year 3 at Rowanfield Junior and Carrant Brook Junior Schools, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2027.

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. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption child arrangements order or special guardianship order ⁽¹⁾ including those 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.
2. In the case of a Junior School, priority will be given to pupils attending the companion infant School (this is for the co-ordinated admissions round).
3. Children who will have siblings attending the school or companion infant school at the time the applicant child is admitted.
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 1-4 above is oversubscribed, criterion 5 (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 5 (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 GLA. This will be in the form of a manual process which is overseen by an independent person from the Trust Board. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

⁽¹⁾ A 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

APPENDIX C

ADMISSIONS CRITERIA FOR CHURCHDOWN VILLAGE INFANT SCHOOL CO-ORDINATED ADMISSIONS SCHEME AND IN-YEAR ADMISSIONS

The Local Authority coordinates admissions for pupils starting Reception Class at Churchdown Village Infant School.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2027.

Churchdown Village Infant School offers a three-year curriculum, and children will need to transfer to the partner Junior School (or alternatively move into a Primary School or other Junior School) to continue their education. For admission to Year 3 at Churchdown Village Junior School, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2027.

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. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption child arrangements order or special guardianship order ⁽¹⁾ including those 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.

2. **Children of full or part time salaried members of staff who are employed on either a minimum of a 50% contract with the school and/or where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.**

This criterion will remain for any members of staff employed at CVIS prior to conversion to the GLA and therefore TUPE'd across to the GLA from the 1st of November 2023. This criterion will only be effective whilst these staff remain at CVIS and will not transfer to other GLA schools.

3. Children who will have siblings attending the school or companion school at the time the applicant child is admitted.

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 1-4 above is oversubscribed, criterion 5 (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 5 (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 GLA. This will be in the form of a manual process which is overseen by an independent person from the Trust Board. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

⁽¹⁾ A 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

APPENDIX D

PROPOSED ADMISSION NUMBERS FOR ALL GLA SCHOOLS

School Name	September 2024	September 2025	September 2026	September 2027
Badsey First School	30	30	30	30
Bishops Cleeve Primary Academy	90	90	90	90
Carrant Brook Junior School			32	32
Churchdown Village Infant School		60	60	60
Great Oldbury Primary Academy	45	45	45	45
Longford Park Primary Academy	30	30	30	30
Northway Infant School			30	30
Rowanfield Infant School	90	90	90	90
Rowanfield Junior School	90	90	90	90
Springbank Primary Academy	60	60	60	60
Tredington Primary School	15	15	15	15

APPENDIX E

Primary Admission Scheme Timetable

Applications received by Gloucestershire Local Authority	by Thursday 15 th January 2027
County Council sends notifications to applicants	on Friday 16 th April 2027
Closing date for applicants to request a second round of allocations of place offered or to accept place offered	on Friday 23 rd April 2027
County Council sends notifications to applicants with the outcome of their second round of allocations	after Tuesday 19 th May 2027
Closing date for applicants to accept the place offered during second round allocations	on Friday 21 st May 2027
Appeals	June – July 2027

Applications received by Worcestershire Local Authority	by Thursday 15 th January 2027
County Council sends notifications to applicants	on 16 th April 2027

Admission authorities **must** publish their appeals timetable on their website by **28th February** each year. GLA timetable for appeals is as follows:

Appeals resulting from year of entry for GLA Schools in Gloucestershire for September 2027 will be heard according to the following timetable:

Allocation day

- Primary Schools: **16th April 2027**

Deadline for lodging appeals

- Primary Schools: **21st May 2027 (Worcestershire: within 20 school days)**
- (however appeals lodged **after** this date must be heard within 30 school days of the appeal being lodged)

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. Most school appeals will be heard before and after the school summer holidays for children starting first/primary/infant/junior schools where possible.

APPENDIX F – Equality Impact Assessment

EIA completed by:	Claire Savory
Contributors to EIA:	<ul style="list-style-type: none"> • Trustees
Date Completed:	<ul style="list-style-type: none"> • 10.12.25
This Policy will Affect:	<ul style="list-style-type: none"> • Pupils • Staff • Parents and carers • Trustees and Local Tier of Governance
Summary	<ul style="list-style-type: none"> • The purpose of this Equality Impact Assessment (EIA) is to evaluate the potential impact of the School Trust's admissions policy on students and families with protected characteristics under the Equality Act 2010. The aim is to ensure that the policy promotes equality, diversity, and inclusion, while avoiding unintended discrimination or disadvantage.

GROUP	POTENTIAL NEGATIVE IMPACT	MITIGATIONS
Sex	<ul style="list-style-type: none"> • None identified 	<ul style="list-style-type: none"> •
Race	<ul style="list-style-type: none"> • Families with English as an additional language may face barriers 	Translate key documents; provide interpreter support where needed
Religion or belief	<ul style="list-style-type: none"> • None identified 	<ul style="list-style-type: none"> •
Socio-economic status	<ul style="list-style-type: none"> • Families in less affluent areas may have lower awareness or access 	Targeted outreach and information sessions in underrepresented areas
Disability	<ul style="list-style-type: none"> • Some parents may find application process complex for children with SEND 	Provide guidance and support to parents; offer accessible formats

INTERSECTIONAL IMPACT

The admissions policy has been reviewed for intersectional impacts to ensure that pupils with overlapping protected characteristics are not disadvantaged. Groups such as low socio-economic families with English as an additional language, girls with disabilities, minority ethnic students affected by faith-based criteria and distance, and teenage parents may face compounded barriers in accessing or completing applications. To mitigate these risks, the schools provide translated materials, additional guidance, flexible arrangements, targeted outreach, one-to-one support, and regular monitoring of intersectional admissions data to ensure equitable access for all applicants.

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT

- Policy reviewed by CEO in line with Determined Admissions criteria for Worcestershire and Gloucestershire
- 6-week consultation period (GLA and school websites)
- Trustees

FINAL DECISION ON POLICY

- Keep the policy without change

MONITORING ARRANGEMENTS

- Admissions data to be collected and analysed annually by protected characteristics – Arbor
- Policy and EIA to be updated annually or following changes to statutory guidance