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we build an environment where everyone is driven to

make the world a better place

today, tomorrow and throughout our lives.

DETERMINED ADMISSIONS ARRANGEMENTS

2027-28

Reviewed by:

Roger Slater

Agreed by FGB:

2nd February 2026

Review Cycle:

Annually

Next Review Due:

October 2026

Introduction

Coopers Edge School is a Trust School and as such is responsible for its own admissions, however, the school co-operates with the Local Authority in co-ordinating the admission of pupils to schools in the area.

Aims

to ensure that as far as possible, parents obtain the school of their preference

Implementation

Online application can be made using the website address
www.goucestershire.gov.uk/schooladmissions

Should you need to contact the Coordinated Admissions Team they are based at Shire Hall, Gloucester, GL1 2TP (01452 425407)

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday.

The number of intended reception class admissions for the year commencing September 2027 will be 60.

In accordance with the Code of Practice, the school is required to admit a child with an Education, Health and Care Plan (EHCP) that names the school, even if the school is full.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children with an Educational Health Care Plan.
2. A 'looked after child' (i) or a child who was previously looked after but immediately after being looked after became subject to an adoption (ii) child arrangements order (residency order) (iii) or special guardianship order (iv) 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 (v).
(i) 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.

(ii) 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).

(iii) Under the provisions of s.12 of the Children and Families Act 2014.

(iv) 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).

(v) 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.

3. Children who will have siblings attending the school at the time of their admission. Siblings are defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent /carer's partner, and in every case, the child must be living in the same family unit at the same address at the time of admission
4. Children for whom only this 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 a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.
5. Children of permanent staff where the member of staff has been employed at Coopers Edge School for at least 2 consecutive years or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage: in order of the proximity of their home address to Coopers Edge School, with the closest having the highest priority.
6. Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey address of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

If after applying the distance criteria there are more applications than places with the same distance, a further tie-breaker of Random Allocation will be used for these applications.

If the Admissions Committee does not offer a child a place, parents may appeal in writing to the clerk of governors at the school within two weeks of the initial decision. The school will set up Independent Appeals Committee, which is set up in line with the code of practice for admissions.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for the whole academic year. The waiting list will be prioritised according to the school's oversubscription criteria.

FairAccess Protocols

The school is part of 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, as outlined in the new code of practice for school admissions

Admission of Summer Born Children for Reception Entry for Coopers Edge School.

The Governing Body of Coopers Edge 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. The Governing Body will make a decision on behalf of Coopers Edge School. 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 for the school.

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.

In-Year Admissions

In year admissions will be dealt with in accordance with this policy. As a Trust School any decision on admissions must still be referred to the school.

Appeals Process

Where an application for a place at the school is unsuccessful, you will have the right to appeal. You will be advised of the appeal process within your refusal letter. For applications made in the normal admission round appeals will usually be heard within 30 school days of the deadline for lodging appeals.

For in-year applications, appeals will usually be heard within 30 school days of the appeal being lodged. Appeals must be in writing addressed to Coopers Edge School, Appeals, Typhoon Way, Brockworth, Gloucester, GL3 4DY. Further information can be obtained from the school office.

Transport

The LA has the statutory responsibility to provide transport in certain circumstances. To find out more and determine whether you will be eligible, you should contact 01452 425390, or consult GCC website