



Tirlebrook
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ADMISSIONS POLICY 2020

Foreword

This document sets out the admissions policy for Tirlebrook Primary School for the academic year 2020 - 2021. A copy can be found on the school website at: www.tirlebrook.co.uk

The governing body's role within admissions is to ensure that each application is dealt with fairly and confidentially, and that procedures and criteria outlined in this document are adhered to. The policy reflects the decisions made by the Governing Body in November 2018.

1. Admissions Procedure for September Intake (Foundation) Children

In Gloucestershire, children can start school in the September of the school year in which they reach the age of five. Parents are able to make an appointment to look around the school or are welcome to attend one of our Open Mornings, in the Autumn Term, before completing the application form. Applications must be returned to the Local Authority (L.A.) by the date set on their form.

Any applications received after the cut-off date will be deemed 'late' and a place will be offered only if space is available.

Offers of a place will be communicated to parents by letter / email from the L.A. and data will be used to coordinate admissions within the Tewkesbury area.

Confirmation of acceptance must be communicated to the L.A to secure the place offered to their child. Successful applicants will be invited to attend an induction meeting where the programme for gradual admission will be explained.

If applications exceed the Published Admission Number (PAN) then the 'Criteria for Admissions' are applied. This may result in some parents not being offered a place for their child at this school. Tirlebrook Primary School has a set Published Admission Number (PAN). This is the number of children it is obliged to admit per year group and is currently set at 30. This number is based on a capacity assessment, which takes into account the area of teaching and non-teaching space available; ensuring that health and safety is not compromised and the quality of teaching and learning in the school is not adversely affected.

If no place is offered, unsuccessful applicants will be given information regarding an appeal to this decision. (See appeals procedure).

2. Gradual Admission - Foundation Class

The school's absolute priority is to ensure every child is made secure and welcome in their new environment and so time is taken to gradually introduce them to the school.

During the Induction Meeting, parents are informed of the number and times of the sessions their children will attend school in their first few weeks of term. These adhere to the current legislation and gradually increase until the child is in full time education (10 sessions per week).

3. Admission of Summer Born Children for Reception Entry

Parents may request deferred entry for 'summer born' children (born between 1st April and 31st August). Parents must still apply for a place in the child's correct admission year and during the standard application process timeline, however in exceptional circumstances, they may request to start reception class a whole academic year later.

The Governing Body will make a decision on behalf of Tirlbrook Primary School for any deferred entry applications. An agreement must be reached by all parties before a deferred entry can be approved. Full details can be found in the GCC Guidance Booklet. <http://www.gloucestershire.gov.uk/schooladmissions>

4. Deferred Entry for Infants

The law does not require a child to start school until the start of the term of the child's fifth birthday. The deadline dates are set by national law as follows:

- 5 by 31st August - admission Autumn Term
- 5 by 31st December - admission Spring Term
- 5 by 31st March - admission Summer Term

Children are usually admitted before compulsory school age, however, a parent may be offered and accept a place in Reception for their child but then ask to defer entry, or take up the place part-time until the child reaches compulsory school age. Tirlbrook Primary School may agree to this request provided the place is taken up within the same academic year.

5. Admission Procedure for Pupils Other Than Foundation Stage Intake (in-year admissions)

In year applications are all those made outside the normal admission 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. For in-year applications parents should apply directly to the school by contacting the Administrator, who will arrange for an admissions pack including an application form, to be made available.

Email: admin@tirlbrook.gloucs.sch.uk

Telephone Number: 01684 293549

If no spaces are available in the required year group, parents will be referred to the In-Year Admissions Team at GCC who will help them to find a place in an alternative school and give advice about the appeals procedure.

6. Appeals Procedure

Parents who are refused a place for their child have the right to appeal this decision. Parents wishing to appeal should obtain an Appeal Form from the school. This form should be returned with any supporting evidence to the Clerk of the Appeals Committee within 20 working days of the date of the letter confirming the decision not to offer a place.

The Appeals Committee will give parents an opportunity of appearing and making oral representations. Attending parents may be accompanied by a friend or representative if they wish. The Appeals Committee will meet within 40 working days, on receipt of a letter of appeal for a Reception place or within 30 school working days on receipt of a letter of appeal for an in-year appeal. Notification of Appeal decisions will be made in writing to the parents.

For further information about the appeals process please visit the GCC website: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>

7. Admission Criteria Priority

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

- a) A 'looked after child' (*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*).
- b) A child's links with the school through siblings who are on roll at time of admission.
- c) Children of staff in either or both of the following circumstances:
 - Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made
 - and/ or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address.

Where any particular category at points a)-b) above is oversubscribed, criterion d) (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, involving two or more children when applying criterion d) (the 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 overseen by an independent person.

8. Excepted Oversubscription Criteria

Additional children may be admitted (beyond PAN) under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit of 30. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs (SEN) or an Education, Health and Care Plan (EHCP) specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original applications process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs or an Education, Health and Care Plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within mainstream school.

9. Waiting Lists

A waiting list for unsuccessful applicants will be kept until the end of December by the school. The 'waiting list' will be prioritised according to the school's oversubscription criteria. Subsequently, the 'Appeals Procedure' will apply in this case as well.

10. Fair Access Protocols

The school has signed up to 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 precedence over any child on the waiting list. (para 3.21 of new code). This Fair Access Protocol also refers to UK Service Personnel as outlined in the new code (para 2.44 and 3.27).

11. Transport

School transport is not available.