



Admissions Policy 2020

Before making your preferences, we would advise you to take time to visit our school and others in the local area. Look at what happens every day, talk about how you could be involved, and find out about how children learn and the other activities which they are involved in. This will help you decide which school will best suit your child and you can only do that by visiting us. We have an open door approach to parents and are happy to answer any questions you might have.

Foreword:

This document sets out the Admission Policy and Admission Numbers for Bishops Cleeve Primary Academy for the **academic year 2020/2021**. A copy of the policy can be found on the school website at: www.bishopsclleeve.gloucs.sch.uk

The Governing Body of the school is the admission authority but delegated responsibility for Reception intakes has been passed on to Gloucestershire County Council. Please visit their site for further information at: www.gloucestershire.gov.uk/starting_primary

The policy has been subject to consultation between 1st October 2016 and 12th November 2016.

Published Admission Number (PAN)

Bishops Cleeve Primary Academy 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 and the quality of teaching and learning in the school is not adversely affected.

The admission number is 90 pupils for Reception. All applications for places are made on the applicants' home Local Authority form. This will in almost all cases be Gloucestershire County Council's application form. This is now normally done on-line although a form can be downloaded.

Although the Governing Body has responsibility for deciding on admissions, the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Pupils who have a Statement of Special Educational Needs/Educational Health Care Plan, where our school is named in the child's Statement/Educational Health Care Plan, will be admitted.

In the event that more than 90 applications are received, the oversubscription criteria will be applied to determine priority for places. All school preferences, as declared by parents on the LA application form, are treated equally.

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. For In-Year applications parents should apply directly to the school by contacting the head teacher, Miss Lewis, who arrange for an admissions pack including an application form to be made available.

Email: head@bishopscleeve.gloucs.sch.uk

Telephone Number: 01242 673814

Admission Criteria Priority order and Oversubscription Criteria:

After the admission of children with an education health and care plan or a statement of special educational needs naming the school, priority will be given to the admission of children who meet the criteria set out below:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹

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.

2. Children with a sibling attending the Academy at the time of application. 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 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 home address*, at the time of application.
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 Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority **AND** where the school is the closest school to the home address with a place.

** The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.*

Please refer to the Gloucestershire County Council's Guidance Booklet:

www.gloucestershire.gov.uk/schooladmissions

Tie-break:

If the Academy becomes oversubscribed within criteria 2 or 3 above a distance tie-break will apply, with those living closest to the Academy being given priority for admission.

If two children live exactly the same distance from the Academy random allocation undertaken by someone unconnected to the Academy Trust will be used as a final tie-break to decide who will be admitted.

Multiple Births:

Applications for twins and children from multiple births will be considered as individual applications. Bishops Cleeve Academy will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding 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 child from twins/multiple births can be offered a place when the other(s) cannot.

Service Family Arrangements:

Bishops Cleeve Primary Academy recognises the unique challenges associated with children of UK service personnel and other Crown Servants and follows the Gloucestershire County Councils protocols in this instance.

We will therefore accept a unit quartering address as a 'home' address for such applicants prior to them moving into the area, provided their application is accompanied by an official letter from their unit declaring a relocation date and quartering address.

Details can be found in the GCC Guidance booklet

<http://www.gloucestershire.gov.uk/schooladmissions>

Summer Born Children:

Due to the changes within the School Admission Code 2014, it is now possible to request a deferred entry for children born after 1st April. Parents must still apply for a place in the child's correct admission year however, in exceptional circumstances, can then apply to both the academy and the local authority to defer entry to the following year. Agreement must be reached by all parties before a deferred entry can be approved and then the normal admission processes will be applied in the following year.

Full details can be found in the GCC Guidance booklet

<http://www.gloucestershire.gov.uk/schooladmissions>

Deferred entry for Infants:

For any child that is not yet 5, parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

In addition to the rights set out above to request a summer born child is admitted into reception in the September immediately following their 5th birthday and the rights of the parents of 4 year olds to defer entry, parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application to the Academy, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place where the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents will need to decide.

Ordinarily Resident/Residence

A child's permanent home address is defined as a child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with their parent or legal guardian.

Waiting List

The Academy will operate a waiting list for each year group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals Process

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy. The form should be sent to the Clerk to the Governors, Bishop's Cleeve Primary Academy, Tobyfield Road, Bishop's Cleeve, Cheltenham, Gloucestershire, GL52 8NN within 14 days of the date of the letter confirming the decision not to offer a place. Should an appeal be unsuccessful, the Academy will not consider further appeals within the same

academic year unless there have been significant or material changes in the child's circumstances.

Appeals are heard by an independent Appeals Panel Committee from the Local Authority. The procedures will be followed in accordance with the School Standards Framework Act 1998 as amended by the Education Act 2002. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and their rights for the appeal meeting by the Clerk.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

Useful Contacts

The school welcomes questions from prospective parents:

The school contact number is: 01242 673814

School website: www.bishopscleeve.gloucs.sch.uk