



Admission of Pupils

At the beginning of the academic year, children entering Finlay Community School at the age of 4 years are admitted from a variety of local Early Years settings and other areas. Finlay School, the Early Years settings and parents/carers work closely together to ensure a smooth and happy transition from Foundation 1 to foundation 2 (see our transition policy) in order to give children the best possible start to their school life.

In the Summer Term preceding entry, parents and carers are invited to an early evening meeting. This affords new families with the opportunity to meet with the Head Teacher, the school's Special Educational Needs and Disabilities Co-Coordinator and the Reception Teacher and teaching assistants.

Admission of children takes place subject to the following criteria:

1.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 (3) or special guardianship order (4) .

(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. In Gloucestershire, 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 Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(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).

2. "Sibling refers to 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, as well as children 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."

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.

3. To appeal, paperwork (Appendix A) is available from the school and must be completed and returned to school. The Head Teacher is happy to meet parents to discuss admission and to advise parents on the Appeals Procedure.

Class Sizes

It is the governor's decision to limit the number of pupils in every class in the school at 30 pupils. The reasons considered when making this decision include:

- The significantly above average percentage of SEND pupils on the Finlay register
- The specialist Speech and Language Support provided for pupils with difficulties

- The size of classrooms including the above support needed for these pupils (some of whom need individual work stations)
- The behavioural needs of children attending the school
- The additional support the school provides to other schools in the local community
- The training provided for University students on the school site
- The expertise support required for parents and carers

It is the governor's view that overcrowding has a significant impact on the learning of the pupils as well as additional stress on staff, resources, space, routines and behaviour. Therefore, as an inclusive school, a waiting list has been established and is used alongside this admissions policy whenever a space becomes available.

The Right of Appeal

In the event of a child being refused a place there is a right of appeal to an independent appeal process.

Each academic year, places will be offered to those qualifying. Where requests for admission exceed the standard number, parents will be notified if a place is not available for their child, and of their right to appeal. In order to appeal the attached paperwork **MUST** be completed (Appendix A) and sent to Finlay Community School.

When a parent wishes to appeal against the refusal to admit a child, an independent appeals committee will be set up. The process is managed by the school who will organise an independent panel.

Special Education Need and Disabilities - the school is required to admit a child with an Education Health and Care Plan (EHC) as well as those with a statement of Special Educational Needs that names the school, even if the school is full.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (i.e. until the end of December term half-term). The waiting list will be prioritised according to the Admissions criteria.

In Year Admissions

Any applications for a school made outside the normal year of entry to the school must be made directly to the school. An In-Year Application will need to be completed and sent to the school. If there are no places available (the classes capacity is already at the schools limit if 30 pupils) you will have the option to place your child/ren on a waiting list where the schools criteria will be applied when/if a place becomes available. You will still have the right to appeal this decision (see above).

Summer born children and their right to defer their entry

In response to the Department for Education (DfE) guidance and the new statutory requirements in the revised School Admissions Code summer born children (those born between 1 April and 31 August) have the option to defer starting school.

Children must be receiving full-time education by the start of the term following their fifth birthday. For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January). For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

What options do I have available?

Gloucestershire County Council administers the admissions of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or delay if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

Summer born children (those born between 1 April and 31 August) only: defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferring a child's admission:

- Gloucestershire County Council is the admission authority for all Community and Voluntary Controlled schools in Gloucestershire. The application form to request deferred admission to reception year is available to download on Gloucestershire County Council website. Alternatively if you are unable to access this form please contact Co-ordinated Admissions Tel: 01452 425000. For schools outside of Gloucestershire, you will need to contact the individual schools directly to obtain their approval to consider deferring your application.
- In addition to seeking approval at your preferred schools, you should make an application as part of the main admission round for the year group that your child would normally be admitted to school, by the

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closing date of 15th January, until a decision on your request to defer has been reached.

- All information, including any preferences you make, must be submitted by you to the Local Authority during the Standard Application Process dates given in the Guidance booklet and the website www.gloucestershire.gov.uk/schooladmissions .

Agreed by Governors:

Signed: 

Date: 18.09.2019

Appendix A

Finlay Community School
School Admission – Notice of Appeal Key Stage 1