



ANDOVERSFORD PRIMARY SCHOOL

Admissions Policy 2021

Date Ratified: 09.12.2019

Signed on Behalf of the Governing Board:

S. Hewlett

Chair of Governors

Date for Review: December 2020



ANDOVERSFORD PRIMARY SCHOOL

Admissions Policy 2021

Andoversford Primary School seeks to work in partnership with parents to provide a safe and stimulating environment in which all pupils are valued, nurtured and encouraged to fulfill their potential. Prospective parents are welcome to visit the school. Arrangements to do so can be made by contacting the school for an appointment.

Andoversford Primary School is a Foundation School, therefore admissions are the responsibility of the Governing Board. The Published Admission Number (P.A.N.) for 2021 is 15 pupils, which means that the Governing Board has agreed to admit 15 children to the Reception Class in September 2021.

How to Apply for a Place at Andoversford Primary School

If your child's admission year is September 2021 in Reception Class, you will need to register your preference of school through the Local Authority Admissions Team. Further details on key dates and the admissions process can be found on www.gloucestershire.gov.uk/schooladmissions. Applications are made in advance of the academic year in which the child is due to start at the new school.

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4th Birthday and before their 5th Birthday. 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.

Oversubscription

When more than 15 applications are received the following over-subscription criteria will be used in the order of priority set out below:

1. **A Looked After Child**

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 (residency order) or special guardianship order.

2. **A child with one or more sibling already attending the school**

A sibling is a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent's/carer's partner. The child should be living in the same family unit at the same address. The older child must be continuing to attend when the younger child is admitted.

3. **Geographical Claim**

Places will be allocated to children with the strongest geographical claim, measured in a straight line from the 'Ordnance Survey Point' of the children's home address to the 'Ordnance Survey Point' in the school. The measurement will be taken using the Local Authorities computerised measuring system, with those living closest to the school, receiving highest priority.

The above criteria will be applied in sequence. Thereafter a dated waiting list which is prioritised according to the oversubscription criteria will be held.

Summer Born Children

The Governing Board of Andoversford Primary School acknowledges the updated advice from the Department of Education that parents/carers of children born between 1 April and 31 August may request to start the Reception Class a whole academic year later. 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 Board will decide whether the deferred entry can be approved for the school.

More information about the deferment process is available here: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

Appeals

Andoversford Primary School follows a fair, consistent and transparent method of offering places to children. The Governing Body will consider all applications for a school place in line with the schools admission policy, taking individual cases into account.

Parents have a legal right to appeal. If, having applied for and been refused a place at the school, and parents wish to appeal against this decision, the following procedure will be put into operation.

- The parent/s must make any such appeals in writing, giving the grounds on which the appeal is made and any supporting evidence.
- The appeal must be addressed to the Clerk of the Appeals Committee and reach school within 14 working days of the application being refused.
- The Appeals Committee will convene within 40 working days, on receipt of a letter of appeal.
- Parents will receive written notification of the result of all appeals within fourteen days of the hearing date.
- Appeals against the decision of the Appeals Committee should be made to the Office of the Schools Adjudicator (Local Commissioner for Administration -Ombudsman).

Admission arrangements for Children with SEND

At Andoversford Primary School, we ensure that all children are valued equally, regardless of their abilities and/or social, emotional or behavioural needs. We understand that many pupils will have special educational needs at some time during their school life and are committed to valuing and nurturing each child as an individual.

The school is required to admit a child with an Education and Health Care Plan that names Andoversford Primary School as the suitable setting for that child, even if the cohort has reached capacity.

In-Year Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. If a vulnerable child within these Fair Access Protocols requires a place at the school, they will take precedent over any child on the waiting list.

In Year Admissions

In Year Admission is where a child requires a place within Andoversford Primary School part way through an academic year, for example if you have recently moved to the area. For in-year applications, the parent should contact the school directly. A place is available in the year group if the P.A.N for that cohort has not been exceeded.

Transport

You may be eligible for support with school transport in some circumstances. If Andoversford Primary School is the nearest, or nearest available school to your home address and is;

- 2 miles or more for pupils aged under 8 years
- 3 miles or more for all pupils aged 8 and over

There are also extended rights to transport for children over 8 if you are on the following:

- you are getting the maximum award of Working Tax Credit
- your child is eligible for free school meals

This admissions policy will apply to all admissions from 1st September 2021. It supersedes all previous policies. This policy and criteria should be read in conjunction with the Guide for Parents and Carers. This is available at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>