



# **ADMISSIONS** **POLICY**

## **2021/22**

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<b>Version:</b>	1	<b>Agreed by Staff:</b>	N/A
<b>Category:</b>	Policy	<b>Agreed by Governors:</b>	February 2020
<b>Comments:</b>	Consultation on an amendment in 2019 - Complete January 2020		

**SPRINGBANK PRIMARY ACADEMY ADMISSIONS POLICY  
ENTRY IN 2021/22**

Springbank Primary Academy is an inclusive school. The Governors are also committed to ensure that the reception admissions to the Academy reflect the full range of ability. The admission arrangements described in this document will apply to admissions in September 2021.

Admissions to Springbank Primary Academy for Reception 1st September 2021:

Admissions for Reception places will be co-ordinated through the Gloucestershire Local Authority's Co-ordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the Academy on the Common Application Form if they wish their child to be considered for a place.

**Contact:** Admissions and Transfer Team

**Address:** Gloucestershire County Council  
Shire Hall  
Gloucester  
GL1 2TP  
United Kingdom

**web:** [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

**Email:** [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

**Tel:** 01452 425407

The Academy will operate with a Published Admission Number (PAN) of 60 children in Reception for September 2021. All preferences in applications received on-time will be considered simultaneously and ranked in accordance with the admission criteria below. If the Academy is oversubscribed, places will be offered with regard to the priority order outlined in the section below.

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, Mrs White, who will arrange a meeting and arrange for an admissions pack including an application form to be made available. In 2021/22 there is a PAN of 60 in each year group.

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

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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.

Admission Criteria Priority Order and Oversubscription Criteria:

After the admission of children with an education health and care plan 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.<sup>1</sup>

*<sup>1</sup> 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 for whom only one particular school is appropriate due to an exceptional medical condition (to be supported by a written statement from the child’s doctor that demonstrates a very specific connection between their medical need and the facilities or resources of this school).
4. 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.

*\* 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.*

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### 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:

If two or more children of multiple birth (twins, triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

### Service Family Arrangements:

Springbank 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.

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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 5<sup>th</sup> 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 head teacher and any supporting evidence provided by the parent.

Appeals:

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 Springbank Primary Academy, Springbank Road, Cheltenham, Gloucestershire, GL51 0PH within 14 days of the date of the letter confirming the decision not to offer a place. This will be sent onto the Admissions Team at Gloucestershire County Council and a date for the appeal arranged. 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.

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