

Policy on Admissions 2023-2024

As determined and approved by the Full Governing Body
at its meeting on **10th January 2022**



This Admissions Policy was last formally consulted on in **Autumn 2019**
It is next due for formal consultation in **Autumn 2026**
(or whenever any substantive change is made - whichever is sooner)

Next review: Autumn 2022

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

For children to be able to learn effectively and to live life to it fullness they must be safe and secure and they must feel safe and secure. In our school, Child Protection and Safeguarding is always our top priority.

Statutory	Yes
Web-Site	Yes
Owner	Head
Principle Author	Chair of Governors
Committee	FGB

Delegation and Review	
Max. Permitted	GB/Committee
Determined	Full Governing Body
Review	Set by statute
Frequency	Annual, consult at least every 7 years

BUSSAGE CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL

ADMISSIONS POLICY

This Admissions Policy was reviewed and amended by the Governing Body in September 2021. It covers admissions for the 2023-2024 academic year.

This Admissions Policy is written to comply with the School Admissions Code: (<https://www.gov.uk/government/publications/school-admissions-code--2>).

Gloucestershire County Council (GCC) co-ordinate the school admissions process for schools. This policy must therefore be read in conjunction with the Guide for Parents and Carers and the online application form available from GCC's website:

www.gloucestershire.gov.uk/schooladmissions

If you have not received a letter regarding school admissions by the end of **November 2022** you should contact the Admissions and Transfers Team (0-16) Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

INTRODUCTION

The Governors (who are the Admissions Authority) acknowledge that seeking admission to a Primary school is an important step for every parent and that choosing a Primary school for a young child is an especially sensitive duty for parents and crucial for the child. This Admissions Policy seeks to maintain the distinctive nature of the Church of England foundation of the School, and the legal limit(s) on infant class sizes set by the Government, whilst meeting parents' preferences as far as possible. In drawing up this document the Governors have sought to prepare the criteria to determine which children might be admitted to the School if there are more applications for the places which are available.

This document is presented to enquiring parents as a clear, fair and objective Admissions Policy, which is compatible with admissions and equal opportunities legislation. Further it enshrines both the regard of the Diocesan Board of Education, as well as that of the Local Authority to provide equality, and as far as possible to be inclusive of all elements in the School's local community.

PRIORITISATION OF APPLICATIONS AND DELEGATED AUTHORITY

When the list of children who have named our school in their application is received from the Local Authority, it is necessary for the school to sort this list of children into order of priority according to the criteria set out in this policy (see Priorities for Admitting Children). The school is not told which position the school is in the parent's preferences on their application nor does it know which other schools have been applied for. This prioritisation process will be carried out by a committee of 4 governors: 3 foundation and 1 parent governor (a minimum of 3 of these being in attendance to be sufficient for the committee to be quorate). The sorted list is then sent back to the Local Authority and they later advise the school and the parents as to which children are allocated places. This process will be organised and facilitated by the School Business Manager. Records of this process and outcomes will be kept, reported to the Full Governing Body and made available to parents on request. Neither the Chair of Governors nor the Headteacher may sit on this committee, and the members are to be nominated by a meeting of the Full Governing Body.

YEAR GROUP SIZES

The school's Published Admissions Number (PAN) is 30.

PRIORITIES FOR ADMITTING CHILDREN

The Governors will admit children to the school in the following order of priority.

Important: Any child with SEND and an EHC Plan which names our specific school must and will be admitted. Any child with SEND but without an EHC Plan will be treated as all other children applying (i.e. according to the following criteria).

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. See the current Schools Admissions Code (link above) for further detail.
2. Children who will have an older brother or sister (sibling) attending Bussage School, and will continue to do so on the date that the younger child's admission would take effect. Sibling refers to a brother or sister, half-brother or half-sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.
3. Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.
4. Children of families living in the ecclesiastical Parish of Bussage with Eastcombe (a map of the parish may be inspected at the school or may be found via the Church of England web-site at <https://www.churchofengland.org/about/research-and-statistics>) at least one of whose parents are regular worshipping members of the Church congregations in the Parish*. (Regular meaning at least once a month over at least the year preceding the date at which a place is applied for)**.
5. Children of full or part time permanent salaried members of staff where either:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children of families living in the ecclesiastical Parish of Bussage with Eastcombe, having the strongest geographical claim, (measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system), with those living closer to the school receiving the higher priority.
7. Children of families, not necessarily living in the parish, at least one of whose parents are regular worshipping members of the Church congregation in the Parish of Bussage with Eastcombe or at least one of whose parents are regular worshipping members of other Christian Churches being a member of Churches Together in England*. (Regular meaning at least once a month over at least the year preceding the date at which a place is applied for)**.
8. Remaining places are offered on the basis of those living closest*** to the School.

*Applications under Criteria 4 or 7 must be supported by a completed Supplementary Information Form (SIF) counter-signed by an appropriate member of the clergy. The SIF is available via the school web-site or from the school office.

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

***Where any particular category prior to criterion 8 results in oversubscription, children living closer to the school, as measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, will be allocated the higher priority.

When applying criterion 8, children living closer to the school, as measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, will be allocated the higher priority.

Where there are not enough places available to offer all children having an equal claim a place at the school (i.e. in the event of a tie between two or more children), a process of random allocation will be operated and supervised by the Governing Body. The randomisation methodology / process used in such an eventuality will be documented and this information made available to parents on request.

WAITING LIST

If the school is oversubscribed, a waiting list will be held (at least) until the end of the December term. Children on the waiting list will be ranked in the same order using only the priorities stated above (Priorities for Admitting Children).

FAIR ACCESS PROTOCOL (In-Year Admissions)

The school has signed up to the In-Year Fair Access Protocols set out 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. The Protocol can be found here: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

IN-YEAR ADMISSIONS

The school may admit pupils "in-year" depending on its subscription level for the year group being applied for and the criteria set out in this policy. If there are more "simultaneous" applications in-year than capacity then applications will be prioritised using only the criteria set out in this policy. For in-year applications only, the parent should apply directly to the school because GCC do not co-ordinate in-year applications but parents must use the forms available on the GCC web-site: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

ADMISSION OF SUMMER BORN CHILDREN FOR RECEPTION ENTRY

The Governors acknowledge the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request that their children start the Reception Class up to a whole academic year later. Bussage Primary School

will follow the Local Authority process which states that parents can only apply for a Reception place at a school on a single occasion.

An application for a deferred entry must be made during the Normal Admission Round for the child's chronological year group stating the reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school on a case by case basis.

For the avoidance of doubt, the term "Normal Admission Round" refers to all applications to the main year of entry to the school – i.e. Reception. Applications made during the Normal Admission Round will be made in advance of the academic year in which the child is due to start at the school.

All children are entitled to a full time place; however, they may attend on a part-time basis until later in the school year but not beyond the point at which they reach compulsory schoolage.

Further information can be obtained from the GCC Guidance Booklet on admissions. This booklet and the form to request a deferred entry can be downloaded from the following link: - <http://www.gloucestershire.gov.uk/startingprimary>

TRANSPORT

School transport is not available.

OTHER CONSIDERATIONS

The Governors wish to make it plain that no other considerations - e.g. academic ability, parents declining to sign a home-school agreement, etc - will be used when deciding an application for admission.

NOTIFICATION OF ADMISSIONS

The Governors will offer places, in consultation with the LA, in line with coordinated admissions arrangements. A decision on an application for admission will be notified in writing, normally in April of the year concerned. Notification will happen as soon as possible for those who apply for admission at any other times during the Academic Year.

APPEALS

Parents who wish to place their children in Bussage Primary School, but who are refused under this policy, have the right of appeal under Section 411 of the Education Act 1996. Appeals will be heard by an independent panel not associated with the School and organised on behalf of the Governing Body by the County Council Legal Services. If an appeal is necessary, those who wish to pursue this process are reminded of the importance of the time-table associated with the appeal procedure.

Any intention to appeal is lodged initially by writing to the school.

More information on the appeals process can be found at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>

The above link also provides the necessary information about the appeals process and the statutory timescales.