



Whiteshill Primary School

Admissions Policy

Start Date: SEPTEMBER 2023

Review Date: SEPTEMBER 2024

Rationale

This policy sets out the process by which children are admitted to Whiteshill Primary school in accordance with our statutory obligations.

Definition

Whiteshill Primary School is part of the Diocese of Gloucester Academy Trust and admissions process is co-ordinated by the Local Authority in to Reception on behalf of the Governing Body, including allocating places. The school has a Published Admission Number (PAN) of 15.

Aim

The overall aim of the policy is to ensure that admissions to Whiteshill Primary School are fair and for the benefit of all.

Objectives

- Parental preferences should be met to the maximum possible extent
- Admission criteria should be clear, fair and objective and for the benefit of all children including those with Special Educational Needs
- Local admission arrangements should contribute to improving standards for all pupils
- Admissions authorities should consult each other and co-ordinate arrangements for admissions, including the reintegration of children who are out of school
- Admissions information should be helpful, accessible and co-ordinated
- Local admission arrangements should comply fully with legislation and guidance

The Process

- The Local Authority (LA) issues a Common Application Form and co-ordinates offers where it is the 'home' LA for pupils.
- Parents/carers must submit their Common Application Form, stating their preferred schools, to the Co-ordinated Admissions Team at the Local Authority no later than the published deadline.
- The Co-ordinated Admissions Team can be contacted at: Children and Young People's Directorate, Shire hall, Westgate Street, Gloucester, GL1 2TP, email: school.admissions@gloucestershire.gov.uk Telephone: 01452 425407
- Applications can be made online at: www.gloucestershire.gov.uk/schooladmissions

Criteria

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

i) Looked After Children/Previously Looked After Children

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 (residency order) (3) or special guardianship order (4) including those 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 (5).

(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's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014.

(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).

(5) 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.

ii) Children who will have siblings attending the school at the time the applicant child is admitted. (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). In every case, the child must be living in the same family unit at the same address.)

iii) Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to a central point of the school, using the local authority's computerised measuring system, with those living close to the school receiving the higher priority

Where any particular category at points (i) – (ii) above is oversubscribed, criterion (iii) (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion (iii) (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the school as its own Admissions Authority. This will be in the form of a manual process which is overseen by an independent party. Where twins or children from multiple births are part of a random allocation process, they will be considered as one applicant.

Children with Special Educational Needs

Children who have an EHCP are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names that particular school. Parents of children with EHCPs should contact their child's casework officer for any further information. Children who have an EHCP naming a school will be allocated a place even if that school is full.

Admission of Summer Born Children for Reception Entry in Whiteshill Primary School

The Governing Body of Whiteshill School acknowledges the updated advice from the department of Education that, parents/carers of "summer born" children (born between 1st April and 31st August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Whiteshill School. 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 Body will decide whether the deferred entry can be approved for the school.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

- Parents send their application form along with any supporting documents for the attention of the local governing body via head@whiteshill.gloucs.sch.uk or via the school postal address.
- A full local governing board meeting will be convened as soon as possible and no more than 15 working days after the application is received in order for the application to be considered by the board as the school's admission authority.
- If a full local governing board meeting cannot be convened for any reason e.g. through unavailability of governors or if the application is received too close to the deadline for school places being allocated, the Chair of the local governing body will act on behalf of the governing board – this is known as 'Chairs Action'.
- The decision will then be communicated to parents in writing within 5 working days of the decision being made.

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a year R place will be considered alongside applications for year R.

Admission to Whiteshill Primary School (Reception Year)

Within the county of Gloucestershire, children may enter school in the September of the year in which they become five. The actual timing of the child's entry to school is normally decided after school/parent discussions.

Parents of children who are considering sending their child to Whiteshill, especially those moving into the area who do not know the school, are invited to contact the Headteacher to arrange a visit.

During the term before a child is admitted, parents are invited to a meeting where they will be able to look around the school, ask questions and meet the Headteacher and Early Years team who will provide information about the important first year at school.

Children due to enter school for the first time in September are invited to a range of transition sessions during the summer term where they will have chance to spend time in school, meeting staff and other children in their cohort. We work closely with Whiteshill Playgroup who also join us during the year at different events and use the playground on a regular basis, so that pupils joining us in September know the school and the staff well. We believe a gradual progression towards full time schooling benefits the children and ensures a smooth transition, however we are aware that it can be difficult for parents who work to have several weeks of part time schooling. Therefore, our pupils attend until mid-day for the first week, then stay for lunch on the 2nd week, we then take all pupils in full time. If you feel your child would benefit from a longer transition of part time schooling we will work with parents and gradually increase the time spent in school over the first half term. This is done in consultation with the parents.

In-year Applications

In-year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception through to Year 6. To apply for a place at Whiteshill Primary, parents/carers should, therefore, contact the school directly in the first instance. The school, however, will liaise closely with the Local Authority providing information in relation to current vacancies in the school.

Appeals

Where an application for the school is unsuccessful you will have the legal right to appeal. You will be advised of the appeal process within your refusal letter.

- The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:
- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- For in year applications, appeals must be heard within 30 days of the appeal being lodged.
- Parents may appeal for more than one school if they wish.
- Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (eg. A change of address or a change in the school's circumstances).
- The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

Transport

The school does not have arrangements to assist parents with transport.

Fair Access Protocols

All schools in Gloucestershire have signed up to the 'fair access protocols' and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. Full details of the protocols can be found at

www.gloucestershire.gov.uk/schooladmissions

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. 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.

Heather Francis
Headteacher