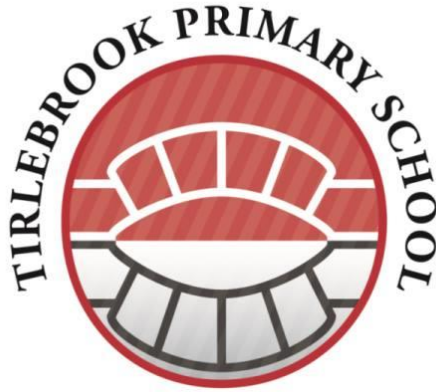


# Tirlebrook Primary School



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## **Admissions Policy 2023 - 2024**



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## **ADMISSIONS POLICY Academic Year 2023 - 2024**

### **Foreword**

This document sets out the admissions policy for Tirlebrook Primary School for the academic year 2023 - 2024. A copy can be found on the school website at: [www.tirlebrook.co.uk](http://www.tirlebrook.co.uk)

The governing body's role within admissions is to ensure that each application is dealt with fairly and confidentially, and that procedures and criteria outlined in this document are adhered to. The policy reflects the decisions made by the Governing Body in November 2021.

### **1. Admissions Procedure for September Intake for Reception Children**

In Gloucestershire, children can start school in the September of the school year in which they reach the age of five. Parents are able to make an appointment to look around the school or are welcome to attend one of our Open Mornings in the Autumn Term before completing the application form. In the event of a 'force majeure', for example the Coronavirus (COVID-19) pandemic, in which visits to school are restricted, other sources of information about the school will be made available to parents via online meetings, the school website and our social media platforms. Applications must be returned to the Local Authority (LA) by the date set on their form.

Any applications received after the cut-off date will be deemed 'late' and a place will be offered only if space is available.

Offers of a place will be communicated to parents by letter / email from the LA and data will be used to coordinate admissions within the Tewkesbury area.

Confirmation of acceptance must be communicated to the LA to secure the place offered to their child. Successful applicants will be invited to attend an induction meeting where the programme for gradual admission will be explained. If circumstances do not allow this, a virtual programme of meetings will be arranged.

If applications exceed the Published Admission Number (PAN) then the 'Criteria for Admissions' are applied. This may result in some parents not being offered a place for their child at this school. Tirlebrook Primary School has a set Published Admission Number (PAN). This is the number of children it is obliged to admit per year group and is currently set at 30. This number is based on a capacity assessment which takes into account the area of teaching and non-teaching space available. This ensures that health and safety is not compromised and the quality of teaching and learning in the school is not adversely affected.

If no place is offered, unsuccessful applicants will be given information regarding an appeal to this decision. (See appeals procedure).

### **2. Gradual Admission**

The school's absolute priority is to ensure every child is made secure and welcome in their new environment and so time is taken to gradually introduce them to the school.

During the Induction Meeting, parents are informed of the number and times of the sessions their children will attend school in their first few weeks of term. These adhere to the current legislation and gradually increase until the child is in full time education (10 sessions per week).

### **3. Compulsory School Age**

In England, all children are entitled to start school in the September following their fourth birthday. This means that the oldest children in the school year will turn five as soon as they begin Reception, while the youngest will have only just celebrated their fourth birthday. Although most children start school in the September after turning four, they are not obliged to be in education until they are of Compulsory School Age (CSA). This is a set point in the year following their fifth birthday:

- Children who turn five between 1 September and 31 December reach CSA on 31 December
- Children who turn five between 1 January and 31 March reach CSA on 31 March
- Children who turn five between 1 April and 31 August reach CSA on 31 August

This means that 'summer born' children - those born between 1<sup>st</sup> April and 31<sup>st</sup> August - don't have to start school until a full year after they could have been admitted.

### **4. Admission of 'Summer Born' Children for Reception Entry**

Parents may request that their child's school starting date is delayed by a year if they are 'summer born' (between 1<sup>st</sup> April and 31<sup>st</sup> August). Parents must still apply for a place in the child's correct admission year following the standard application process timeline. A request for delayed entry must be submitted at the same time. If a request is made to delay a child's school entry, the school has the right to decide whether the child can start in Reception class a year late (i.e. a full year after they could have been admitted), or whether they begin school by going straight into Year 1 with their normal age group, missing the entire Reception year.

### **5. Deferred Entry for Infants**

A parent may be offered and accept a place in Reception for their child but then ask to defer their child's entry until they reach Compulsory School Age, or take up the place part-time until their child reaches Compulsory School Age. Tirlbrook Primary School may agree to this request provided the place is taken up within the same academic year.

### **6. Decisions About Delayed or Deferred Entry**

The Governing Body will make a decision on behalf of Tirlbrook Primary School about any delayed or deferred entry applications. An agreement must be reached by all parties before a delayed or deferred entry can be approved. Full details can be found in the GCC Guidance Booklet: <http://www.gloucestershire.gov.uk/schooladmissions>

### **7. Admission Procedure for Pupils other than Reception Intake (In-Year Admissions Applications)**

In-year admissions applications are all those made outside the normal admission 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 admissions applications, parents should apply directly to the school by contacting the Administrator, who will arrange for an admissions pack, including an application form, to be made available.

Email: [admin@tirlbrook.gloucs.sch.uk](mailto:admin@tirlbrook.gloucs.sch.uk)

Telephone Number: 01684 293549

If no spaces are available in the required year group, parents will be referred to the In-Year Admissions Team at GCC who will help them to find a place in an alternative school and give advice about the appeals procedure.

## 8. Appeals Procedure

Parents who are refused a place for their child have the right to appeal this decision. Parents wishing to appeal should obtain an Appeal Form from the school. This form should be returned with any supporting evidence to the Clerk of the Appeals Committee within 20 working days of the date of the letter confirming the decision not to offer a place.

The Appeals Committee will give parents an opportunity of appearing and making verbal representations. Attending parents may be accompanied by a friend or representative if they wish. The Appeals Committee will meet within 40 working days on receipt of a letter of appeal for a Reception place or within 30 school working days on receipt of a letter of appeal for an in-year admission. Notification of Appeal decisions will be made in writing to the parents.

For further information about the appeals process, please visit the GCC website:

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

## 9. Admission Criteria Priority

Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- a) A 'looked-after child'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>2</sup>, child arrangements order (residency order)<sup>3</sup> or special guardianship order<sup>4</sup>, 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<sup>5</sup>.

*(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 Section 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.*

- b) A child's links with the school through siblings who are on roll at time of admission

- c) Children of staff in either or both of the following circumstances:

- Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

- d) Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address

Where any particular category at points a) and b) above is oversubscribed, criterion d) (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, involving two or more children when applying criterion d) (the 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 Local Authority. This will be overseen by an independent person.

## 10. Excepted Oversubscription Criteria

Additional children may be admitted (beyond PAN) under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit of 30. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of Special Educational Needs and Disabilities (SEND) or an Education, Health and Care Plan (EHCP) specifying a school;
- b) Looked-after children and previously looked-after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original applications process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK Service Personnel admitted outside the normal admissions;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with Special Educational Needs and Disabilities or an Education, Health and Care Plan who are normally taught in a Special Educational Needs unit attached to the school, or registered at a special school, who attend some infant classes within mainstream school.

## 11. Waiting Lists

A waiting list for unsuccessful applicants will be kept until the end of December by the school. The 'waiting list' will be prioritised according to the school's oversubscription criteria. Subsequently, the 'Appeals Procedure' will apply in this case as well.

## 12. Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held 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 (para 3.21 of new code). This Fair Access Protocol also refers to UK Service Personnel as outlined in the new code (para 2.44 and 3.27). For further details, please visit <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>.

## 13. Transport

School transport is not available.

This policy will be reviewed annually. It will be subject to stakeholders' consultation once every seven years and whenever there are any major changes in policy.

Reviewed: Autumn Term 2021

Next review: Autumn Term 2022