



Churchdown Village Infant School  
Promoting Lifelong Learning  
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## ADMISSIONS POLICY – 2023/2024

This document sets out the Admission Policy and Admission Numbers for Churchdown Village Infant School. The policy should be read in conjunction with the **Admissions Guidance Booklet** issued by Gloucestershire County Council for schools and academies.

For further information on admissions please contact the **Co-ordinated Admissions Team** at Shire Hall, Gloucester, GL1 2TP (01452 425407) or go to:  
[www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

Our policy will be published on the school's website: [www.churchdownvillageinf.org.uk](http://www.churchdownvillageinf.org.uk)

### The Policy

The Indicated Admission Number for Churchdown Village Infant School is 60 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998. A maximum of 30 children will be admitted into each of the two reception classes.

Pupils will normally be admitted in the school year in which they reach their fifth birthday.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order stated below:

1. 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.

2. The admission criteria for Churchdown Village Infant School, offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. 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 address, at the time of application. This is in line with the criteria for Community and Voluntary Controlled Schools.
3. Children of full or part time salaried members of staff who are employed on either a minimum of a 50% contract with the school and/or 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.
4. Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications.

*Note: The distance will be measured in a straight line from the child's home address (including flats) to the central part of the school, using the Local Authority's computerised measuring system. Those living the closest will receive the higher priority*

### **Geographical claim and Service families**

In the case of in-year admissions the school is empowered to treat Service children as 'excepted pupils' enabling the school to admit over the limit of 30 children per class where geographical proximity warrants special consideration (e.g. Cordingley Close). This consideration and provision is not intended to and does not offer preferential treatment to Service families but provides enough flexibility to lessen the disadvantage experienced by them (last minute postings, limited educational choices for their children, sibling placements in adjacent schools and mobility issues).

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

The Governing Body acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1<sup>st</sup> April and 31<sup>st</sup> 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 the 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.

### **Normal Admission Round**

The term 'normal admission round' refers to all applications for admission to the main year of entry of the school, i.e. Reception for Infant Schools. 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 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.

### **Special notes:**

The school is required to admit a child with an EHCP or an Educational Health Care Plan that names the school even if the school is full.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (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 3, the strongest geographical claim will be measured in a straight line from the ordnance survey point from the child's home address (including flats) to the ordnance survey address point of the school using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

### **Appeals:**

Parents/carers have a right to appeal against refusal, by Local Authority, to admit their child or children to our school. If you wish to appeal please contact the Clerk to Governors in the first instance. Appeals will be arranged in accordance with the *Code of Practice on Admission Appeals* and *School Admission Arrangements Protocol for Pupil Admittance over published Admission Number (PAN)* (see appendix A) details about the appeal process are available from the Clerk to the Governors via the school office (01452 714178).

### **Waiting List**

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December at the Local Authority). The waiting list will be prioritised according to the school's oversubscription criteria.

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 precedent over any child on the waiting list.

## In Year Admission

Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Churchdown Village Infant School will, on receipt of an in-year application and proof of address, notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date figures on the availability of places in the area. Churchdown Village Infant School must also inform parents of their right to appeal against the refusal of a place.

## Transport

School transport is not available at this school

## Review:

This policy will be adopted by the Communications and Standards Committee on 14<sup>th</sup> October 2021

Signed  
(Claire Thomson)



Chairman of Committee

This policy will be adopted by the Full Governing Body on 9<sup>th</sup> December 2021

Signed  
(Colin Baker)



Chairman of Full Governing Body

