



**Woodchester Endowed Church of England (Aided) Primary School**

**'Love, Learn and Flourish Together'**

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.

# **Admissions Policy**

## **2023-2024**

**Written by:**  
**Ratified by Governing Body:**  
**Review date:**

**L Pennington November 2021**  
**February 2022**  
**November 2022**

**'Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)**  
**'Love, Learn and Flourish Together'**



## Our Vision and Values

Woodchester Endowed Church of England Primary School community seeks to inspire children and adults to *'Love, Learn and Flourish Together'* so that we may become everything God has created us to be.

Our Christian vision is rooted in the desire to nurture the whole community. This Christian vision recognises that we are unique individuals, loved by God. We are committed to providing the highest quality of education for our children to enable them to realise their full potential. We want our pupils to be successful, confident learners and responsible citizens. The biblical root of our vision is:

**'Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)**

**'Love, Learn and Flourish Together'**



Our six core Christian values					
Trust	Truthfulness	Respect	Responsibility	Friendship	Forgiveness

## Woodchester Endowed Church of England (Aided) Primary School

### ADMISSIONS POLICY 2023/2024

The admission authority for Woodchester Endowed Church of England Primary School is the Governing Body. The published admission number for each year group is 20 pupils.

Woodchester Endowed Church of England Primary School complies with the requirement to admit a child with an Education, Health and Care Plan who applies to the school, (or such equivalent requirement as may be revised from time to time), and with the Local Authority Fair Access Protocol (or such equivalent protocol as may be revised from time to time).

#### **Admission into Reception in September 2023**

Children usually start school at the beginning of the academic year in which they turn 5 years old. This policy and criteria should be read in conjunction with the Gloucestershire County Council Proposed admission criteria and scheme for 2023, copies can be found on the link below or by contacting the Coordinated Admissions Team on 01452 425407. If you have not received a letter containing important admissions information by the end of November 2022, you should contact the Local Authority Coordinated Admissions Team at Shire Hall, Gloucester GL1 2TP.

Further information can be found at: [GCC School Admissions](#)

#### **When applying for a place in Reception in September 2023**

The Local Authority Common Application Form must be received by the Local Authority by 15th January 2023.

In order for an application to be considered under category 3, 5 and 6 of the oversubscription criteria (see below), a completed Woodchester Supplementary Information Form (SIF) must be received by the school office by 7th January 2023. In the absence of this Form, the applicant will be ranked according to the other categories of admission. This form is available on the school website, at the end of this policy or from the school office.

## Admission of Summer Born Children for Reception Entry for Woodchester Endowed Church of England Primary school

The Governing Body of Woodchester Endowed Church of England Primary School acknowledges the updated advice from the Department of Education that, parents/carers of “summer born” children (born between 1 April and 31 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 Woodchester Endowed CE Primary School based on the information provided by the parent. If the Governing Body approves your request to defer, you will need to make a new application as part of the main admission round for the following year.

If there are more applications than places, the 20 places in Reception will be offered according to the oversubscription criteria in the table below. **Please read the definitions carefully.**

The Local Authority will communicate to parents the offer of a place at a school by 17th April 2023. The deadline for parents to accept the offered place or to ask for reconsideration is 24th April 2023. If an application is unsuccessful, the parents of the child will have a right to appeal to an independent panel. Appeals will be heard in June and July 2023.

### ADMISSIONS’ CRITERIA

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

<b>OVERSUBSCRIPTION CRITERIA</b>		
	<b>Short Title</b>	<b>Definition</b>
1	Child in public care or previously in public care	<p>The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “<b>IAPLAC</b>”.</p> <p>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 (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)</p> <ol style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>3. Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.</li> <li>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).</li> <li>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.</li> </ol>
2	Sibling	The applicant child has a sibling who already attends the school and will still attend the school when the applicant child would start to attend. Sibling means full, half, step or adoptive brother

		or sister, or the child of the parent/carer's partner, and in every case the child must be living in the same family unit at the same address.
3	<p>Local residence <u>and</u> Parish worship</p> <p>In order for an application to be considered under this category, a completed Supplementary Information Form (SIF) must be received by the school office by 7 January 2023</p>	<p>Both of the following conditions must be met:</p> <ul style="list-style-type: none"> <li>Local residence means children of families who live in the ecclesiastical parishes of Woodchester and Selsley, (see the following website for details of the <a href="#">Parish Map</a>).</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A parent of the child has active connections* with St Mary's Church, Woodchester or All Saints Church, Selsley.</li> </ul> <p><b>*Active connection:</b> is defined as attending regular worship at church. Regular worship is deemed to be attending at least once a month on average during the twelve months prior to consideration of the application. In the event that during the period specified for attendance at worship the church 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.</p>
4	Parish Residence (within the ecclesiastical parishes of Woodchester and Selsley).	Closest proximity to the school measured in a straight line from the ordnance survey point of the child's home address to the ordnance survey point of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. In the event of two or more children living the same distance away from the school, drawing lots will be used as a tie break to determine priority.
5	<p>Local Residence and Church of England Worship.</p> <p>(In order for an application to be considered under this category, a completed Supplementary Information Form (SIF) must be received by the school office by 7 January 2023.)</p>	Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with a Church of England church.
6	<p>Local Residence and Churches Together in England Worship.</p> <p>(In order for an application to be considered under this category, a completed Supplementary Information Form (SIF) must be received by the school office by 7 January 2023)</p>	Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with any other Christian church, being a member of Churches Together in England.
7	Children for whom only Woodchester Endowed Church of England 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 the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this school.
8	Children with the strongest geographical claim.	Closest proximity to the school measured in a straight line from the ordnance survey point of the child's home address to the ordnance survey point of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. In the event of two or more children living the same distance away from the school, drawing

	lots will be used as a tie break to determine priority.
In the event of oversubscription within any of categories 1-7 above, proximity as defined in category 8 will be used to determine priority within the relevant category.	

### **In Year Admissions September 2023 onwards**

To apply for admission in-year, two forms must be returned to the school office - the In-Year Admissions Common Application Form and the Supplementary Information Form. Both of these forms are available on the school website or from the school office.

If there is a vacancy in a year group (meaning that there is a place within the published admission number of 20 pupils), the school will offer the place to the child who is top of the waiting list for that year group on the basis of the oversubscription criteria (see table above).

If the year group is full (meaning that it has the published admission number of 20 pupils), an application will normally be refused. The Governing Body may seek guidance from the Local Authority and the Diocese of Gloucester. If an application is refused, parents may ask for the child to be placed on the waiting list and also have a right to appeal to an independent panel (see below).

### **Waiting Lists and Appeals**

Please note that the application of the requirement to admit a child with an EHCP who applies to the school (or such equivalent requirement as may be revised from time to time) or the Local Authority Fair Access Protocol (or such equivalent protocol as may be revised from time to time) may result in a child taking precedence over other children on the waiting lists. The school is required to admit a child with an Education Health Care Plan (EHCP) that names the school, even if the school is full.

### **Reception waiting list**

When the school has allocated all its places for Reception it will hold a waiting list until the end of the academic year on which children are ranked in priority order according to the oversubscription criteria (see table above). At the start of the new academic year you must complete an In-Year Admission application form in order to be kept on the in-year waiting list.

### **In-year waiting list**

In order to be placed on the in-year waiting list for admission to any year group, you must contact the school office. **The list expires at the end of each academic year so you must contact the school again in September to be placed on the new list.** If and when a vacancy arises in the relevant year group, the children will be ranked in priority order according to the oversubscription criteria (see table above) and the place will be offered to the child who is top of the list for that year group.

### **Appeals**

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Woodchester Endowed Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

### **Transport**

Currently there are no transport arrangements in place for children wishing to attend Woodchester Endowed Church of England Primary School.

### **Monitoring and Review**

This policy will be monitored by the Governing Body, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed every year, or earlier in the case of any changed circumstances, either in this school or in the local area. The seven year consultation review will take place in 2025.

**PART A**  
**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.		
Contact Telephone Number:		
e-mail Address:		
Current name and address of Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria, please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: center;">Telephone No:</p>		

**IMPORTANT NOTE**

Should my child be accepted as a pupil, I agree to support the ethos and methods of working in the school. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received:

## PART B

### ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

#### Church attendance criteria:

- Criteria 3: Children of families who live in the ecclesiastical parishes of Woodchester and Selsley, (a map may be inspected at the school), and whose parents have active connections\* with St Mary's Church, Woodchester or All Saints Church, Selsley.
- Criteria 5: Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections\* with a Church of England church.
- Criteria 6: Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections\* with any other Christian church, being a member of Churches Together in England.

**\*Active connection:** is defined as attending regular worship at the church. Regular worship is deemed to be attending at least once a month on average during the twelve months prior to consideration of the application. In the event that during the period specified for attendance at worship the church 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.

Name of Child	
Name of Parents or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
<b>I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Parent/Guardian/Carer signature:	Date:
<b>I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR *</b>	
Clergy signature:	Date: