

# St. Mary's C of E Infant School

## Admissions Policy for September 2026

St. Mary's is a Church of England Voluntary Aided Infant School with a strong Christian ethos. In addition to providing a broad and balanced curriculum, we also seek to encourage Christian standards and values through the quality of experiences that we provide for all our pupils.

Admissions are the responsibility of the school Governors. The Governors have agreed to admit 30 children into each of the two Reception classes. The Admission number for St. Mary's is **60** and should not be exceeded (Education Reform Act 1998).

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

This policy should be read in conjunction with the information issued by Gloucestershire County Council for Schools and Academies.

For further information on admissions, or if you have not received a letter from the Local Authority explaining how to apply for school places by the end of November 2025, please contact the Co-ordinated Admissions Team at Shire Hall, Westgate St., Gloucester, GL1 2TP (01452 425407) or go to [www.goucestershire.gov.uk/education-and-learning/school-admissions/](http://www.goucestershire.gov.uk/education-and-learning/school-admissions/)

### 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 which children will be offered places at the school.

- 1. Looked after children or 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. (See *Additional Notes*)
- 2. Siblings**  
Children with a brother or sister who will still be attending St. Mary's C of E Infant or Prestbury St Mary's C of E Junior Schools at the time of admission. (The other child must be continuing to attend either school when the sibling is admitted.) (See *Additional Notes*)
- 3. Church (Priority Area within the parish )**  
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during 2 years prior to the Local Authority closing date for applications. 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. (See *Additional Notes*)
- 4. Priority Area within the Parish**  
Children of parents who live in the priority area of the ecclesiastical parish of Prestbury. (See *Additional Notes*)

**5. Church (Non-Priority Area within the parish)**

Children of parents who live in the rest of the ecclesiastical parish of Prestbury of whom at least one parent is on the Electoral Roll of the parish of Prestbury which comprises St. Mary's and St. Nicolas' churches or is a member of Prestbury United Reformed Church and has attended an act of worship at any of these churches at least once a month during 2 years prior to the Local Authority closing date for applications. 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. (See *Additional Notes*)

**6. The Non-Priority Area within the Parish**

Children who live in the rest of the ecclesiastical parish of Prestbury . (See *Additional Notes*)

**7. Outside the Parish**

Children who live outside the ecclesiastical parish of Prestbury. (See *Additional Notes*)

**Additional Notes**

These notes make reference to Local Authority guidance, protocols and information and these are found on the Local Authority Schools Admissions website [www.goucestershire.gov.uk/education-and-learning/school-admissions/](http://www.goucestershire.gov.uk/education-and-learning/school-admissions/)

**The Ecclesiastical Parish of Prestbury**

A map of the ecclesiastical parish of Prestbury is available from the school office. You can also check which parish you live in by entering your postcode into the website 'A Church Near You' [www.achurchnearyou.com/](http://www.achurchnearyou.com/) .

**Priority Area within the Ecclesiastical Parish (the parish boundary may divide some of these roads/areas so checking that the address is actually in the parish is essential (see above)**

- a) addresses on Bouncers Lane and areas to the east of that road
- b) addresses on The Burbage, Bowbridge Lane, Spring Lane and areas to the east of those roads
- c) addresses on Tatchley Lane, Chiltern Road, Glebe Road and Newland Court.
- d) Numbers 313 to 333 and 314A/314 to 344A/344 Prestbury Road.

A list of addresses within the Priority Area is on the school website

[www.prestburystmarysfederation.co.uk/Admissions/](http://www.prestburystmarysfederation.co.uk/Admissions/) , but if you have any concerns as to whether your address is in the Parish or in the Priority Area then please contact [admissions@psminf-school.co.uk](mailto:admissions@psminf-school.co.uk)

**Oversubscription (Criterion 2)**

In the event of oversubscription in this criterion places will be allocated to children in the following order:

- a) Those who live in the priority area of the parish.
- b) Those who live in the non-priority area of the parish.
- c) Those who live outside the parish.

The places will be allocated within each category to those with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's permanent 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. In the event that two

or more children have the same distance measurement, a process of random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

### **Oversubscription (except for criterion 2)**

The places will be allocated within each criterion to those with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's permanent 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. In the event that two or more children have the same distance measurement, a process of random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

### **Application under criterion 1**

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).

(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 Adoption Act, Section 12, Adoption Orders), children who were adopted under the Adoption and Children's Act 2002 (see Adoption and Children's Act, Section 46, Adoption Orders) and 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

(3) Under the provisions of s.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.

(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).

### **Application under criterion 2**

We follow the Local Authority definition of a sibling as "a 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 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".

### **Applications under criteria 3 and 5**

The Electoral Roll of the ecclesiastical parish of Prestbury should not be confused with the parliamentary electoral register for the civil parish. To qualify for inclusion on the Electoral Roll of the parish the following criteria must be met:

- Be aged 16 years or over.
- Be baptised.
- Be a lay member of the Church of England.
- Be either resident in the ecclesiastical parish, or for the previous six months have habitually

attended public worship in the parish

Further information and an application form are available from the Prestbury Parish Office or from [admin@northchelt.org.uk](mailto:admin@northchelt.org.uk)

A member of Prestbury United Reformed Church will have been formally received into church membership by the decision of a Church Meeting and their name recorded on the church Membership Roll.

Applications must be supported by a completed Supplementary Information Form (SIF) which can be downloaded from the school website [www.prestburystmarysfederation.co.uk/Admissions/](http://www.prestburystmarysfederation.co.uk/Admissions/) and must be signed by one of the Prestbury parish clergy after consultation with the church wardens, or signed by the Prestbury URC minister after consultation with the church elders, confirming the parent's Christian commitment and regular attendance at St. Mary's, St Nicolas' churches, or Prestbury URC. If a family has moved into the parish during the last two years, and wish to apply under these criteria, they must also provide a Supplementary Information Form signed by their previous parish priest or minister confirming that they have met the requirements for admission under these criteria.

**The completed Supplementary Information Form must be received by the school by the closing date for admissions.**

#### **Children with an Education, Health and Care Plan (EHCP)**

Children who have an Education, Health and Care (EHCP) Plan 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 Education, Health and Care Plan that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

#### **Waiting Lists**

If demand exceeds places available, the Governors will keep a waiting list of the names of applicants ranked into ascending order, based on the criteria above. The waiting list will be held for at least the first two terms until the end of December. Parents must contact school after this date if they wish to remain on the waiting list.

#### **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.

#### **In-Year Admissions**

For in-year applications only, parents should apply direct to the school. Further information and an application form can be found at [www.prestburystmarysfederation.co.uk/Admissions/](http://www.prestburystmarysfederation.co.uk/Admissions/)

#### **Appeals**

Parents/Carers have a right to appeal against refusal by the Governing Body to admit their child to the school and are advised to follow the advice given in the Primary Guidance Booklet and the Information on Admission Appeals from the Local Authority. If you wish to appeal formally then a request in writing must be submitted to the school. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the School Admission Appeals Code. We would appreciate any appeals to be sent to the school by 20<sup>th</sup> May 2026. Further details of the appeals procedure and the appeal forms are available by contacting the school

#### **Changing Address**

If you are moving home then we follow the advice in the **Primary Guidance Booklet**. We will also require

the same proof of the intended move and if the move has not been made by the closing date for admissions we cannot use the new address for allocation purposes. If your address changes after the closing date, please keep us informed as we will then be able to use your new address for correspondence, any future allocations and waiting list positions.

#### **Children of UK Service Personnel and other Crown Servants (including diplomats)**

In line with the Schools Admissions Code we do not guarantee a place at the school but we can use the address to which the family is being posted for allocation purposes before the family has arrived there, provided the application is accompanied by an official government letter. Please see the Local Authority information on the **Service Personnel Protocol**

#### **Starting School/Summer-Born Children**

The law requires that all children must be in full-time education the term after their 5<sup>th</sup> birthday. In Gloucestershire children normally start school full-time in the September after their 4<sup>th</sup> birthday.

Parents of non-compulsory school age children may request that their child attend part-time or delay entry to school to later in the school year. However, attendance at school must commence either when the child reaches compulsory school age or by the start of the Summer Term (Term 5). If this does not occur then the offer of a place at the school will be withdrawn and the place re-allocated. The Parents would then need to make an in-year application for entry into Year 1 for the following September. There is, however, no guarantee of a place at the school if Year 1 is full.

Parents of summer born children (1<sup>st</sup> April - 31<sup>st</sup> August) are also legally entitled to defer their formal application for a place in Reception if the Local Authority agrees.

If you are considering deferring your child's application to St Mary's then we would strongly advise that you discuss this with the Headteacher by **early March** to allow time for consideration by the Governors. The Local Authority would like our decision ideally before the end of March. If Local Authority agreement to defer is granted then a formal application for a Reception place should be made as part of the normal admission round in the following year.

However, the decision by the Governors is independent of that made by other schools. This may mean that if the Governors do not agree to your application to defer, you may still have agreement to defer your child's entry to Reception for the other schools who have agreed, but you will not be able to apply to St Mary's for a Reception place the following year.

More information about Summer Born Children and the Request Form for Deferred Admission is available on the Local Authority Website.

#### **Transport**

School transport is not available.