



Charlton Kings Infants' School

Admissions Policy 2027-2028

Governor committee responsible:	FGB	Governor Lead:	Chair of Governors
Status:	Statutory	Review cycle:	Annual
Last review:	15 th October 2025	Next review due:	October 2026

Designation	Name	Date	Signature
Chair of Governors	Alan Waller	15.10.25	<i>Alan Waller</i>
Head teacher	Katie James	15.10.25	<i>K. James</i>

The policy should be read in conjunction with the Guidance Booklet issued by Gloucestershire County Council for schools and academies.

For further information on admissions please contact the Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) or go to: [School admissions for primary and secondary schools | Gloucestershire County Council](https://www.glos.gov.uk/admissions/primary-and-secondary-schools)

Our policy is published on the Gloucestershire County Council's website and on the school website: www.ckis.org.uk

The Policy

The Planned Admission Number for Charlton Kings Infants' School is 90 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 three 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. Children with an Education, Health and Care Plan (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 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.
2. Children in Care ('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⁾, special guardianship order⁽⁴⁾ or children who were internationally adopted previously looked after children⁽⁵⁾. Or those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care because of being adopted.

Notes:

- (1) *A looked after child is a child who is (a) in the care of the local authority (LA), or (b) being provided with accommodation by a LA in the exercise of their social services functions (see 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 (section 12 Adoption Orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 Adoption Orders).*
- (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 arrangement 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).*
- (5) *Children who were internationally adopted previously looked after children. This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. (A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.)*

3 Children who have a sibling who will be attending Charlton Kings Infants' School or Charlton Kings Junior School at the time of reception admission (i.e., a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of a parent/carer's partner).

Note: The older child must be continuing to attend either school when the younger child is admitted and in every case the child must be living in the same family unit at the same address.

- 4 Children of full or part time salaried members of staff of Charlton Kings Infants' School who have been employed at the school for two years or more at the time of the application for admission.
- 5 Children with the strongest geographical claim in the year in which the child is to start school on the closing date for applications. The distance will be measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school. Those living the closest will receive the higher priority.

Where any category at points 1-4 above is oversubscribed, criterion 5 (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 5, 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. This is overseen by an independent person from the Legal Services and Monitoring Team.

Special notes:

Twins and Children from Multiple Births

Applications for twins and children from multiple births will be considered as individual applications. However, the school acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at the school where there is capacity to do so. This includes overriding the Infant Class Size restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if one child from twins/multiple births can be offered a place when the other(s) cannot.

Children of UK Service Personnel or other Crown Servants

The school acts in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area out the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised.

Admission of Children below Compulsory School Age

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the school. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the school to later in the school year, until they reach compulsory school age.

Admission of Summer Born Children for Reception Entry

The school acknowledges the updated advice from the Department of Education that, parents/carers of 'summer born' children (born between 1 April-31 August) may request their child starts the Reception class of a school a whole academic year later. 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 a deferred entry to the following year. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of 31st March 2025 (to ensure that the child is not allocated a place in April for September 2025) with supporting evidence if appropriate. The school will make a decision in consultation with the Governor Admissions Panel and the Head Teacher.

Please contact the school, in the first instance, to discuss any concerns and options, already in place, with regard to your summer born child.

Also refer to the Summer Born factsheet (deferred admission) available to download from the GCC [summer-born-information-sheet-and-application.docx \(live.com\)](https://summer-born-information-sheet-and-application.docx (live.com))

Appeals:

Parents/carers have a right to appeal against refusal, by the Governing Body, to admit their child (ren) to our school. Any appeal must be in writing and addressed to the Governance Professional as soon as possible after reconsideration.

Appeals will be arranged in accordance with the Code of Practice on Admission Appeals. Further details about the appeal process are available from the school office (01242 514483).

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). 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

Applications made outside the normal round of admissions for children of compulsory school age (i.e., Reception to Year 2) must be made directly to the school.

However, the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

Transport

School transport is not available at this school.