

**Web:** [www.andoversford.gloucs.sch.uk](http://www.andoversford.gloucs.sch.uk)  
**Email:** [admin@andoversford.gloucs.sch.uk](mailto:admin@andoversford.gloucs.sch.uk)  
**Tel:** 01242 820407  
**Headteacher:** Rachel Bradley-McKay

**Andoversford Primary School**  
Old Gloucester Road  
Andoversford  
Gloucestershire  
GL54 4HR



# **ANDOVERSFORD PRIMARY SCHOOL**

# **Admissions Policy**

# **2026**

This policy has been adopted by all governor-led provision at Andoversford Primary School, which includes The Pre-School at Andoversford and any Wrap-Around Services as well as the school itself.

This statutory policy will be reviewed every 12 months

**Date Ratified: 25.11.2024**

**Signed on Behalf of the Governing Body:**

Bretta Townend Jowitt

**Chair of Governors**

**Date for Review: November 2025**



# Admissions Policy

Andoversford Primary School seeks to work in partnership with parents to provide a safe and stimulating environment in which all pupils are valued, nurtured and encouraged to fulfill their potential. Prospective parents are welcome to visit the school. Please contact the school to make an appointment or find out about open events for prospective parents.

Andoversford Primary School is a Foundation School, therefore admissions are the responsibility of the Governing Board. The Published Admission Number (P.A.N.) for 2025 is 15 pupils, which means that the Governing Board has agreed to admit 15 children to the Reception Class in September 2026.

## How to Apply for a Place at Andoversford Primary School

If your child's is due to start their reception year at school in September 2026, you will need to register your preference of school through the Local Authority Admissions Team. Further details on key dates and the admissions process can be found on [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions). Applications are made in advance of the academic year in which the child is due to start at the new school.

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4<sup>th</sup> Birthday and before their 5<sup>th</sup> Birthday. 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.

## Oversubscription

When more than 15 applications are received, the following over-subscription criteria will be used in the order of priority set out below:

### 1. A Looked After Child

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>.

---

<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> Under the provisions of s.12 of the Children and Families Act 2014

<sup>4</sup> 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).

<sup>5</sup> 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. A child with one or more sibling already attending the school**

A sibling is a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent's/carer's partner. The child should be living in the same family unit at the same address. The older child must be continuing to attend Andoversford Primary School when the younger child is admitted.

## **3. Geographical Claim**

Places will be allocated to children with the strongest geographical claim, measured in a straight line from the 'Ordnance Survey Point' of the child's home address to the 'Ordnance Survey Point' in the school. The measurement will be taken using the Local Authorities computerised measuring system, with those living closest to the school, receiving highest priority.

The above criteria will be applied in sequence. Thereafter a dated waiting list which is prioritised according to the oversubscription criteria will be held.

## **Summer Born Children**

The Governing Board of Andoversford Primary School acknowledges the updated advice from the Department of Education that parents/carers of children born between 1 April and 31 August may request to start the Reception Class a whole academic year later. 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 Board will decide whether the deferred entry can be approved for the school.

More information about the deferment process is available here:  
<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

## **Appeals**

Andoversford Primary School follows a fair, consistent and transparent method of offering places to children. The Governing Board will consider all applications for a school place in line with the school's admission policy, taking individual cases into account.

Parents have a legal right to appeal. If, having applied for and been refused a place at the school, and parents wish to appeal against this decision, the following procedure will be put into operation.

- The parent/s must make any such appeals in writing, giving the grounds on which the appeal is made and any supporting evidence.
- The appeal must be addressed to the Clerk of the Appeals Committee and reach school within 20 school days of the application being refused.
- The Appeals Committee will convene within 40 school days, on receipt of a letter of appeal and will ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing.
- Parents will receive written notification of the result of all appeals within 5 school days of the hearing date.

- Appeals against the decision of the Appeals Committee should be made to the Office of the Schools Adjudicator (Local Commissioner for Administration -Ombudsman).

## **Admission arrangements for Children with SEND**

At Andoversford Primary School, we ensure that all children are valued equally, regardless of their abilities and/or social, emotional or behavioural needs. We understand that many pupils will have special educational needs at some time during their school life and are committed to valuing and nurturing each child as an individual.

As long as the child's needs can be met, Andoversford Primary School will admit a child with an Education and Health Care Plan that names Andoversford Primary School as the suitable setting for that child, even if the cohort has reached capacity.

## **In-Year Fair Access Protocols**

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. If a vulnerable child within these Fair Access Protocols requires a place at the school, they will take precedent over any child on the waiting list.

## **In-Year Admissions**

In-Year Admission is when a child requires a place within Andoversford Primary School part way through an academic year, for example if you have recently moved to the area. For in-year applications, the parent should contact the school directly. A place is available in the year group if the P.A.N for that cohort has not been reached.

## **Transport**

You may be eligible for support with school transport in some circumstances. If Andoversford Primary School is the nearest, or nearest available school to your home address and is;

- 2 miles or more for pupils aged under 8 years
- 3 miles or more for all pupils aged 8 and over

There are also extended rights to transport for children over 8 if you are on the following:

- you are getting the maximum award of Working Tax Credit
- your child is eligible for free school meals

This admissions policy will apply to all admissions from 1<sup>st</sup> September 2026. It supersedes all previous policies. This policy and criteria should be read in conjunction with the Guide for Parents and Carers. This is available at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>