

## Admissions Policy 2027-2028

Member(s) of staff responsible	Head
Governor responsible	Chair of Governors
Date approved at Governing Body	
Frequency of policy review	Annual
Date next review due	September 2026

### Document Version Control

Issue Number	Issue Date	Summary of changes
1	October 2015	New policy
1.1	October 2016	Amended
1.2	September 2017	Reviewed
1.3	September 2018	Reviewed and new formatting applied
1.4	September 2019	Reviewed and sent for Full Governors
1.5	November 2019	Reviewed at Full Governors. Consultation carried out as end of 7 year period.
1.6	February 2020	Consultation on policy. Circulated within the LA. Consultation ended January 6 <sup>th</sup> 2020. No changes to policy. Info shared at FGB.
1.7	September 2020	Reviewed and new formatting applied
1.8	November 2021	Reviewed and updated in line with the LA's guidance on LAC
1.9	November 2022	Reviewed. No changes made.
2.0	September 2025	New Policy reviewed and consultation as end of the 7 year period

## 1. AIMS

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Our vision "*Unlocking the Potential in Every Child*" and values "*Belong, Explore, Succeed*", guide our Admissions Policy by promoting inclusion, opportunity, and achievement for all. We welcome every child into a supportive environment where they are encouraged to grow, discover their strengths, and thrive.

## 2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. DEFINITIONS

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. HOW TO APPLY**

For applications in the normal admissions round you should use the online application form available on local authority website:

<https://www.gloucestershire.gov.uk/schooladmissions/>

You can use this form to express your preference for up to 5 state-funded schools, in rank order.

You will receive an offer for a school place directly from Gloucestershire County Council School Admissions Team.

#### **5. REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP**

Parents are entitled to request a place for their child outside of their normal age group.

Please refer to the Summer Born Information document available on GCC website:

<https://www.gloucestershire.gov.uk/schooladmissions/>

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

#### **6. ALLOCATION OF PLACES**

##### **6.1 Admission number**

The school has an agreed admission number of 60 pupils for entry in Reception.

##### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a. The member of staff has been employed by Warden Hill Primary School for 2 or more years at the time at which the application for admission to the school is made, or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of 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.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Durham Close. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them (drawing random sealed envelopes with name of one child per envelope, numbers assigned to pupils then drawn from an electronic randomizer). This process will be independently verified.

### **6.4 Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority 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 one 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.

## **6.5 Children of UK Service Personnel or other Crown Servants**

All Community and Voluntary Controlled Schools act 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 outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised.

## **6.6 Fair Access Protocol**

We participate in GCC's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **6.7 Withdrawing an offer of a place**

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## **7. IN-YEAR ADMISSIONS**

Parents can apply for a place for their child at any time outside the normal admissions round. You should complete an in-year application form available on GCC website:

<https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/>

If your child has a Statement of Special Educational Needs or has a Educational Health Care Plan please contact the SEN team at Gloucestershire County Council Tel: 01452 427815.

If there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to [admissions@wardenhill.gloucs.sch.uk](mailto:admissions@wardenhill.gloucs.sch.uk)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8. APPEALS**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, please request an Appeals Form from the school office. You must set out the grounds for your appeal in writing and send the form to [admissions@wardenhill.gloucs.sch.uk](mailto:admissions@wardenhill.gloucs.sch.uk)

You can find details of the school's appeals timetable on the following webpage: <https://wardenhill.gloucs.sch.uk/appeals/>

## **9. MONITORING ARRANGEMENTS**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.