

# Admissions Policy

2027/28

## Oakridge Parochial School



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**Approved by:** Federated Governing Board **Date:** 08/10/2025

**Last reviewed on:** October 2025

**Next review due by:** October 2026

# Oakridge Parochial School

## Admissions Policy – 2027/28

*Oakridge Parochial School is a Voluntary Aided School and aims to provide a caring and secure environment in which to work and learn. We seek to create a close partnership with teachers, governors, children, parents, church and the wider community.*

*Within an environment of Christian values we aim to nurture skills and attitudes that enable children and adults associated with the school to develop and respond positively to the opportunities and challenges of our rapidly changing world.*

This Admissions Policy has been written to comply with the School Admissions Code (2021), the Equality Act 2010, Gloucestershire County Council admissions guidance, and Department for Education guidance on the admission of summer-born children (2023). The Governing Body is the Admissions Authority for the school.

This policy should be read in conjunction with the Guide for Parents and Carers which is available from the Co-ordinated Admissions Team or [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions). If you have not received a letter about starting school by the end of November 2026, please contact the Co-ordinated Admissions Team on 01452 425407.

The Standard Admission Level for the school is six for each year group.

The Governors have drawn up the following order of priority for admissions.

1. 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).

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.\*

(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 section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(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).

\*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. Children living within the Parish – The Oakridge Ward consists of five hamlets; Waterlane (GL6 7PH, 7PJ, 7PL, 7PN & 7PQ), Oakridge Lynch

(GL6 7NR, 7NS, 7NU, 7NY & 7NZ), Far Oakridge (GL6 7PB, 7PD, 7PE, 7PF & 7PG), Bournes Green (GL6 7NL, 7NN & 7NW) and Tunley (GL7 6LP & 6LW)

3. Siblings of children who are registered in the school and who will continue to do so at the time of admission of the younger child. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner). In every case, the child must be living in the same family unit at the same address at the time of application and admission.
4. Children for whom only one particular 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 the school concerned. Applications under this criterion will be considered by a Governing Body Admissions Committee
5. 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.

#### Tie-breaker

Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), 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).

#### **SEN.**

The school is required to admit a child with an Education Health and Care Plan that names the school, outside the normal admission round, even if the school is full.

#### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held in line with GCC advice - until at least 31 December of the year of entry. The waiting list will be prioritised according to the school's oversubscription criteria.

#### **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 precedent over any child on the waiting list.

#### **In Year Admissions.**

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic

year for a school place in Reception through to Year 6. The Local Authority is no longer responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Oakridge Parochial School, parents should therefore contact the school in the first instance.

**Transport.** No school transport is available. Further information on school transport can be found at [www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport)

**Supplementary Forms.** No supplementary information forms are required.

### **Admission of Summer Born Children for Reception Entry for Oakridge Parochial School**

The Governing Body of Oakridge Parochial 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 Oakridge Parochial School based on paragraph 2.19-2.20 of the School Admissions Code (September 2021) and government guidance 'Guidance on handling admission requests for summer born children' (April 2023).

We follow the Local Authority process which requests that parents submit an application for their child in the normal admissions round (the school year before they are chronologically due to start school aged 4yo). Parents can request delayed entry for a summer-born child, by making a request for delayed entry at the same time as the normal admissions round application or ideally before the end of March of the same year.

Parents should apply for delayed entry using the form provided by Gloucestershire Co-ordinated Admissions Team. Parents are invited to include any evidence from professionals involved in their child's care or treatment that it would be appropriate for them to submit and that they already have.

Each request will be considered individually in the best interests of the child, as per DfE guidance.

If agreed by the Governing Body, any admission offer from the normal admissions round cannot be carried forward. The agreement from the Governing Body should be sent to Gloucestershire Co-ordinated Admissions Team and parents must decide to withdraw or refuse any previous application or offer. Parents can then apply again for the school in the school year they are chronologically due to start school (aged 5yo). This will then be considered based on the usual order for priority (see above).

If refused by the Governing Body, the parent can decide whether to accept any offer in the normal admissions round or refuse any offer and make an in-year application for Year 1 in the September following their fifth birthday.

There is no right of appeal if a child has been offered a place in the school but is not in the year group the parent would like. However, parents can make a complaint using Oakridge Parochial School complaints procedure. If parents remain unhappy with the way the school has handled their complaint they may complain to the Local Government and Social Care Ombudsman.

### **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. 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.

Within the overall framework of the admissions policy, the Governors seek to offer equal access to all children for whom the education provision in the school is deemed suitable.

If you would like to discuss any particular needs please contact Oakridge Parochial School.

Admissions and admission appeals still remain the responsibility of the Governing Body.

#### Appeals Procedure:

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 Oakridge Parochial School (Federated Governing Body of Bisley Blue Coat and Oakridge Parochial Schools) 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.

Approved by the Governors on .....8<sup>th</sup> October 2025.....

Chair of Governors \_\_\_\_\_ Tim Pritchard \_\_\_\_\_

Executive Headteacher \_\_\_\_\_ Sarah Broadbent \_\_\_\_\_