Policy: Admissions

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Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

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This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

A copy of these admission arrangements can be found on the Primary QUEST website at www.primaryquest.co.uk and on individual school's websites.

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Introduction

Primary QuEST is currently home to 10 primary schools across Gloucestershire.

School name	School age range	Published Admission Number (excluding nursery)
Ann Cam C of E Primary School	2-11	15
Bromesberrow St Mary's C of E Primary School	2-11	8
Gotherington Primary School	4-11	30
Gretton Primary School	4-11	15
Hartpury C of E Primary School	4-11	15
Highnam C of E Primary Academy	4-11	30
Hope Brook C of E Primary School	3-11	20
Oak Hill C of E Primary School	4-11	12
Redmarley C of E Primary Academy	3-11	15
Staunton and Corse C of E Primary Academy	2-11	20
Tibberton Community School and Early Years	2-11	15

For schools joining the Trust, the school's determined admissions arrangements will remain and a consultation to adopt the Primary QuEST admissions arrangements will take place in the first-year post-conversion.

1. Admission number

Each school has a set Published Admission Number (PAN). This is the number it is required to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

2. Children with an Education, Health and Care Plan (EHCP)

Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the Department of Education's SEND 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.

3. Looked After Children/Previously Looked After Children definition

A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption(b), child arrangements order (residency order) (c) or special guardianship order (d), 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 (e).

a. *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. Such children are referred to as Children in Care.*
b. *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).*
c. *Under the provisions of s.12 of the Children and Families Act 2014.*
d. *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).*
e. *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.*

4. Sibling definition

The admission criteria for Primary QuEST schools offer a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, 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 as well as children who are 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, at the time of application.

Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

5. Twins and children from multiple births

Applications for twins and children from multiple births will be considered as individual applications. However, Primary QuEST 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 the one child from twins/multiple births can be offered a place when the other(s) cannot.

6. Children of UK service personnel or other crown servants

All Primary QuEST 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.

7. Normal admission round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school. 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.

8. 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 Local Authority. 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.

9. Admission of summer born children for reception entry

Primary QuEST 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 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 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 31 March 2028 (to ensure that the child is not allocated a

place in April for September 2028) with supporting evidence if appropriate. This can be done by contacting the school directly.

10. In-year admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e., those applications made during the academic year (after the first day of the Autumn term) for any school place in Reception through to Year 5.

Further information can be found on the GCC Admissions team website page here:

Applying for a school place during the school year | Gloucestershire County Council

For all Primary QuEST schools, the GCC admissions team is not responsible for offering places to children on behalf of all schools but does maintain the statutory duty of being responsible and aware of all pupils and vacancies within county. To apply for a place at a Primary QuEST school, parents should therefore contact the school in the first instance. The school will consider the application within 10-15 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

Application forms for Primary QuEST schools can be found on their school websites:

School name	Website address
Ann Cam C of E Primary School	www.anncam.gloucs.sch.uk
Bromesberrow C of E Primary School	www.bromesberrowschool.co.uk
Gretton Primary School	www.gretton.gloucs.sch.uk
Hartpury C of E Primary School	www.hartpury.org
Highnam C of E Primary Academy	www.highnam.gloucs.sch.uk
Hope Brook C of E Primary School	www.hopebrook.gloucs.co.uk
Oak Hill C of E Primary School	www.oakhill.gloucs.sch.uk
Redmarley C of E Primary Academy	www.redmarleyacademy.org
Staunton and Corse C of E Primary Academy	www.stauntoncorseacademy.co.uk
Tibberton Community School and Early Years	www.tibberton.org

The in-year admissions team at the local authority can offer advice and guidance and can be contacted by email at the following address: inyear.admissions@gloucestershire.gov.uk

11. Oversubscription criteria

Where a Primary QuEST school is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The Local Authority coordinates admissions for pupils starting Reception class in the normal admissions round on behalf of Primary QuEST schools.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than midnight on Wednesday 15 January 2028.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) 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.

2. Children who will have siblings attending the school at the time the applicant child is admitted. In the case of companion Infant and Junior schools, priority will be given to pupils attending the companion Infant and Junior school.

3. Children who have a parent who is a permanent member of staff at the Primary QuEST school (the school they would like their child to attend) and who will continue to do so when the child is admitted. The member of staff will need to have worked at the school for a minimum of two years or was recruited to fill a skill shortage. A child is defined as a son or daughter, step son or daughter, adopted son or daughter or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.

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.

Where any particular category at points 1-3 above is oversubscribed, criterion 4 (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 4 (strongest geographical claim based on straight line distance) where there are not enough places

available to offer all children a place at the school, a process of random allocation will be followed by the Primary QuEST. This will be in the form of a manual process which is overseen by an independent person from the Trust Board or its delegated authority. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

(1) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

12. Late applications (normal admissions round only)

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

13. Children's home address

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

14. Fair access protocol

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All Primary QuEST schools have signed up to the Fair Access Protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Scheme.

15. Waiting lists

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of each academic year.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

16. Appeals

Where an application for a place in a Primary QuEST school is unsuccessful, parents have the legal right to appeal directly to the local advisory board of the Primary QuEST preferred school. Notification of the appeal process will be included with the parent's refusal letter and can be found on the school's website via the relevant link shared in section 10.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2028 (i.e. Reception for First, Infant and Primary, and Year 3 for Junior) should be made to the Primary QuEST school directly.

17. Application and appeals timetable

Applications received	by 15 January 2028
Details of applications sent to Academies, Foundation and VA Gloucestershire schools and other local authorities, as appropriate	by 1 February 2028
Gloucestershire schools return ranked lists of pupils to County Council indicating the oversubscription criterion that each child has been considered under	by 11 February 2028
County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate	20 March 2028
County Council sends list of pupils to be offered places to each Gloucestershire primary school for confirmation of final allocations	12 April 2028
County Council sends notifications to applicants	17 April 2028
Closing date for applicants to accept school place offered and/or submit a request to be processed in the second round of allocations	1 May 2028
County Council sends notifications to applicants with the outcome of their second round of allocations	by 19 May 2028
Closing date for applicants to accept the place offered during the second round of allocations	22 May 2028
Appeals	June – July 2028

The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

18. Transport

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to "School and college Transport" which can be found at School transport | Gloucestershire County Council.

19. Primary QuEST pre-school admissions and transition to school

For details on the admissions arrangements for Primary QuEST pre-schools, please follow the links below:

School name	Website link
Ann Cam C of E Primary School	Little Daffodils Ann Cam Church of England Primary School
Hope Brook C of E Primary School	Little Owls Hope Brook C of E Primary School
Redmarley C of E Primary Academy	Redmarley Pre-School
Staunton and Corse C of E Primary Academy	Little Stars Staunton & Corse C of E Academy
Tibberton Community School and Early Years	Tibberton Community Primary School

Please note that attendance of a child to any Primary QuEST pre-school does not automatically guarantee that a place will be offered at the school where the nursery is located. Parents of children who attend a Primary QuEST nursery must follow the admissions process as detailed above.