

# Admissions Policy

Date of next review:  
December 2027

Created by: John Moore  
March 6, 2017

Version	Date	Page	Description of Change	Origin of Change
1	06/03/2017	All	Created new Admissions Policy	John Moore
2	17/09/2018	Review	Updated Page 2 to include new admissions guidance for September 2019	John Moore
3	16/09/2019	Review	Updated and content added on Page 2	Flora Ellis
4	16/09/2020	Review	Updated policy	John Moore
5	16/09/2022	Review	Updated dates Page 2; school administrator name Page 3	John Moore
6	25/05/2023	Review	Page 2 – clarified the transition process Page 2 – updated links to GCC admissions	John Moore
7	29/04/2024	Review	Updated policy	John Moore
8	18/04/2024	Review	Updated policy	John Moore
9	24/01/2025	Review	Updated policy	John Moore
10	19/11/2025	Review	Updated policy	John Moore
11	12/02/2026	All	New Policy as Academy	Flora Ellis

## Monitoring and Evaluation

The Headteacher is responsible for updating this policy in line with any new developments in the school and new government guidance. All staff are expected to follow the policy and the Leadership Team will be responsible for ensuring the effectiveness of practice across the school, reporting to the Governing Body.

## Sherborne - For LIFE!

At Sherborne CofE Primary School, all stakeholders are expected to know and promote the school's aims and ethos. Our motto, Sherborne – For LIFE!, represents these aims and provides a reminder of our core purpose:

Our school nurtures a [Love of Learning](#)

Our school promotes [Independence and Individuality](#)

Our school is [Fun and children leave with a sense of Fulfilment](#)

Our school expects [Excellence from pupils and staff, and Enjoyment fills every classroom](#)

The school's motto is taken from John 10:10, where Jesus said, "I have come that they may have life, and have it to the full." We believe that having life to the full means that children receive an excellent, broad and balanced learning journey which recognises the importance of good mental and physical health. The school is clear that all children are unique, with different talents and learning needs. Each child is valued equally as a part of the school community.

All pupils, both current and past, will always be welcome at the school. Once a Sherborne pupil, children are Sherborne – For LIFE!

Staff and Governors recognise that starting school is a big step for children, as well as their families. The school aims to support prospective pupils and their parents by providing a bespoke, warm and welcoming first impression which reflects its wider commitment to a more personal, inclusive learning experience. Before starting at the school, parents are encouraged to visit the classrooms, meet the children and the staff to see for themselves how truly unique the school is!

### **Children Starting in Reception in September 2027**

The school has a Pupil Admission Number (PAN) of 8. This means that 8 children start school in a year group and each year group (cohort) generally has 8 children.

Children start school in the September after their fourth birthday. The school aims to manage the transition to school as smoothly as possible through providing transition sessions during the previous Summer Term, along with a meeting for parents.

When the children start in Reception, sessions of a shorter length are provided during the first week of September, where they attend school for half a day. From the second week, children attend school full-time.

During the first term, staff will meet with parents to discuss and demonstrate the school's approaches to assessment, phonics and reporting.

Sherborne CofE Primary School is an academy within the Corinium Education Trust. Despite this, admissions to the school for Reception-aged children are governed by that determined by Gloucestershire Local Authority. As such, admissions for those children starting school for the first time are handled by the Local Authority to whom applications are made.

Gloucestershire County Council admission's team will deal with all the applications for places at our schools for reception children. Please use the following link to the school admissions page and links to the admissions forms. <https://sherborneschool.co.uk/admissions/a-place-for-your-child/>  
<https://www.gloucestershire.gov.uk/schooladmissions/>

### **In Year admissions**

For applications which are made outside of the normal year of entry to the school, our schools are responsible for offering places using the categories stated above and will inform parents their child/children have a place at the school. Please use the in-year admissions form on the above GCC website. Currently the Local Authority inform us when there is an in-year admission request and we follow the normal Local Authority guidance for admission.

## Oversubscription criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.
2. 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 (residency order) (3) or special guardianship order (4) 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 (5)<sup>1</sup>
3. Children who have siblings attending the school and who will continue to do so at the time of their admission. We use the Local Authority’s standard definition of ‘sibling’: ‘a 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.’ (Twins and children from multiple births will be considered as individual applications).
4. Pupils with the strongest geographical claim based on straight line distance proximity of the child’s home - those living nearer being accorded priority. This link shows last distances offered for each school: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/allocation-day-statistics-for-gloucestershire-schools/>

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<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.

## **Oversubscription**

In the event of oversubscription in any of the above criterion, places will be allocated to 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 Reception at the School, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If necessary, if two or more children live at a precise equitable distance from the school, a further tie-break of random allocation based on names being drawn in a lottery at a specified time by our admissions team will be applied, although we will endeavor to treat twins and children from multiple births jointly.

## **Appeals & waiting list**

If the school is oversubscribed a formal appeals procedure exists. Parents are invited to lodge an appeal in writing, addressed to the School, and their case will be heard by an independent Appeals Panel. We currently buy into the appeals process via GCC. The waiting list will be prioritised according to the school's oversubscription criteria above. GCC currently holds our waiting lists.

## **Education Health and Care Plans**

Pupils with an Education Health and Care Plan (EHCP) naming the School will be offered a place prior to the oversubscription criteria being used to fill additional places at the School and, in the case of in-year admissions, even if the school is full.

## **Fair Access Protocols**

A vulnerable child within the Local Authority Protocols requiring a place in school will take precedent over any child on the waiting list.

## **Admission of Summer Born Children for Reception Entry**

The Local Governing Body 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 Local Governing Body will make a decision on behalf of the schools. 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.