

Wye Forest Federation

Redbrook Church of England Primary School
St Briavels Parochial Church of England Primary School



Name of Policy: Proposed School Admissions
2028-2029 (St Briavels)

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	
Signed by: _____ (Executive Headteacher)	
Signed by: _____ (WFF Chair of Governors)	
Implemented:	
Review date:	

ST. BRIAVELS PAROCHIAL PRIMARY SCHOOL

Admission Policy 2028 - 2029

Introduction

St. Briavels is a Voluntary Aided Primary School, and as such, places great emphasis on encouraging Christian principles. However, this does not of course preclude families of other faiths or no faith from enrolling their children. It is important, however, that parents are aware of the status of the school.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council with the Common Application Form. If you have not received a pack containing this Guide and Form, by the end of **October 2027**, you should contact the Co-ordinated Admissions Team (0-16), Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

The Indicated Admission Number for admission per year for this school is 15, making the school's maximum capacity in the seven age groups 105 pupils.

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 SEN 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.

Admission Criteria

In admitting pupils to this school the following ordered criteria will be applied:-

1. Children in Public Care (Looked After Children) The code now states that the highest priority for admission must be given to children in care or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (Children Act 1989). This priority is in order to admit children without delay, recognising the importance of re-establishing school stability for Children in Care.

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)

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's Act 2002 (see section 46 adoption orders).
3. Under the provisions of s.12 of the Children and Families Act 2014.
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).

5. *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 permanently residing in the Ecclesiastical and Local Authority Parishes of St.Briavels, Hewelsfield and Brockweir. (A map of these parishes can be found on the wall outside the School office or please follow the links here: [St Briavels](#) ; [Hewelsfield & Brockweir](#)).

3. Siblings: A sibling is defined as a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address. of present pupils living outside the area described in (2.) above. The sibling must still be attending the school at the time of admission of the younger child.

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.

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

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).

Twins and Children from Multiple Births

Applications for twins and children from multiple births will be considered as individual applications. However, this Federation and 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.

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. We are adopting this Protocol at this Voluntary Aided Federation.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, but not beyond the point at which the child reaches the compulsory school age of 5, and not beyond the beginning of the final term of the school year for which it was made. However, places cannot be deferred until the next academic year.

Summer Born Children

Admission of Summer Born Children for Reception Entry for St Briavels Parochial Primary School
The Governing Body of St Briavels 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 St Briavels School. 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 Body will decide whether the deferred entry can be approved for the school. Any applications for admission to a school outside the normal year of entry must be made directly to the school.

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, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Manager (Commissioning for Learning).

Children's Home Address

Only one home address can be used for admission purposes. A child's home address is defined as 'a child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with their parent or legal guardian for more than 50% of the time. Where a child lives with both parents on a 50/50 (equal) basis the local authority will request that the parents agree on which address is to be used for allocation purposes. This should be the one at which they are normally and habitually resident. The Local Authority may also request proof of the registered address, which must pre-date the application e.g. the address registered for child benefit or where the child is registered with a medical GP. Additional proof of address may be requested before we can confirm the address. The method in which the distance is measured from home to school can be found in the admission criteria. If the parents/carers are unable to agree on which address is to be used for allocation purposes, the address used will be determined by random selection (lottery).

A member of Gloucestershire County Council, who is totally independent of School Admissions, will supervise this process.

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 schools in Gloucestershire, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, 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 Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-schemecriteria-and-protocol/school-admission-protocol>
We are adopting this Protocol at this Voluntary Aided Federation.

In-Year Admissions

The Local Authority maintains the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at St Briavels Parochial C of E Primary School, parents should contact the school in the first instance. The school will consider the application within 10 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal.

Application forms for Community and Voluntary Controlled Schools can be found at <https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/>

The In Year team can offer advice and guidance and can be contacted by email at inyear.admissions@gloucestershire.gov.uk

Parents and guardians have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school.

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 St Briavels Parochial Church of England Primary School 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.

The school requires a form to be completed for Administrative purposes.

Appeal Forms can be obtained from the school office where the process can be explained to you. The closing date for appeals is 28th May 2028.

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 <http://www.gloucestershire.gov.uk/transport/school-transport/>