

LEIGHTERTON PRIMARY SCHOOL



ADMISSIONS POLICY

Caring, Collaborative, Excellent



Rooted in optimism, ambition and kindness,
we grow together.

Reviewed and approved by LGB	Autumn 2025
Next Review	Autumn 2026



LEIGHTERTON PRIMARY SCHOOL

ADMISSIONS POLICY 2027 – 2028

INTRODUCTION

This policy outlines the processes and criteria relating to the admission of students to Leighterton Primary School or as an in-year admission. The Education Act of 1980 confirms the right of parents to express a preference regarding the school at which they wish their child to be educated.

The Published Admission Number at Leighterton Primary School is 17. A maximum of 30 pupils is allowed in each key stage 1 class.

This policy has been drawn up with regard to the School Admissions Code dated September 2021.

CHILDREN STARTING IN RECEPTION

Children are usually admitted to our reception class in the September prior to their fifth birthday. Gloucestershire County Council's admission team manage all applications for places for children coming into reception at the beginning of the reception year. Parents and Carers are sent information about starting school by the County Council and this policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council and the online application form at 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, Shire Hall, Gloucester GL1 2TP.

Notification of the outcome of the application will be given via the County Council in April 2027.

ADMISSION OF SUMMER BORN CHILDREN FOR RECEPTION ENTRY

The parents/carers of a summer born child (born between 1 April and 31 August) may request not to send their child to school until the September after their fifth birthday and may ask that they are placed out of their normal age group – to Reception instead of Year 1. Please note that if parents of summer born children want to place their children into Reception in September 2028 instead of September 2027, this request/application must be made to the admissions authority of the preferred school(s) by the deadline of 31 March 2027 with supporting evidence if appropriate. This is to ensure that the child is not allocated a place for September 2027.

ii) Following the request for a child to be placed out of their normal age group, admission authorities must make decisions on the circumstances of each case. This will include taking note of the applicants' views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They must also take note of the views of the head teachers of the preferred schools

VISITS

We welcome visits to the school. Parents and Carers who would like to visit the school or who are considering entering their children for admission are invited to contact the school office who will make a mutually convenient appointment to show families around and to answer any questions that they may have.

LATE APPLICATIONS

Late applications or changes of order of preference received after the closing date of 15 January 2027 can be considered in the first round only in exceptional circumstances, (i.e. where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.

Second round - Following the first round of allocations, late applications will be considered and slotted in, where possible, using the admissions criteria. There is no guarantee that late applications will be dealt with before April 2027.

i) It is at this stage that applications from parents who have moved into the area after the closing date of 15 January 2027 and those who did not submit their preference forms on time, will be considered.

ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by the deadline in April 2027. The waiting list will be held in accordance with the oversubscription criteria of the school. If any offers can be made, the Local Authority will do so in writing to the applicants after mid-May 2027.

iii) At the end of the summer term the Local Authority will hand over any waiting lists to the school who will keep these waiting lists until at least the end of December 2027 will be maintained in accordance with their admission criteria.

APPEALS

All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e. the admission authority of the school.

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

ii) Appeals should be heard within 40 school days of the deadline for lodging appeals.

iii) 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.

See [School admissions | Gloucestershire County Council](#) for more information and key dates.

OVERSUBSCRIPTION CRITERIA

If the number of applications for admission exceed the number of places available, the following criteria have been agreed to decide which children should be admitted:

- (1) Children in Public Care (Looked After Children), including children who have previously been 'looked after' and later subject to an adoption residence, or special guardianship order 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 have a sibling attending Leighterton Primary School and who will continue to do so when the younger child is admitted as at 1st September 2027. A sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or sister, or the child of the parent's / carer's partner normally living in the same family unit at the same address.
- (3) Proximity of the child's home to the school, with those living nearest being accorded higher priority as measured in a straight line from the ordnance survey point of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system.
- (4) In the event of over subscription in any particular category, we will follow procedure: "Where any particular category at points 1 – 2 is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place. In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on a 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 Governing Body.

Notes:

- (a) The school is required to admit a child with an EHCP if that EHCP names the school. This applies even if the school is full.
- (b) 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 function (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. 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). Child arrangements are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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 England if they were in the care 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.

APPEALS

If your child is not offered a place at Leighterton Primary School, you have a right to appeal.

WAITING LISTS

The school operates waiting lists for all year groups. The waiting lists are operated in accordance with the oversubscription criteria. The lists for each year group will continue into the next academic year.

IN-YEAR ADMISSIONS

- (a) To apply for a place at Leighterton Primary School other than at the specified dates of entry, parents should contact the school to obtain an In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.
- (b) Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.
- (c) Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.
- (d) The school has signed up to the In-Year Fair Access Protocols, which is managed by the Local Authority. Should a vulnerable child within these protocols require a place at school, they will take precedence over any child on the waiting list.

REVIEW

This policy is reviewed annually.