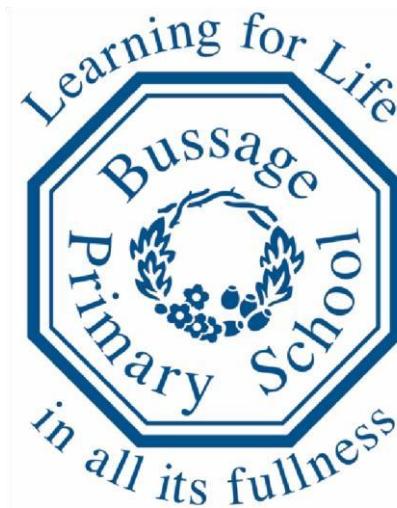


Policy on Admissions

2026-2027

Approved by the Full Governing Body on 8th October 2025



Next review: Autumn 2026

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

For children to be able to learn effectively and to live life to it fullness they must be safe and secure and they must feel safe and secure. In our school, Child Protection and Safeguarding is always our top priority.

Statutory	Yes	Delegation and Review	
Web-Site	Yes	Max. Permitted	GB/Committee
Owner	Head	Determined	Full Governing Body
Principle Author	Chair of Governors	Review	Set by statute
Committee	FGB	Frequency	Annual, consult at least every 7 years

BUSSAGE CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL

ADMISSIONS POLICY

This Admissions Policy was reviewed and amended by the Governing Body in September 2023. It covers admissions for the 2026-2027 academic year. Changes have been made which are sufficiently material to warrant wider consultation this year.

This Admissions Policy is written to comply with the School Admissions Code 2021: (<https://www.gov.uk/government/publications/school-admissions-code--2>).

Gloucestershire County Council (GCC) co-ordinate the school admissions process for schools. This policy must therefore be read in conjunction with the Guide for Parents and Carers and the online application form available from GCC's website: www.goucestershire.gov.uk/schooladmissions

If you have not received a letter regarding school admissions by the end of **November 2025** you should contact the Admissions and Transfers Team (0-16) Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

INTRODUCTION

The Governors (who are the Admissions Authority) acknowledge that seeking admission to a Primary school is an important step for every parent and that choosing a Primary school for a young child is an especially sensitive duty for parents and crucial for the child. This Admissions Policy seeks to maintain the distinctive nature of the Church of England foundation of the School, and the legal limit(s) on infant class sizes set by the Government, whilst meeting parents' preferences as far as possible. In drawing up this document the Governors have sought to prepare the criteria to determine which children might be admitted to the School if there are more applications for the places which are available.

This document is presented to enquiring parents as a clear, fair and objective Admissions Policy, which is compatible with admissions and equal opportunities legislation. Further it enshrines both the regard of the Diocesan Board of Education, as well as that of the Local Authority to provide equality, and as far as possible to be inclusive of all elements in the School's local community.

PRIORITISATION OF APPLICATIONS AND DELEGATED AUTHORITY

When the list of children who have named our school in their application is received from the Local Authority, it is necessary for the school to sort this list of children into order of priority according to the criteria set out in this policy (see Priorities for Admitting Children). The school is

not told which position the school is in the parent's preferences on their application nor does it know which other schools have been applied for. This prioritisation process will be carried out by a committee of 4 governors: 3 foundation and 1 parent governor (a minimum of 3 of these being in attendance to be sufficient for the committee to be quorate). The sorted list is then sent back to the Local Authority and they later advise the school and the parents as to which children are allocated places. This process will be organised and facilitated by the School Business Manager. Records of this process and outcomes will be kept, reported to the Full Governing Body and made available to parents on request. Neither the Chair of Governors nor the Headteacher may sit on this committee, and the members are to be nominated by a meeting of the Full Governing Body.

YEAR GROUP SIZES

The school's Published Admissions Number (PAN) is 30.

PRIORITIES FOR ADMITTING CHILDREN

The Governors will admit children to the school in the following order of priority.

Important:

1. Any child with SEND and an EHC Plan which names our specific school must and will be admitted. Any child with SEND but without an EHC Plan will be treated as all other children applying (i.e. according to the prioritised criteria) set out below.

2. Looked after children and all previously 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). 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. See the current Schools Admissions Code (link above) for further detail.

Children in both of the above categories will always be admitted.

Other than those children, all other applications will be considered according to the criteria in the order below:

1. Children who will have an older brother or sister (sibling) attending Bussage School, and will continue to do so on the date that the younger child's admission would take effect. Sibling refers to 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, and in every case, the child must be living in the same family unit at the same address.

2. Children for whom only this 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 a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.

3. Children of full or part time permanent salaried members of staff where either:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a

demonstrable skill shortage.

4. Children of families having the strongest geographical claim, (measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey 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 prior to criterion 4 results in oversubscription, children living closer to the school, as measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, will be allocated the higher priority.

Where there are not enough places available to offer all children having an equal claim a place at the school (i.e. in the event of a tie between two or more children), a tie-breaking process of random allocation will be operated and supervised by the Governing Body as below.

TIE-BREAKING METHODOLOGY

1. A diarised record will be kept of the whole process by the School Business Manager (or, in their absence, the Clerk to Governors).
2. The School Business Manager to notify Chair of Governors of a tie in the Admissions Process.
3. The Chair of Governors will nominate a panel of THREE governors to meet as soon as possible and definitely within not more than 10 working days of the tie being notified. The Chair may not take part, nor any Governors previously been involved in any part of this year's Admissions Process, nor the Headteacher nor the Staff Governor.
4. The nominated panel will convene in person at the school in a meeting room and their presence will be recorded. If all THREE governors are not present in the room, then the process must be re-scheduled urgently without any of the following steps taking place.
5. The Governors are to remain in the meeting room until the rest of the process is completed.
6. Away from that meeting room, the School Business Manager will create exactly identical paper slips each bearing the details of one of the children who are tied for a place. These ballots will be folded identically and placed in an obscure receptacle in such a way as the ballots cannot be seen or identified from one another in any way by sight.
7. This receptacle will be taken directly into the meeting room.
8. Governors, in turn, will each draw ONE ballot from the receptacle. As EACH is drawn it will be opened (before the next ballot is drawn) and the information will be recorded on a numerically sequenced list, with the first ballot drawn being first on the list. This process will be repeated until ALL of the ballots have been drawn and recorded. By doing this we will be sure that all children who were tied were entered into the ballot and that each was only entered ONCE.
9. The numerically sequenced list will be signed and dated by EACH Governor present.
10. The Chair of Governors, the Chair of the Admissions Panel, the Headteacher and the Local Authority will all be notified of the outcome of the ballot by the School Business Manager on the same day that it takes place.

Example: Three children are tied for the 30th place in the school intake. Only one can be successful. Three ballots are created and drawn as above. As a result, the children are ranked in the order 1, 2 and 3. The first placed child is admitted. The second and third placed children are placed at the top of the Waiting List (see below) in the order they were drawn from the ballot.

Any other children whose names are entered onto the waiting list are added to it below those two children

WAITING LIST

If the school is oversubscribed, a waiting list will be held (at least) until the end of the December term. Children on the waiting list will be ranked in the same order using only the priorities stated above (Priorities for Admitting Children), including the outcome(s) of any tie-breaking process carried out (see above).

FAIR ACCESS PROTOCOL (In-Year Admissions)

The school has signed up to the In-Year Fair Access Protocols set out by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list. The Protocol can be found here:

<https://www.goucestershire.gov.uk/education-and-learning/school-admissions-schemecriteria-and-protocol/school-admission-protocols/>

IN-YEAR ADMISSIONS

The school may admit pupils "in-year" depending on its subscription level for the year group being applied for and the criteria set out in this policy. If there are more "simultaneous" applications in-year than capacity then applications will be prioritised using only the criteria set out in this policy. For in-year applications only, the parent should apply directly to the school because GCC do not coordinate in-year applications but parents must use the forms available on the GCC web-site:

<https://www.goucestershire.gov.uk/education-and-learning/school-admissions/applying-foraschool-place-during-the-school-year/>

ADMISSION OF SUMMER BORN CHILDREN FOR RECEPTION ENTRY

The Governors acknowledge the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request that their children start the Reception Class up to a whole academic year later. Bussage Primary School will follow the Local Authority process which states that parents can only apply for a Reception place at a school on a single occasion.

An application for a deferred entry must be made during the Normal Admission Round for the child's chronological year group stating the reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school on a case by case basis.

For the avoidance of doubt, the term "Normal Admission Round" refers to all applications to the main year of entry to the school – i.e. Reception. Applications made during the Normal Admission Round will be made in advance of the academic year in which the child is due to start at the school.

All children are entitled to a full time place; however, they may attend on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

Further information can be obtained from the GCC Guidance Booklet on admissions. This booklet and the form to request a "summer born" deferred entry can be downloaded from the following link: - <http://www.goucestershire.gov.uk/startingprimary>

TRANSPORT

School transport is not available.

OTHER CONSIDERATIONS

The Governors wish to make it plain that no other considerations - e.g. academic ability, parents declining to sign a home-school agreement, etc - will be used when deciding an application for admission.

NOTIFICATION OF ADMISSIONS

The Governors will offer places, in consultation with the LA, in line with coordinated admissions arrangements. A decision on an application for admission will be notified in writing, normally in April of the year concerned. Notification will happen as soon as possible for those who apply for admission at any other times during the Academic Year.

APPEALS

Parents who wish to place their children in Bussage Primary School, but who are refused under this policy, have the right of appeal under Section 411 of the Education Act 1996. Appeals will be heard by an independent panel not associated with the School and organised on behalf of the Governing Body by the County Council Legal Services. If an appeal is necessary, those who wish to pursue this process are reminded of the importance of the time-table associated with the appeal procedure.

Any intention to appeal is lodged initially by writing to the school.

More information on the appeals process can be found at:

<https://www.goucestershire.gov.uk/education-and-learning/school-admissions/informationonadmission-appeals/>

The above link also provides the necessary information about the appeals process and the statutory timescales.