

Holy Apostles' Primary School



Admission Policy 2027/2028

<i>Last Updated:</i>	Autumn term 2025
<i>Date of next review:</i>	Autumn term 2026

This policy was written by: the Head Teacher in consultation with the Governing Body & a Local Authority Inclusion Advisor

Holy Apostles' 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 Christian Foundation.

As a Church of England Voluntary Aided Primary School, admissions are the responsibility of the school's Governing Body. We seek to provide for the spiritual and moral development of each child based on the Christian Faith.

This policy and criteria should be read in conjunction with the School Admissions Guidance Booklet, available from the County Council. If you have not received a letter regarding your child starting school by the end of November before the intended admission, you should contact the Co-ordinated Admissions Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

The Indicated Admission Number is 30 and pupils are normally admitted in the school year in which they reach their fifth birthday ^{1 2}

ADMISSIONS CRITERIA

Where applications for admission exceed the number of places available, the governors will admit pupils according to the following criteria, which are listed in the order of priority.

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".

1. 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. In Gloucestershire, 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.

2. Children who have a sibling³ attending the school and who will continue to do so when the younger child is admitted.
3. Children of whom at least one parent regularly attends Holy Apostles' Church (as defined in the note below relating to 3 & 4.)
4. Children whose permanent home⁴ lies within the ecclesiastical parish of Holy Apostles' and of whom at least one parent regularly attends one of the churches belonging to Churches Together in England.
A map of the parish can be found here - [parish map](#)

Please note: in 3 and 4, the application for a place must be supported by a completed Supplementary Information form from their minister confirming the parents' Christian commitment and regular attendance, i.e. at least once a month, for a minimum of two years, before the closing date for application. (Where a family has moved within the previous two years, full supporting evidence will be required from the previous church the family regularly attended, as well as a completed Supplementary Information form from the local church). This form must be received **directly by the school** by 31st January in the year in which the child is due to start school. This form can be found at the end of the Policy document. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children with the strongest geographical claim, measured in a straight line from the Ordinance Survey Address Point of the child's home address (including flats) to the Ordinance 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.

Please note: where any particular category at points 1-4 is oversubscribed, criterion 5 (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 5 where there are not enough places available to offer all children a place at the school, a process of random allocation will be carried out by an independent person.

Notes

¹ Admission of Summer Born Children for Reception Entry

The 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 Governing Body will make a decision on behalf of Holy Apostles' 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.

² Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. 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.

³ **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, and in every case, the child must be living in the same family unit at the same address.

⁴ **Reference to ‘permanent home’** means the permanent home at 15th January in the year in which the child is due to start school.

If the school is oversubscribed, a waiting list prioritised according to the school’s oversubscription criteria, will be held until the end of the first main school term (i.e. until December). Names on the waiting list will be maintained on receipt of written instructions from parents that they wish their children to remain on the list before the end of each main school term i.e. Before Dec 31st, April 30th and August 31st.

Parents/guardians have a right to appeal against refusal to admit their child to the school by the Governing Body. Any parents/guardians wishing to exercise this right must put their appeal, in writing, to the school. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the Code of Practice on Admission Appeals. The timetable for the appeals procedure can be found by clicking on this link; [Appeals Timetable](#) Further details of the appeals procedure are available by contacting the school.

The school is required to admit a child with an Education Health Care Plan (EHCP) that is named by the local authority, even if the school is full.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, he or she will take precedence over any child on the waiting list.

Any applications for admission to the school made outside the normal year of entry should be made directly to the preferred school in the first instance. If the relevant year group is oversubscribed, the child’s name can be kept on a waiting list prioritised according to the criteria above.

No school transport is available.

PART A

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: right;">Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Church attendance criteria.

3. Children of whom at least one parent regularly attends Holy Apostles' Church
(as defined in the note below relating to 3 & 4.)
4. Children whose permanent home lies within the ecclesiastical parish of Holy Apostles' and of whom at least one parent regularly attends one of the churches belonging to Churches Together in England. A map of the parish may be viewed in the school office or in the parish office.
(Please see note below.)

Please note: in 3 and 4, the application for a place must be supported by a Supplementary Information form signed by their minister confirming the parents' Christian commitment and regular attendance, i.e. at least once a month, for a minimum of two years, before the closing date for application. (Where a family has moved within the previous two years, full supporting evidence will be required from the previous church the family regularly attended, as well as a letter from the local church). This letter must be received **directly by the school** by 31st January in the year in which the child is due to start school. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergy Person:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE A MONTH, FOR A MINIMUM OF TWO YEARS, BEFORE THE CLOSING DATE FOR APPLICATION. (WHERE A FAMILY HAS MOVED WITHIN THE PREVIOUS TWO YEARS, FULL SUPPORTING EVIDENCE WILL BE REQUIRED FROM THE	

PREVIOUS CHURCH THE FAMILY REGULARLY ATTENDED, AS WELL AS A LETTER FROM THE LOCAL CHURCH).	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE A MONTH, FOR A MINIMUM OF TWO YEARS, BEFORE THE CLOSING DATE FOR APPLICATION. (WHERE A FAMILY HAS MOVED WITHIN THE PREVIOUS TWO YEARS, FULL SUPPORTING EVIDENCE WILL BE REQUIRED FROM THE PREVIOUS CHURCH THE FAMILY REGULARLY ATTENDED, AS WELL AS A LETTER FROM THE LOCAL CHURCH).	
Clergy signature:	Date:

**“ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.*