

# North Nibley C of E Primary School

## Admissions Policy – DETERMINED

### September 2026 to August 2027

Policy status	Required by law.
Authority responsible for this policy	Admissions Committee (1 <sup>st</sup> Review September 24), Full Governing Board (Determination)
Policy review frequency	Annual
Policy DETERMINED	November 2024
Public consultation (A public consultation for this policy is required every 7 years.)	The Governing Body held a public consultation on its admissions policy between 14/11/2021 and 09/01/2022. The next consultation is due in the autumn of 2028.
Policy due for review	Autumn 2025

This policy should be read in conjunction with the Admissions Guidance Booklet available from Gloucestershire County Council for schools and academies.

For further information on admissions please contact the Admissions and Transfer Team at Shire Hall, Gloucester. GL1 2TP (01452 425407) or go to [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions).

At North Nibley Primary School we are inspired by the teachings of 1 Corinthians 16 vv13 14 to be

**"Be bold, be strong"**

we strive to nurture a vibrant community where every child flourishes in a supportive and challenging environment. Guided by the legacy of William Tyndale, whose courage and dedication transformed the world, we embrace the values of curiosity, responsibility, compassion, resilience, fairness, and positivity.

#### We will realise our Vision by:

- demonstrating, as a Church school, our values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

North Nibley C of E Primary School ("the school") is a Voluntary Aided (V.A.) School. Gloucestershire Local Authority define a 'V.A.' school as "A school/academy that is run by the school's/academy's governors, often in partnership with the Church of England or the Catholic Church. The governors are responsible for each school's/academy's Admissions Policy." See <https://www.goucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-school/year-3-junior-school/> (Web link correct, September 2021)

**A Biblical Perspective:** Romans 2:11 "For God does not show favouritism." (New International Version)

**This policy defines the way that the Governors of North Nibley C of E Primary (as the 'Admissions Authority' for the school) determine the allocation of places for Reception children in the Normal Admission Round, and also the process for in-year admissions.**

### **Normal Admission Round**

The term 'normal admissions round' refers to the process by which an application is made for a place in our Reception Year Group. (In a secondary school, the 'normal admission round' would be for a Year 7 place.) 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. Applications for school places are made directly to the local authority, who co-ordinate the admissions process on our behalf.

### **The Offer of Places in the Reception Year**

Our school has a Published Admission Number (PAN) of 15, allowing us to admit up to 15 Reception children each year. Our PAN applies to Reception, throughout their first school year. It does not apply to older year groups.

### **In -Year Admissions**

The term 'in-year' admissions' refers to any application for a place AFTER the normal admissions round (for Reception in September) has ended. This can be for a variety of reasons, including moving from one school to another, and can, for Years 1 to 6, be for any time in the school year, and for the Reception Year Group any time after 1<sup>st</sup> September. The local authority does not co-ordinate in-year applications and those with parental responsibility should apply directly to the school. Since the PAN does not apply to year groups 1 to 6, the school will take a considered view based on the capacity and resources of the school, at the time of the in-year application. Please contact the school for further details.

### **Deferred Admission, to Reception, of Summer Born Children**

Our Governing body acknowledges the updated advice from the Department of Education that occasionally parents/carers of "summer born" children (born between 1 April and 31 August) may request a deferred start to Reception, beginning a whole academic year later. 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 Admissions Committee will make a recommendation to the Full Governing Board, who will make a decision on behalf of the school.

### **Oversubscription**

If more than 15 places for Reception are requested, the Governors will apply the following admission criteria in this priority order and offer Reception places to the top 15 ranked children. (We are permitted to exceed 15 if this prevents children of multiple births, e.g. twins, from having to attend separate schools).

1 The highest priority for admission must be given children in Public Care. This applies equally to Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

#### Definitions:

- A "Looked After Child" (LAC) 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.
- A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.
- An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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 Where the child lives in the Civil Parish of North Nibley – (Please refer to the map in Appendix 1)

3 Where the child has at least one sibling still on roll in the School on the applicant child's admission.

Definition:

- 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 a 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.

4 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 condition and the school.

5 Where the child lives in other hamlets or villages, historically linked with the school, that have no school of their own – (See Appendix 2). 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.

6 Where the family, although not living in the Parish, has an active connection\* with the following places of worship, in ranked order -

- i. St. Martin's Church, North Nibley
- ii. The Congregational Chapel, North Nibley

7 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 closing date for applications for admission to the school, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8 Where the family, although not living in the Parish, has an active connection\* with the following places of worship, in ranked order -

- i. other Church of England Churches within the Tyndale benefice
- ii. any other Church of England Church

9 Where the child lives in other locations historically linked with the school and have a nearby school – (See Appendix 3). 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.

\*An active connection is defined as meaning attendance by members of the family at church services at least once per calendar month for a minimum of one year prior to the child starting school. The attached Supplementary Information Form (SIF – Appendix 4) should be completed and signed by the minister or church wardens of the church. 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 attendance requirements of criteria 6 and 8 will only apply to the period when the church or alternative premises have been available for public worship.

#### **Tie-breaker**

Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system. 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).

### **Appeals Procedure:**

If the Admissions process does not result in the offer of a place because of over subscription, parents may request that governors exceed the school's PAN. You should notify the school Governors of this request, via the school office. If your request is refused, you will receive a letter which will give the grounds for refusing a place. Parents may then choose to submit their case to an independent appeals panel. They must set out their grounds for the appeal in writing. They will normally receive at least 10 days' notice of the time and venue for the appeal hearing where they will be able to present their case in person. Decision letters will be sent within 5 school days of the hearing wherever possible, and this decision is binding.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held for (at least) the first term (i.e. the end of December term). The waiting list will be prioritised according to the school's admission criteria as listed above and applied at the time a space becomes available.

### **Fair Access Protocols and Educational Heath Care Plans (EHCP)**

The School has signed up to the In-Year Fair Access Protocols held by the local authority. Should a vulnerable child, for example one with a Statement of Special Educational Needs or Educational Heath Care within these protocols require a place at the school, they will take precedence over any child on the waiting list. (Paragraph 3.1 of the admissions code).

The school may be required to admit a child with an Educational Heath Care Plan that names the school, even if the school is full, providing this school is the most appropriate place for that child.

### **Starting School**

Children who are allocated a place are entitled to a full-time place, however, they may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Appendix 1 - Civil Parish of North Nibley (Priority 2).** A map of the Civil Parish of North Nibley is attached.

Includes:

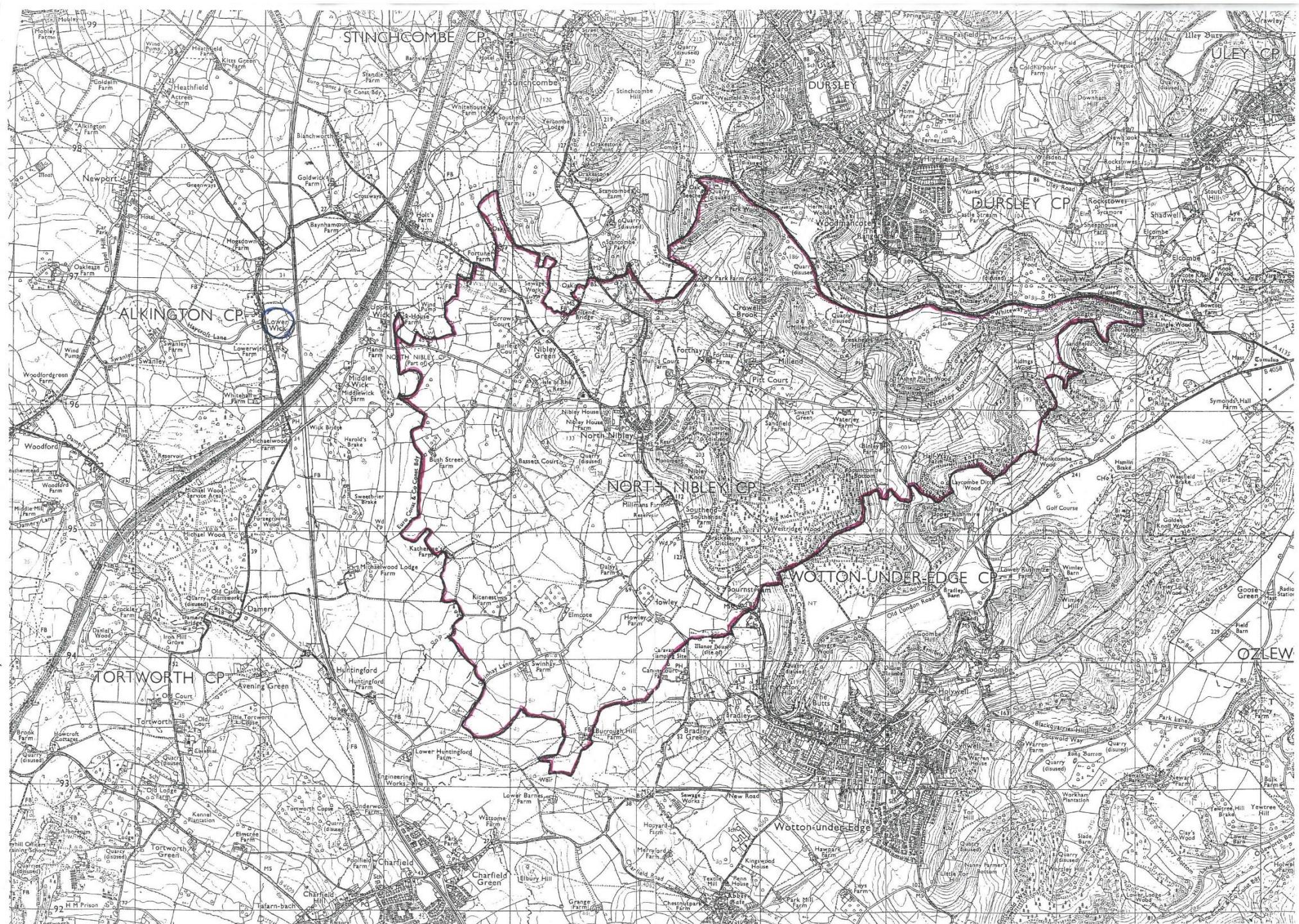
Forthay	Smarts Green
Pitt Court	Warend Hill
Crowell Brook	Southend
Millend	Waterley Bottom
Nibley Green	Howley
Swinhay	
3 houses on South side of Stinchcombe Hill (currently named as "Drakestone House" and "Drakestone Cottages)	

### **Appendix 2 - Hamlets and Villages outside the Parish without their own schools (Priority 5)**

Stancoombe  
Road Green  
Blanchworth  
Lower Wick, Middle Wick and Upper Wick.  
Stinchcombe

### **Appendix 3 - Locations with schools nearby (Priority 9)**

Cam  
Wotton-under-Edge



**ADMISSIONS APPLICATION - APPENDIX 4**  
**SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

The following form is for those NOT living in the Parish, who wish to assert an active connection\* to those places of worship listed in the school's Admissions Policy (Criteria 6 and 8):

- 6i. St. Martin's Church, North Nibley
- 6ii. The Congregational Chapel, North Nibley
- 8i. other Church of England Churches within the Tyndale benefice
- 8ii. any other Church of England Church

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.

\*An active connection is defined as meaning attendance by members of the family at church services at least once per calendar month for a minimum of one year prior to the child starting school. The attached Supplementary Information Form (SIF) should be completed and signed by the minister or church wardens of the church. 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 attendance requirements of clauses 6 and 8 will only apply to the period when the church or alternative premises have been available for public worship.

Name of Child	Surname:		Forename(s):
Date of Birth:	/	/	Gender:
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:			
Name of Church:			
Address of Church:			
Name of Church Clergy/Official:			
Position in Church:			
<b>I CONFIRM THAT WE HAVE AN ACTIVE CONNECTION WITH THE ABOVE CHURCH AS DEFINED IN CRITERIA 6 OR 8, ABOVE.</b>			
Parent/Guardian/Carer signature:		Date:	
<b>I CONFIRM THAT THIS FAMILY HAS AN ACTIVE CONNECTION WITH THE ABOVE CHURCH AS DEFINED IN CRITERIA 6 OR 8, ABOVE.</b>			
Clergy signature:		Date:	