

# Admissions policy (Proposed 2026)

Gretton Primary School



<b>Approved by:</b>	Adam Sallis	<b>Date:</b> Autumn 2024
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<b>Ratified by:</b>	FGB	
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<b>Next review due by:</b>	Autumn 2025	

## 1. Rationale

This policy sets out the process by which children are admitted to Gretton School in accordance with our statutory obligations.

## 2. Definitions

Gretton Primary is an Academy and as such is responsible for its own admissions, however, the Local Authority will coordinate the admissions process to Reception on behalf of the Governing Body, including allocating places. The school has a Published Admission Number (PAN) of 15.

## 3. Aim

The overall aim of the policy is to ensure that admissions to Gretton School are fair and for the benefit of all.

## 4. Objectives

- Parental preferences should be met to the maximum possible extent
- Admission criteria should be clear, fair and objective and for the benefit of all children including those with Special Educational Needs
- Local admission arrangements should contribute to improving standards for all pupils
- Admissions authorities should consult each other and co-ordinate arrangements for admissions, including the reintegration of children who are out of school
- Admissions information should be helpful, accessible and co-ordinated
- Local admission arrangements should comply fully with legislation and guidance

## 5. Strategies and procedures

### 5.1 The Process

The Local Authority (LA) issues a Common Application Form and co-ordinates offers where it is the 'home' LA for pupils. Parents/carers must submit their Common Application Form, stating their preferred schools, to the Admissions and Transfer Team at the Local Authority no later than the published deadline.

### 5.2 Criteria

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

- i) Children in Public Care – 'Looked After Children' and Adopted Children previously looked after / in care.
- ii) Children who will have siblings attending the school at the time the applicant child is admitted.  
*(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 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.*
- iii) Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to a central point of the school, using the local authority's computerised measuring system, with those living close to the school receiving the higher priority

Where any particular category at points (i) – (ii) above is oversubscribed, criterion (iii) (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion (iii) (strongest geographical claim based on 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 school as its own Admissions Authority. This will be in the form of a manual process which is overseen by an independent party. Where twins or

children from multiple births are part of a random allocation process, they will be considered as one applicant.

### **5.3 Children with Special Educational Needs**

Children who have an Educational Health Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN & D 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 that particular school. Parents of children with an EHCP should contact their child's casework officer for any further information. Children who have an EHCP naming a school can be allocated a place even if that school is full.

### **5.4 Waiting List**

If the school is oversubscribed, a waiting list for Reception Entry 2024 will be held until the end of the second school term, based on the 6 term school year (i.e. until the December holiday break). The waiting list will be prioritised according to the school's oversubscription criteria.

### **5.5 Admission to Gretton School (Reception Year)**

Within the county of Gloucestershire children may enter school in the September following their fourth birthday however, where parents wish, children may attend part-time or defer the date they are admitted into the school to later in the school year, until they reach compulsory school age.

Parents/carers of summer born children (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may request to start the Reception class a whole academic year later. 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. This can be done by contacting the Access to Learning Team directly.

During the term before a child is admitted, parents are invited to a meeting where they will be able to look around the school, ask questions and meet the Headteacher and Early Years team who will provide information about the all- important first year.

Children due to enter school for the first time in September are invited to spend two sessions in the Reception class during the Summer term. We believe a gradual progression towards full time schooling benefits the children and ensures a smooth transition. Therefore, our pupils attend part time for the first two weeks, gradually increasing the time spent in school. This is done in consultation with the parents.

### **5.6 In-year Applications**

In-year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception through to Year 6. To apply for a place at Gretton Primary, parents/carers should, therefore, contact the school directly in the first instance. The school, however, will liaise closely with the Local Authority providing information in relation to current vacancies in the school.

### **5.7 Appeals**

Parents and carers 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 must be in writing addressed to the Clerk to the Appeals Panel c/o Gretton Primary School, Gretton, Cheltenham, Gloucestershire GL54 5EY within 20 school days of receiving the letter of reconsideration from the Local Authority.

### **5.8 Transport**

The school does not have arrangements to assist parents with transport.

## **5.9 Fair Access Protocols**

All schools in Gloucestershire 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 precedent over any child on the waiting list. Full details of the protocols can be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

## **6. Operation period and date of next review**

Period: 2026-2027      Next review due during the Autumn Term 2025 in preparation for September 2027 intake.