



Respect Engage Aspire Collaborate Hope

AVENING PRIMARY SCHOOL



ADMISSIONS POLICY

Reviewed and approved by LGB	Autumn 2025
Next Review	Autumn 2026



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ADMISSIONS POLICY Avening Primary School

Admissions Policy 2027-2028

Avening Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The level of ability of a child or any special needs that he/she may have plays no part in the admission policy.

Our school's Local Governing Body is responsible for overseeing admissions procedures. This policy sets out procedures for new intake admissions and for in-year admissions.

This policy and criteria should be read in conjunction with the School Admissions Guidance booklet, which is available on the schools admissions link below or you can request a copy from the Admissions Team at Shire Hall on 01452 425407. From November 2026, letters from the Local Authority are sent out to Gloucestershire residents explaining how to apply for a school place. The application window runs from 3 November 2026 – 15 January 2027. If you have not received a pack containing the important admissions information by the end of November for new intake school admission for the following year, please contact the Admissions and Transfers Team, Shire Hall, Gloucester. GL1 2TP and arrange for one to be sent to you. The standard application process closes on the 15 January in the year a child is due to start school.

Online applications can be made and further information found at www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/

New Intake Primary Admissions

In addition to the applications made directly by parents to the local authority, schools are also requested to send the Admissions Team at Shire Hall a list of all prospective pupils during the autumn term prior to their admission.

Parents can express a preference for Avening School by returning the New Entrants Waiting List form available from the school. Expressing a preference does not in itself guarantee a place at this school. However, it does ensure that the child is entered on the county database for admissions.

All preferences for Controlled or Voluntary Controlled Primary Schools will be given equal consideration by the Admissions Team. The parent's ranking takes effect if more than one place is potentially available. In this instance the highest ranked place available will be allocated. The Admissions Team informs schools and parents of the allocation of places according to the timetable for Primary Co-ordinated Admissions (Allocation day is in April 2026).

In-Year Admissions

For in-year applications only, the parents/carers should apply directly to the school in the first instance. At least two members of the Local Governing Body will meet to decide whether the child is admitted to the school, using the admissions criteria set out below.

The decision will be subject to the number of children our school can accommodate. The 'published admissions number' (PAN) for each cohort at Avening Primary School is **16**. This is the maximum number of children we are able to admit in any one year group, even if there is space in the class due to another smaller cohort. We keep this number under review and the Athelstan Trust will apply to change the number if circumstances allow.

Admissions Criteria for New Intake and In-Year Admissions



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Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Children in care: The highest priority for admission will be given to 'Looked After Children' (1) or children who were previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) 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. 1) 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. 2) 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 Act 2002 (see section 46 adoption orders). 3) Under the provisions of s.12 of the Children and Families Act 2014. 4) 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). 5) 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 will have siblings attending the school when the additional child is admitted. We follow the Local Authority's definition of a sibling as 'a brother or sister, half-brother or 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.' Where a child lives with both parents on a 50/50 (equal) basis, the local authority will use the address of the parent who is in receipt of the child benefit for allocation purposes. The local authority reserves the right to request further information to clarify the child's permanent home address.
3. Children with the strongest geographical claim, measured in a direct line from 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 highest priority. Ease of access to the school or other schools will be taken into consideration.

In the event of over-subscription in any particular category, we will follow the procedure: 'Where any particular category points 1-2 are over-subscribed 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 Local Governing Body.

Children with an Education, Health and Care Plan (EHCP)

Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN 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 the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

Admissions Appeals – New Intake and In-Year Admissions

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. Any appeal must be in writing and addressed to the head teacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the Code of Practice on Admission Appeals.



Summer born children and their right to defer their entry

In response to the Department for Education (DfE) guidance and the statutory requirements in the School Admissions Code, Gloucestershire County Council's admissions policy sets out the options available to parents of summer born children (those born between 1 April and 31 August).

Children must be receiving full-time education by the start of the term following their fifth birthday. For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).

For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April).

For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

In Gloucestershire, children can enter school in the academic year they become five, usually in September at the start of the school year. In line with guidance from the Local Authority, parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or delay, if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or in a part-time basis up to the point of reaching compulsory school age;
- delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only:

- defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday.

Deferring Entry for a Whole Year

Before deciding to defer a child's admission, parents/carers should contact the school for information about how our provision in the Reception Year is tailored to meet the needs of summer born children and how these needs are continued to be met as the children move through the school, and to discuss any concerns that parents/carers have about their child's readiness for school.

If a parent/carer still wishes to defer their child's admission to school, they must seek approval from the admission authority of each school they wish to apply for, who will then contact Co-ordinated Admissions to confirm whether they are prepared to defer entry for the summer born child.

The admission authority for each type of school is shown below:

Type of School

Academy
Community
Foundation

Admission Authority for the School

Academy Trust
Local Authority
Governing Body



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Voluntary Aided
Voluntary Controlled

Governing Body
Local Authority

Avening Primary School is an academy school, so the Admission Authority is the Academy Trust.

We have opted to use Gloucestershire County Council's application form to request deferred admission to reception year. This is available to download on Gloucestershire County Council's website: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-schoolyear-3-junior-school/> (See the Summer Born Information Sheet and Application tab to the right of the page).

In addition to seeking approval at their preferred schools, parents/carers should make an application as part of the main admission round for the year group that your child would normally be admitted to school, by the closing date of 15 January, until a decision on their request to defer has been reached.

All information, including any preferences made, must be submitted by parents/carers to the Local Authority during the Standard Application Process.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the head teacher of the school concerned.

Parents/carers will receive a response from Gloucestershire's Co-ordinated Admissions in writing to their request to defer their child's entry before the 30th January of the offer year, setting out clearly the reasons for the decision.

If the request to defer is approved, parents/carers can simply withdraw their application for the normal age group. They will then need to make a new application as part of the main admission round for the following year.

If the request to defer is refused, the application will be considered for the normal year group. Parents/carers will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.

Any agreement to defer a child's admission to reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. The application will be considered alongside all other applications in accordance with the school's published admission criteria. In addition, one admission authority cannot be required to honour a decision made by another admission authority.

It should be noted that while ideally, a summer born child will remain with the cohort they have been taught with, for children who have had their entry deferred, at each point of transfer, the request to defer will be reassessed, e.g. when moving to secondary school. This will involve parents/carers contacting the headteacher of their preferred school(s) to obtain their agreement to continue with the child's deferment. In addition, if a child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

Where further advice is needed, please contact staff within the Local Authority's Co-ordinated Admissions team: School.admissions@gloucestershire.gov.uk

Additional Points

There is a close relationship between Avening Playgroup and Avening Primary School. However, the attendance at Playgroup does not ensure a place at the school.



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If a summer born child has started their Reception Year and is struggling, we would liaise with parents about the necessary steps to take, e.g. a longer period of part-time schooling. However, as the application to school has already been processed, parents/carers are unable to apply for a reception place the following year. This is in line with guidance from the Local Authority.

Review

This policy is reviewed annually.