



ADMISSIONS 2026 POLICY

This policy will be reviewed in full by the Governors every year (or sooner if new updates or requirements are issued by the DFE).	
Determined Policy:	September 2024
Next review due:	September 2025
Policy Lead:	Kathryn Oshun

Our Vision:

To care for and inspire each other to be the best person we can be, through a supportive environment so we can learn from and share with the world around us.

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*Let your light shine before others, so that they may see your good works.
(Matthew 5:16)*

Mitcheldean Endowed Primary School is a voluntary aided Church of England School. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages this through religious education, collective worship and the values and ethos of a curriculum which seeks to offer opportunities and experiences to promote pupils' spiritual and moral development and to provide a basis for their life-long learning.

The intention of the governors is that this Church of England Primary School should be seen as the community's school and that all children from this community who require a place shall be accommodated. However, if the number of applications does exceed the available places, the following criteria will apply.

The Governors have set the Standard Admission Number at 30.

This policy and criteria should be read in conjunction with the Admissions Guidance Booklet, which is available online at www.gloucestershire.gov.uk/schooladmissions. If you have not received a letter regarding admission to school, by the end of November 2025, you should contact the Admissions and Transfers Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

Online applications must be made by **Thursday 15th January 2026**. Paper application forms must be returned to the Admissions Team by this date.

ADMISSIONS CRITERIA

In considering admissions all preferences are given equal consideration and the following criteria are taken into account in this priority order:

1. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(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, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(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 living within the ecclesiastical parish of Abenhall and Mitcheldean who already have

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a brother or sister attending the school at the time of the admission of the younger child.

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child must be living in the same family unit at the same address.

3. Children of staff at the school who either or both meet the following circumstances:
 - 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 living in the of ecclesiastical parish Abenhall and Mitcheldean. A map showing the catchment area can be found here: [Parish boundary.pdf](#)
5. Children who have an authenticated medical reason for attending the school. A letter from the Doctor or Specialist will be required. This must show that there is a very specific connection between the medical need and the facilities or resources of the school.
6. Children living outside the ecclesiastical parish of Abenhall and Mitcheldean who already have a brother or sister attending the school at the time of the admission of the younger child.
7. Children living outside the ecclesiastical parish of Abenhall and Mitcheldean.
8. In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claims, measured in a straight line from the Ordinance Survey Address Point of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. This is administered for the Governors, who are the admission authority, by the Local Authority.

In the event of the oversubscription of any of the criterion (2, 3, 4, 5, 6, 7 and 8) where there are two or more children living the same distance from the school, then a 'names in the hat' process will be undertaken by the Admissions Authority with parents/guardians invited.

Any applicant who is unsuccessful has the right of appeal to an independent appeals panel.

A map showing the central point of the school used for computerised measuring by the Local Authority may also be viewed at the school on request.

Summer Born Children

Admission of Summer Born Children for Reception Entry for Mitcheldean Endowed Primary school
The Governing Body of Mitcheldean School 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

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make a decision on behalf of Mitcheldean 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.

Service Family Arrangements

Please refer to <http://www.gloucestershire.gov.uk/schooladmissions>

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.

In-Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Mitcheldean parents should therefore contact the school in the first instance.

Mitcheldean Endowed School Admissions Timetable 2026/2027

Applications received	by Thursday 15 th January 2026
Details of applications sent to Foundation, VA, Trust and Free Gloucestershire schools, academies and other local authorities, as appropriate	by Monday 2 nd February 2026
Gloucestershire schools return ranked lists of pupils to Gloucestershire County Council indicating the over-subscription criterion that each child has been considered under	by Friday 13 th February 2026
County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate	by Friday 20 th March 2026
County Council sends list of pupils to be offered places to each Gloucestershire primary school who rank their own pupils for confirmation of final allocations	on Thursday 4 th April 2026
Gloucestershire schools who rank their own pupils respond to County Council with any queries on final allocations	by 12 noon on Friday 10 th April 2026
County Council sends list of pupils to be offered places to each Gloucestershire primary and junior school (through access to the Live Link)	by 12 noon on Tuesday 14 th April 2026
County Council sends notifications to applicants	on Thursday 16 th April 2026
Closing date for applicants to request a second round of allocations of place offered or to accept place offered	on Thursday 23 rd April 2026
County Council sends notifications to applicants with the outcome of their second round of allocations	by Tuesday 19 th May 2026
Closing date for applicants to accept the place offered during second round allocations	on Tuesday 26 th May 2026
Appeals	June – July 2026

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Important Information:

- Parents are requested to complete and return their appeal form prior to the deadline date. It is preferable that all supporting evidence is submitted at the same time as the appeal form. It is possible that any information submitted after this time will not be considered by the Governing Body.
- All Parents will be given the full allotted time to submit their appeal. No appeals will be heard prior to the deadline date.
- If your appeal is received after this date the Governing Body may not consider it until all other appeals are heard.
- Parents will be sent a letter informing them of the date Governors will meet to discuss their appeal.
- Within 3 working days of the meeting Parents will receive a letter informing them of the Governors decision.
- If your appeal is unsuccessful, you have the right to appeal to County and have your case heard by an Independent Appeals Panel. Please put this request in writing to the Governing Body who will then make County aware. County will then contact all parties (Parent and School) with a date and time of the Appeal.

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