



Admissions Policy

Effective for Academic Year 2027-28

A statutory policy

Date effective from 28th February 2026

Signed, Head Teacher Gary Price

Signed, Chair of Governors David Savage

Approved by governing body 14th October 2025

Date of next review 1st September 2026

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice which came into force in February 2012.

Aims and objectives

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How parents and carers can apply for their child to be admitted to our school

Our school is a C. of E. Voluntary Aided school. The Governors are the admission authority and publish its entry regulations every year. The Local Authority's annual admissions prospectus informs parents and carers how to apply for a place at the school of their preference. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online using the Local Authority website and must be returned by the date stipulated.

The Local Authority will notify parents and carers of the decision on the 16th April in the year of admission. Children enter school at the start of the academic year in which they become five. There is one admission date per year in September.

Admission of Summer Born Children for Reception Entry for Horsley school

The Governing Body of Horsley 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 make a decision on behalf of Horsley 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.

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 admissions 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 Horsley, parents should therefore complete the Gloucestershire In Year Admissions Common Application form available from www.gloucestershire.gov.uk/schooladmissions

Admission application

If a place is not offered, parents and carers have the right to apply in writing to the governors, as the admissions authority. If the governors' admissions panel decides that we should admit a child to whom the school has refused a place, then the school will accept this decision and continue to do all we can to provide the best education for all the children at our school. If the governors refuse the application, then parents/carers have the right to apply to an independent appeal panel.

Appeals Procedure:

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Horsley Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

The standard number / Class sizes

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 15. Depending on cohort sizes there may be a mixed reception / Y1 class. No KS1 class can have more than 30 pupils other than in exceptional circumstances. In order to balance fluctuations in demand for places, the standard number may be exceeded in some year groups where there is a lower number in the year group on either side.

Waiting List

From September 2021, where places cannot be offered in a particular year, a waiting list will operate by which parents can register their interest in a place in an oversubscribed year group. If a place should become available, applications will be invited by a set closing date and these will then be assessed against the school's normal admissions criteria.

Monitoring and review

This policy will be monitored and reviewed annually by the governing body, who will always take due note of the guidance provided by the DfE, the Local Authority and the Diocese.

ADMISSIONS CRITERIA

The 1980 Education Act confirmed the right of parents to express a preference regarding the school at which they wish their child to be educated. As a voluntary aided school, Horsley sets its own admissions criteria and has set its indicated admission number at 15, with a maximum number of 30 pupils in each key stage one class, other than in exceptional circumstances.

The Gloucestershire Local Education Authority will write to all parents/carers in the November before their child is due to start school.

Where we have more applicants than we have places, we use the following criteria in this order of priority.

1. Looked After Children/Previously Looked After Children

- 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 (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 (5).
- 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.
- 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).
- Under the provisions of s.12 of the Children and Families Act 2014.
- 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).
- 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.
- 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.

2. Children who have a sibling* already attending the school at the time when the younger child is admitted (priority given to those living in the parish of Horsley).
3. Children who have a parent who is a member of staff at the school and who will continue to do so when the child joins the school roll. A child is defined as a son or daughter, step son or daughter, adopted son or daughter or the child of the parents/carer partner, and in every case, the child must be living in the same family unit at the same address. A member of staff is defined as anyone who is employed at the school. Provided that either (a) 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; or (b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage
4. Children who live in the ecclesiastical parish of Horsley and whose parents are **regular members of St Martin's Church, Horsley (as confirmed by the priest using a SIF (Supplementary Information Form), see Appendix 1)
5. Children who live in the ecclesiastical parish of Horsley
6. Children who live in the ecclesiastical parish of Horsley and belong to another Christian denomination (as confirmed by the relevant priest using a SIF)
7. Children who live in a neighbouring parish and whose parents are ***regular members of St Martin's Church (as defined in 3.)
8. Children for whom this is the nearest church school by the shortest available pedestrian route, using Google Maps.
9. In the event of a tie-break becoming necessary, geographical proximity by the shortest available pedestrian route to the school in the light of item 7 will be the deciding factor. Ease of access to the school or other schools will be taken into consideration.
10. Any applicant who is unsuccessful has the right of appeal to an independent panel

Children with special educational needs who have an Education Health and Care Plan

Under the provisions of the SEND Code of Practice parents of pupils with SEND who have an EHC plan have the right to request a particular school be named in their plan. The Local Authority has to comply with this request provided it is satisfied that the school can meet the child's needs and it is compatible with the efficient education of the other children (SEND Code of Practice sections 9.78 and 9.79). In determining this the Local Authority must consult with the school's governors (section 9.80).

* Siblings are defined as children who share a parent and are living at the same address. For the purpose of this admissions policy the term 'sibling' refers to 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, at the time of application.

*** Regular members are defined as families who worship at the local church or another Christian church for at least once a month and at least one year before the child starts school. This should be supported by a signed SIF (Supplementary Information Form) from the Rector or Minister.

APPENDIX 1 - Supplementary Information form, part A and part B**School Name:****PART A****ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: 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?		
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.		
Name of priest/minister:		
Address:		
Telephone No:		

IMPORTANT NOTE

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 – points relevant to church attendance from Admissions Criteria

1. Children who live in the ecclesiastical parish of Horsley** and whose parents are ***regular members of St Martin's Church, Horsley (as confirmed by the priest using a SIF (Supplementary Information Form), see Appendix 1)
2. Children who live in the ecclesiastical parish of Horsley and belong to another Christian denomination (as confirmed by the relevant priest using a SIF)
3. Children who live in the ecclesiastical parish of Horsley
4. Children who live in a neighbouring parish and whose parents are ***regular members of St Martin's Church (as defined in 3.)
5. Children for whom this is the nearest church school by the shortest available pedestrian route, using Google Maps.
6. In the event of a tie-break becoming necessary, geographical proximity to the school, by the shortest available pedestrian route to the school, using Google Maps, in the light of item 7 will be the deciding factor. Ease of access to the school or other schools will be taken into consideration.

A map of the ecclesiastical parish of Horsley can be found on Horsley Parish Council website – <http://www.horsleyparish.co.uk/glos#/parish-council?page=map> * Regular members are defined as families who worship at the local church or another Christian church for at least once a month and at least one year before the child starts school. This should be supported by a signed SIF (Supplementary Information Form) from the Rector or Minister

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 Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR *	
Clergy signature:	Date:

Status and Version Control

Version	Date	Status	Author
v1.0	3 rd September 2025	2026-27 policy used with only date changes. Issued to Diocese and GCC for comment	DBS
	14 th October 2025	To be approved at FGB1	