



**Minchinhampton Church of England Primary School  
(An Academy under the Diocese of Gloucester Academy Trust)**

**VISION, VALUES AND COMMUNICATION COMMITTEE**

**SCHOOL ADMISSION POLICY**

**2023**

Reviewed by committee	January 2022
Agreed by Governing Body	13 <sup>th</sup> Jan 2022
Date of review	Annually, Autumn

This policy has been adopted by the Governing Body on 10/01/21 to guide all our admissions from 1 September 2023. All admissions prior to 1 September 2023 will be governed by our previous policy. It supersedes all previous policies. Minchinhampton School is a Church of England Foundation School and the Governing Body is the Admissions Authority for the School. The Indicated Admission Number is **45**.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers available from the County Council. If you have not received a letter containing this Guide and Form, by the end of November before the intended admission you should contact the Admissions Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4<sup>th</sup> Birthday and before their 5<sup>th</sup> Birthday.

When the number of requests for places exceeds the number available, the Governing Body has decided to offer places to children ("applicants") as follows:

**First Priority:**

Looked after children and previously looked after children

Looked After Children/Previously Looked After Children Definition 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 ). (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's 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.

(The highest priority for admission must be given to 'looked after children' (1) or children who were 'previously looked after but ceased to be so because they were adopted (2), or became subject to a residence order (3) or special guardianship order (4).

**Second Priority:**

Children for whom Minchinhampton C/E School is the nearest primary school by road and who will have siblings attending the school at the time when the youngest child is admitted

**Third Priority:**

Children for whom Minchinhampton C/E School is the nearest primary school by road.

**Fourth Priority:**

Children who will have siblings attending the school at the time when the youngest child is admitted for whom Minchinhampton C/E School is not the nearest primary school.

**Fifth Priority**

Children for whom Minchinhampton C/E School is not the nearest primary school.

*Children with siblings attending the school admitted prior to September 2017 will be considered under the Second Priority.*

If there is insufficient space for all children in any one of the above priorities then places will be allocated to those with the strongest geographical claim, measured by road using the AA route planner. In the event of two or more applicants being the same distance from the school when insufficient places are available, the Local Authority measuring tool for admissions will be applied, using the as the crow fly's principle. Those living closer to the school receive the higher priority.

Parents and guardians have the right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to school.

The Admissions Appeal Process Form and the Minchinhampton C/E School's Notice of Appeal form can be obtained from the School Office.

### **Admission of Summer Born Children for Reception Entry**

The Governing Body 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 Minchinhampton C/E 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.

### **Other important information:**

All letters offering places are sent out by Gloucestershire LA on a pre-determined date (you should check with the school office for this date).

- *Applications must be made by completing and returning a School Admissions Application Form by 15 January in the year the applicant is due to start school. A School Admissions Application Form can be obtained from the School Office. You must also complete and return a Gloucestershire Country Council Preference school.*

Any decision to consider late applications made after the 15 January will be made by the Executive Director, Education or nominated officer as stated in the School Admissions Guidance Booklet' published by Gloucestershire County Council.

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.

(i) The definition of "sibling" will be: a 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 by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address. Where a child spends equal amounts of time at more than one address, the address at which the child is registered for purposes of child benefit will be taken as the place where the child resides.

(ii) Exceptions to the KS1 requirement for infant class sizes to contain no more than 30 children now include:

- Previously looked after children to be included under the looked after children exception
- Twins and multiple births when one of the siblings is the 30<sup>th</sup> child admitted

The definition of "Primary School" is any "state-maintained school that provides education for children in Key Stage 1 and /or Key Stage 2 age groups".

Distance criteria: In the unlikely event that two or more applicants are the same distance from school when insufficient places are available, the tie break will be by random allocation. This will be carried out by an independent person.

Offers will only be made in writing. Letters of refusal will give reasons for the decision together with information on a parent's right to appeal.

The School will also apply the DFES Code of Practice on School Admissions.

As a result of the changes to the code, Gloucestershire County Council have updated their information to show that there is no requirement for local authorities to co-ordinate in-year applications for the offer year 2017/18 and beyond. For in-year applications only, the parent should apply directly to the preferred school in the first instance.

The address you give us telling us where your child resides must be the permanent home address, not a business address, nor the address of a friend, relative or child minder, nor a temporary address nor an address to which you hope to move. You must let us know if this permanent address changes after you have completed and submitted the application form to the School. Admission to the school must be based on our selection criteria based on your permanent address. If you are considering a move into the Minchinhampton area, whether from abroad or from elsewhere within the UK, the Governors will require from you firm evidence that you are intending to move before offering your child a place. This may be proof of exchange of contracts, or a signed rental agreement and deposit receipt.

If parents are moving back from a foreign posting to a previous permanent address in the Minchinhampton area and wish to apply for a place at Minchinhampton School they should send their relevant details to the School in the first instance.

“The Governing Body reserves the right to request evidence of the child’s residency, at the date of application, in the year in which your child would enter school”.

Successful Applications which are found to be based on false information may lead to the offer of a place to be withdrawn.

**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 Minchinhampton Church of England Primary Academy 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.

**Fair Access Protocols**

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. 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.