



## **Stroud Valley Community Primary School**

### **Admissions**

---

#### **Introduction**

Community and Voluntary Controlled Primary Schools within Gloucestershire are owned by Gloucestershire County Council.

As a community school our admissions are controlled by Gloucestershire Council and the Local Authority is responsible for admissions.

The details in these arrangements represent the information which can be found in the 'schools' section of the Gloucestershire County Council website. If you do not have access to the internet please ask at the office and we will be happy to print a copy for you

#### **Published Admissions Number**

Stroud Valley has a published admission number for each year group of 37 pupils. This is the number it is able to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

#### **Normal Admission Round**

This term refers to all applications for admission to the main year of entry of the school i.e. reception for 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.

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

The Local Authority acknowledges the updated advice from the Department of Education that occasionally, 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. 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 Local Authority will make a decision on behalf of all Community and Voluntary Controlled Schools in Gloucestershire.

For **admission to reception**, parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than the deadline stated on the form. Parents are able to state a preference of three schools. If a school is undersubscribed, any parent that applies must be offered a place. When oversubscribed, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority.

For **admission to all other year groups**, parents must contact the school and submit an In-Year Common Application Form to the school for consideration. Once a request for a place has been received, the school will be in a position to either offer a school place, or give a formal letter of refusal indicating the legal reason for its decision. This letter will detail the parent's right of appeal. The school will advise the local authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

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:

### **Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order.

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

### **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, at the time of application.

**Children with the strongest geographical claim**, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to 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 higher priority.

Where any particular category at points 1 and 2 above is oversubscribed, criterion 3 (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 3 (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 Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Legal Services & Monitoring Team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

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

Children who have a Statement of Special Educational Needs or an Education, health and Care (EHC) Plan 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 a Statement that names that particular school, even if the school is full. . Parents of children with Statements of SEN should contact their child's casework officer for any further information.

### **Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Children of UK Service Personnel or other Crown Servants**

All community and voluntary controlled schools act in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised

### **Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Manager (Access to Learning).

### **Children's home address**

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria

Policy	<b>Admission</b>
Date Policy Ratified by Governors	5 <sup>th</sup> December 2016
Committee Responsible	Finance, Premises, Staffing and General Purposes.
Date for next review	December 2018