



“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”

BLUE COAT CE VA PRIMARY SCHOOL

PROPOSED Admission Policy 2022

Committee responsible for this policy	Teaching and Learning committee
Policy initially approved by FGB	11 th March 2014
Policy reviewed/amended	25 th September 2015/12 th February 2016/24 th February 2017/12 th September 2017/22 nd January 2018, 18 th September 2018/26 th February 2019, 17 th September 2019 (FGB), 14 th July 2020
Policy review term	Annual
Policy due for review	Autumn 2021

Statement of Intent / Scope of the Policy

This Policy sets out the admission criteria for Blue Coat CE VA Primary School. (See also Appendix 1)

Pupils will be admitted at the beginning of the academic year (1st September) following their 4th birthday, without reference to ability or aptitude (normal admission round). The number of intended admissions for the year commencing September 2022 will be 45.

This policy and criteria should be read in conjunction with information available at www.gloucestershire.gov.uk/schooladmissions or contact the Admissions & Transfers Team for a paper copy of the Guide for Parents & Carers.

Where applications for admissions 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. A 'looked after child' (*a*) or a child who was previously looked after but immediately after being looked after became subject to an adoption (*b*) child arrangements order (*c*) or special guardianship order (*d*).
 - (a) A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) 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.
 - (b) 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).
 - (c) Under the provisions of s.12 of the Children and Families Act 2014.
 - (d) 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).
2. Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are

3. supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school.
4. Children who have a sibling attending the School and who will continue to do so when the younger child is admitted.

N.B. The Local Authority definition of a sibling, adopted by the Blue Coat Church of England Primary School, reads 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 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. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply."

5. Any remaining places or in the event of oversubscription in any of the criteria above, places will be given to those children living closest to this school, measured in a straight line from the Ordnance Survey Point for the child's home address (including flats) to the Ordnance Survey Point of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority.

N.B. Only one home address can be used for admission purposes. In line with the Local Authority definition, 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.

6. In the event of oversubscription and in the event of a tie break situation, where two or more children live an identical distance from school, a process of random allocation will be followed. This is a manual process which will be overseen by an independent person.

- ❖ Children with a Statement of Special Educational Needs or with an Education Health Care Plan (EHC) will be admitted to the school even if the school is full.

- ❖ The school has signed up to the In-Year Fair Access Protocols held by the Local Authority (<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>). Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

- ❖ For the Autumn Term Intake of Reception aged children, if the school is oversubscribed, a waiting list will be held for the first two terms (the School has six terms). After the end of term two, applications on the waiting list will be treated under the In -Year provision.

- ❖ For applications into year groups which are at or above PAN, the Governing Body of Blue Coat CE VA Primary, as the admission authority, reserves the right to consider admissions. We will adhere to the Local Authority Fair Access Protocol and Local Authority guidance and will follow a stringent process so as to take fair, objective, transparent and responsible decisions when adding to a year group's PAN.

- ❖ In-Year Admissions: As from September 2013, any applications for a school place made outside the normal year of entry are to be made directly to the school. The Local Authority maintains the statutory duty of being aware of all pupils and vacancies within schools/academies in Gloucestershire. Parents, should, therefore, contact the school in the first instance. In order to remain on the waiting list, applicants should contact the school in writing at the end of each term: there are 6 terms in each academic year. Waiting lists are held in line with the criteria outlined in this Admissions Policy.

- ❖ The Governing Body of Blue Coat CE VA Primary School acknowledges the update advice from the Department of Education that occasionally, parents/carers of “summer born” children (born between the 1st April and 31st 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 Blue Coat CE VA Primary 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.

- ❖ Parents may wish to seek a place for their child outside of the normal age group: in such circumstances the school will follow the rules set out in the School Admission Code.

- ❖ The term “normal admission 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.

- ❖ Transport: The school does not arrange school transport – please contact the Transport and Benefits team, Shire Hall, Gloucester GL1 2TP.
- ❖ In the event of a child being refused a place there is a right of appeal to an independent appeal process in accordance with guidelines. In the first instance, parents should contact the school for further information.
- ❖ In the event of oversubscription and in the event of a tie break situation, where two or more children live an identical distance from school, a process of random allocation will be followed. This is a manual process which will be overseen by an independent person.

General

The Governing Body reserves the right to review the Admissions Policy as necessary.

Cross Referenced: Data Protection Policy, Complaints Policy, Equal Opportunities Policy