



Admissions Policy: Primrose Hill C of E Primary

Diocese of Gloucester Academy Trust

ADMISSIONS POLICY: From September 2024 to August 2025

Reviewed September 2022

7 year consultation review to be held September 2025

1 Ethos Statement

1.1 Primrose Hill Church of England Primary Academy will provide high quality, effective education in which all can have pride. Recognising its foundation, the school will preserve and develop its Christian character in accordance with the principles of the Church of England and the Objects of the Trust. The Christian ethos will underpin all that the Academy seeks to achieve and its distinctive values will be evident through its inclusive approach to serving its community.

1.2 'Growing a Brighter future together' is the mission statement at Primrose Hill Church of England Primary Academy. The Academy strives to foster and encourage the following values and qualities – Trust, Respect, Friendship, Perseverance, Forgiveness, Truthfulness, Generosity, Courage, Responsibility, Thankfulness, Humility and Love and Compassion within the context of Christian belief and practice. The Academy encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

1.3 The Academy aims to foster pupil's academic, personal, social, moral and spiritual development through a broad and balanced curriculum and wider aspects of school life.

2 Admissions Policy

2.1 The Directors have set the Published Admission Number at 30.

2.2 Primrose Hill C of E Primary Academy is an inclusive Academy. Our Admission policy does not discriminate on the grounds of ability, special educational needs, disabilities or any other criteria.

2.3 The academy has a statutory duty to admit a pupil with an Educational Health Care plan if the academy is named regardless of whether or not the academy is full.



2.4 Children will be admitted into Reception at the start of the Academic Year in which they have their fifth birthday (i.e if they turn five years between 1/9/23 and 31/8/24).

2.5 The Academy operates a short 'phased' admission policy for new Reception children to ensure a successful start to school life. All children are entitled to a full time place in Reception. Full details will be provided to parents of new starters.

2.6 The academy will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.7 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 Primrose Hill C of E Primary Academy. 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.

2.8 The policy and criteria should be read in conjunction with the Guidance for Parents and Carers available online at Gloucestershire County Council's website - www.gloucestershire.gov.uk/schooladmissions. Parents should complete their application either online or by requesting a paper version of the form. If you have any queries you should contact the Coordinated Admissions Team, Shire Hall, Gloucester, GL1 2TP at school.admissions@gloucestershire.gov.uk or call them on 01452 425407.

3 Over-subscription Criteria

3.1 In considering admissions, the following criteria are taken into account in this priority order:

Looked after children and previously looked after children definition

The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). 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. This advice refers to these children as internationally adopted previously looked after children – “**IAPLAC**”.

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 arrangement 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 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 section 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.

Children who have a sibling attending the school and who will continue to do so when the younger child is admitted.

A sibling is defined as a brother or sister; half-brother or sister; adopted brother or sister; step brother or sister; or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

Children for whom only one particular school is appropriate due to an exceptional medical condition.

Applications under this criterion will only be considered if they are 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 concerned.

Children with the strongest geographical claim

This will be 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

Gloucestershire Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Under subscribed

If the academy is under subscribed, all applicants will be admitted to the academy.

4 Where a tie-break occurs

4.1 Where any particular category at points 1-3 is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

4.2 In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the academy, a process of random allocation will be followed by the Local Governing Body; a random allocation is overseen by an independent person.

5 Appeals Procedure

5.1 All letters offering Reception places are sent out by Gloucestershire LA on a pre-determined date (you should check with the school office for this date). The closing date for parents requesting a reconsideration of places will be determined by Gloucestershire LA, with subsequent final re-allocation of places. Where a place cannot be offered applicants have the right of appeal against the decision. Parents wishing to appeal should make the request in writing. The letter should be sent to the Clerk to the Appeal Committee, care of the academy.

5.2 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 Primrose Hill 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.

5.3 The Head Teacher will forward the appeal to the clerk of the Independent Appeals Committee.

5.4 The Committee will meet to review the appeal on a date fixed by the clerk. The parents and a representative of the Local Governors Body will be invited to attend. The decision of the Appeals Committee is final and binding on both parents and the Local Governing Body.

6 **Waiting List**

6.1 Where the academy is oversubscribed in reception during the main admission round, a waiting list will be held until the end of Autumn term. The waiting list will be prioritised according to the academy's oversubscription criteria. Should any places become available at the academy they will be offered on the basis of the child at the top of the list (that therefore has the strongest claim).

7 **Fair Access Protocols**

7.1 The academy has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the academy, they will take precedent over any child on the waiting list. (Para 3.21 of new code).

8 **'In Year' admissions**

8.1 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 academy place in Reception through to Year 11. To apply for a place at Primrose Hill Church of England Primary Academy, parents should contact the academy in the first instance.

*An adoption order is an order under section 46 of the Adoption and Children Act 2002. A „residence order_ is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).