



WHERE STARS SHINE

ADMISSIONS POLICY

2024/2025

Policy Lead Committee: Local Academy Committee **In consultation with:** Board of Trustees

Approved by:  **Date:** 2nd February 2023

Policy Date: Spring 2022 **Review Date:** Spring 2023

Review Frequency: Annually

This policy should be read in conjunction with the Admissions Guidance Booklet issued by Gloucestershire County Council for schools and academies and the School Admissions Code 2022 which has been issued under Section 84 of the School Standards and Framework Act 1998.

For further information on admissions please contact the Co-ordinated Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) or go to:

www.gloucestershire.gov.uk/schooladmissions

UNITED NATIONS COVENTION ON THE RIGHTS of the CHILD ARTICLE 28

All children have the right to a primary education. Discipline in schools should respect children's dignity. Young people should be encouraged to reach the highest level of education of which they are capable.

The Policy

The current Published Admission Number at Severnbanks is 30 and should not be exceeded, as stated in Section One of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant class Sizes) (England) regulations 1998. This indicates the maximum number of children per year group who must be admitted, subject to demand (Ref: School Admissions Code 1st February 2012). Parental preference will be met as far as possible, bearing in mind the need to retain the ethos of the school.

Children are admitted into the Foundation Class at the start of the Academic Year in which they have their fifth birthday. Our admission policy does not discriminate on the grounds of ability, special educational needs, disabilities, or any other criteria.

Children with an Education, Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan (EHCP) 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. The Board of Trustees 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.

Over-subscription

Where applications exceed the number of places available, pupils will be admitted to Severnbanks on the basis of the following criteria and in the order stated:

- 1.** 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 section 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 England if they were in the care of, or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. Children who will have a sibling attending Severnbanks Primary 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 permanently in the same family unit at the same address.*
 3. Children of full or part time salaried members of staff who have been employed at Severnbanks Primary School for two years or more at the time of the application for admission, or of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
 4. Children for whom only Severnbanks 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.*
 5. 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 higher priority.

Where any particular category at points 1-5 above is oversubscribed, criterion 6 (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 the entire criterion, 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 an independent panel.

Admission of Summer Born Children for Reception Entry

The Local Academy Committee of Severnbanks 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 Local Academy Committee will make a decision on behalf of Severnbanks 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 Local Academy Committee 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.

Transport

There are no arrangements available to transport children to and from school.

Appeals Procedures

Appeals Procedure

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 from 15th May 2025 until the 22nd May 2025. The letter should be sent to the Headteacher of Severnbanks Primary School.

The Headteacher will forward the appeal to the clerk of the Independent Appeals Committee. The Committee will meet to review the appeal on the date fixed by the clerk. The parents and

a representative of the Governing Body will be invited to attend. The decision of the Appeals Committee is final and binding on both parents and governors.

Waiting Lists

If Severnbanks School is oversubscribed, a waiting list will be held for the second school term (until Christmas break). The waiting list will be prioritised according to the school's oversubscription criteria in accordance with paragraph 3.19 of the code.

Fair Access Protocols

The school 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 school, they will take precedent over any child on the waiting list. This is in accordance to paragraph 3.21 of the D code.

In Year Admissions

Any applications for a school made outside the normal year of entry to the school must be made directly to Severnbanks Primary School. If the year group has availability a place will be offered. If a place is not available, the parent can ask for his/her child's name to be added to the waiting list.

Parents whose application is turned down are entitled to appeal to an independent panel.

