

**"Learning and achieving together in a caring community"**  
**'Do to others what you want them to do to you' Matthew 7:12**

**Ann Edwards Church of England  
Primary School**



**Admissions Policy  
2023-24**

To be read in conjunction with:

*Gloucestershire County Council Admission Arrangements & Scheme  
Section 88C of the School Standards and Framework Act 1988  
School Admissions Regulations 2012  
Statutory School Admissions Code and School Admission Appeals Code*

Reviewed & Ratified: March 2021  
Next review: March 2022  
Governing Body: Resources and Premises

The admission authority for Ann Edwards Church of England Primary School is the Local Authority: Gloucestershire County Council. The published admission number for each year group is 45 pupils.

Ann Edwards complies with the requirement to admit a child with an Education, Health and Care Plan, (or such equivalent requirement as may be revised from time to time), and with the Local Authority Fair Access Protocol (or such equivalent protocol as may be revised from time to time).

This policy has three parts:

- Admission into Reception in September 2023
- Other in-year admissions
- Waiting Lists and Appeals

### **Part 1: Admission into Reception in September 2023**

Children usually start school at the beginning of the academic year in which they turn 5 years old.

Ann Edwards operates within the Gloucestershire County Co-ordinated Admissions scheme for Reception entry and therefore this policy should be read in conjunction with the 'Guide for Parents and Carers' which can be found on [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) . If you have not received correspondence from the Local Authority by the end of November 2022, you should contact the Local Authority admissions team at Shire Hall, Gloucester, GL1 2TP. Telephone: 01452 425408.

#### **When applying for a place in Reception at Ann Edwards for September 2023:**

- The Local Authority Common Application Form must be received by the Local Authority by 13<sup>th</sup> January 2023.

#### **Admission of Summer Born Children for Reception Entry for Ann Edwards School:**

The Governing Body of Ann Edwards Church of England Primary School acknowledges the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1<sup>st</sup> April 2018 and 31<sup>st</sup> August 2018) 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 Ann Edwards Church of England Primary School based on the information provided by the parent/carer on the 'Request for Deferred Admission' form (available from the School Office). If the Governing Body approves your request to defer, you will need to make a new application as part of the main admission round for the following year.

If there are more applications than places, the 45 places in Reception will be offered according to the oversubscription criteria in the table below. **Please read the definitions carefully.**

The Local Authority will communicate to parents the offer of a place at a school by 14<sup>th</sup> April 2023. The deadline for parents to accept the offered place or to ask for reconsideration is 21<sup>st</sup> April 2023. If an application is unsuccessful, the parents of the child will have a right to appeal to an independent panel. Appeals will be heard in June – July 2023. Please check the Ann Edwards website nearer the time for information about the closing date (see Part 3 below): [www.annedwardsprimary.co.uk](http://www.annedwardsprimary.co.uk).

<b>OVERSUBSCRIPTION CRITERIA</b>		
	<b>Short Title</b>	<b>Definition</b>
1	Child in public care or previously in public care	<p>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 (3) or special guardianship order (4)</p> <p>(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.</p> <p>(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).</p> <p>(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.</p> <p>(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).</p>
2	Sibling	<p>The applicant child has a sibling who already attends the school and will still attend the school when the applicant child would start to attend. Sibling means full, half, step or adoptive brother or sister, or the child of the parent/carer's partner, and in every case the child must be living in the same family unit at the same address.</p>
4	Geography	<p>Closest proximity to the school measured in a straight line from the ordnance survey point of the child's home address to the ordnance survey point of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. In the event of two or more children living the same distance away from the school, drawing lots will be used as a tie break to determine priority.</p>

If demand exceeds admission places available, the school will keep a waiting list of the names of applicants ranked in order, based on the above criteria.

### **Part 2: In-Year admissions September 2023 onwards**

To apply for admission in-year, two forms must be returned to the school office - the In-Year Admissions Common Application Form and the Supplementary Information Form. Both of these forms are available on the school website or from the school office.

If there is a vacancy in a year group (meaning that there is a place within the published admission number of 45 pupils), the school will offer the place to the child who is top of the waiting list for that year group on the basis of the oversubscription criteria (see table above).

If the year group is full (meaning that it has the published admission number of 45 pupils), an application will normally be refused. The Governing Body may seek guidance from the Local Authority and the Diocese of Gloucester. If an application is refused, parents may ask for the child to be placed on the waiting list and also have a right to appeal to an independent panel (see Part 3 below).

### **Part 3: Waiting Lists and Appeals**

Please note that the application of the requirement to admit a child with a statement of special educational needs who applies to the school (or such equivalent requirement as may be revised from time to time) or the Local Authority Fair Access Protocol (or such equivalent protocol as may be revised from time to time) may result in a child taking precedence over other children on the waiting lists. The school is required to admit a child with a statement of Special Educational Needs or an Education Health Care Plan (EHC) that names the school, even if the school is full.

**Reception waiting list:** When the school has allocated all its places for Reception it will hold a waiting list until the end of the academic year on which children are ranked in priority order according to the oversubscription criteria (see table above). At the start of the new academic year you must complete an In-Year Admission application form in order to be kept on the in-year waiting list.

**In-year waiting list:** In order to be placed on the in-year waiting list for admission to any year group, you must contact the school office. **The list expires at the end of each academic year so you must contact the school again in September to be placed on the new list.** If and when a vacancy arises in the relevant year group, the children will be ranked in priority order according to the oversubscription criteria (see table above) and the place will be offered to the child who is top of the list for that year group.

**Appeals:** When a place is refused the parents have a right of appeal to an independent panel. Please contact the school office for information about the appeal process and for the appeal forms. Information about the School Admissions Appeals Code is available on the website of the Department for Education.

**Transport:** Please note that no transport is provided to appeals.

**Monitoring and Review:** This policy will be monitored by the resources & premises governing body, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.