

Eastcombe Primary School



SCHOOL ADMISSIONS STATEMENT

Community and Voluntary Controlled Primary Schools within Gloucestershire are maintained by Gloucestershire County Council, and the Local Authority is responsible for admissions.

A copy of these admission arrangements can be found on the Council's website at <https://www.gloucestershire.gov.uk/schooladmissions/>

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2024/>

Alternatively, please contact the Access to Education Team at Shire Hall, Westgate Street, Gloucester, GL1 2TP, Email: school.admissions@gloucestershire.gov.uk or Tel: 01452 425173

Eastcombe Primary School has a Published Admissions Number (PAN) of 11, our school capacity is 77. This is the number it is obliged 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.

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the Local Authority. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the school to later in the school year, until they reach compulsory school age. For admission to reception, in the year after their fourth birthday, parents must submit their Common Application Form stating their preferred schools to the Access to Learning Team no later than 15 January 2024

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.

Admission of Summer Born Children for Reception Entry

The Local Authority 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 their child starts 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. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of 31st March 2024 (to ensure that the child is not allocated a place in April for September 2024) with supporting evidence if appropriate. This can be done by contacting the Coordinated Admissions Team directly. The Local Authority will make a decision on behalf of the school in consultation with the Head Teacher.

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:

1. A 'child in care' (1) or a child who was previously in care but immediately after being in care became subject to an adoption(2) child arrangements order (3) or special guardianship order (4) .
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. 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 1-2 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 Council’s Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

(1) A 'child in care' 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 s.14 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).

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.

Governing bodies 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.

In-Year Admissions

The Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire.

This scheme will apply to all admission authorities in the area in relation to children requiring a primary or secondary school place at any time during the academic year outside the normal admissions round from September. In the first instance, parents should complete an in-year application form and send this to the school for consideration of a place. The school will be responsible for liaising with the parent in relation to their decision and must advise the County Council of the outcome in writing. The school will consider the application within 10 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal.

The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally. Application forms for Community and Voluntary Controlled Schools can be found at

<https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/>

The In-Year team can offer advice and guidance and can be contacted by email at inyear.admissions@gloucestershire.gov.uk

Date policy written: Feb 24

Date for policy review: Sept 24