

Admissions Policy 2025-2026

Member(s) of staff responsible	Head
Governor responsible	Chair of Governors
Sub-Committee responsible	Full Governors
Date approved at Governing Body	February 2024
Frequency of policy review	Annual
Date next review due	September 2024

Document Version Control

Issue Number	Issue Date	Summary of changes
1	October 2015	New policy
1.1	October 2016	Amended
1.2	September 2017	Reviewed
1.3	September 2018	Reviewed and new formatting applied
1.4	September 2019	Reviewed and sent for Full Governors
1.5	November 2019	Reviewed at Full Governors. Consultation carried out as end of 7 year period.
1.6	February 2020	Consultation on policy. Circulated within the LA. Consultation ended January 6 th 2020. No changes to policy. Info shared at FGB.
1.7	September 2020	Reviewed and new formatting applied
1.8	November 2021	Reviewed and updated in line with the LA's guidance on LAC
1.9	November 2022	Reviewed. No changes made.

Admissions Policy 2025 – 2026

Published Admission Number (PAN): 60 pupils

The school will admit up to a maximum of 30 pupils into any one of two Reception classes. In general pupils will be admitted in the school year in which they reach their fifth birthday. This will be without reference to ability or aptitude, subject to the maximum number of places available.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers. Parents are now encouraged to apply for a school place online at <https://www.gloucestershire.gov.uk/schooladmissions/> If you would like to apply in writing you should contact the Admissions and Transport Team Shire Hall, Gloucester, GL1 2TP and request that the relevant forms.

Where applications for admission 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. **Children in Public Care (Looked After Children).** The highest priority for admission will be given to a 'looked after child'.
 - a) A 'looked after child' is:
 - a child in the care of a local authority
 - a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted (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.)
 - a child who is 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's Act 2002 (see section 46 adoption orders).
 - c) Under the provisions of s.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.
 - 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 who have a sibling* attending Warden Hill Primary School** and who will continue to do so when the younger child is admitted. *Sibling refers to 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.

3. **Children of full or part time salaried members of staff** who have been employed at Warden Hill Primary School for two years or more at the time of the application for admission, or of a member of staff recruited more recently to fill a vacant post for which there is a demonstrable skill shortage.
4. **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.
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 the higher priority.

Tie-Break

Where any particular category at points 1-4 is oversubscribed, criterion 5 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 5 (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 Governing Body.

Appeals

An appeals procedure exists in the event of oversubscription. A copy of the procedure is available on the school's website: <https://wardenhill.gloucs.sch.uk/appeals/>

Special Educational Needs

We are required to admit a child with an Educational Health Care plan (EHCP) that names Warden Hill Primary even if the school is full.

Admission of Summer Born Children for Reception Entry

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 Warden Hill 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. The Governing Body will decide whether the deferred entry can be approved for the school. A form for application for a deferred place is available from <https://www.gloucestershire.gov.uk/schooladmissions/>

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.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (i.e. until the December holiday). The waiting list will be prioritized according to the school's oversubscription criteria.

Waiting lists for other year groups will be held by the school if that year group is full and a parent requests to be placed on the waiting list having been unsuccessful in obtaining a place. The list will be held until that year group leaves the school.

Parents who have placed their children on the waiting list will be notified if a place becomes available in line with the admissions criteria.

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.

Children of UK Service Personnel or other Crown Servants

Parents in Service Families are directed towards the GCC Guidance

Booklet: <http://www.gloucestershire.gov.uk/schooladmissions> This protocol is devised to ensure that the school complies with the requirements of the School Admission Code 2021 to ensure that our procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and the particular challenges for children of UK service personnel and other Crown Servants.

In Year Admissions

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school office. In accordance with their statutory duty, the Resources Committee will be responsible for offering school places to children on behalf of the Governing Body. This will follow the admissions criteria.

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Warden Hill Primary School, parents should therefore contact the school in the first instance.

Transport

No school transport is available to the school.

Additional Points

If the circumstances change between the date of allocation and the starting date, the place may be withdrawn.

Warden Hill School supports the Local Authority Admissions protocols. These can be found at www.gloucestershire.gov.uk/schooladmissions.

Admissions arrangements are available through the school website and the Local Authority.

Further guidance can be found in The School Admission Codes 2021

<https://www.gov.uk/government/publications/school-admissions-code--2>

Copies of which can be downloaded from the DFE website.