



Admissions

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Verified by	
Approved by	Full Governing Body
Last Review	September 2016
Next Review	September 2017
Review Frequency	Arrangements determined annually. Changes must be consulted on. Where no changes are made, consultation is required at least every 7 years.



The standard intake number of pupils for September 2015 has been set at 19. Ashchurch Primary School has the capacity to accept 19 children for each year group in the school. There are 7 year groups: Reception, Y1, Y2, Y3, Y4, Y5 and Y6.

In the summer term preceding entry, parents and carers are invited to visit the school. This affords new families the opportunity to meet with the Head Teacher, the school's Special Educational Needs and Disabilities Co-Coordinator, the Reception Teacher and teaching assistants as well as members of the wider school staffing team.

Oversubscription Admissions Criteria

In event of the numbers rising sufficiently and resulting in year groups becoming over-subscribed, the following procedures will be followed:

- Children in public care from the local area (Children in Care).

Definition: *A child in care or a child who was previously in care but immediately after being in care became subject to an adoption, residence, or special guardianship order. 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).*

- Children who already have an older sibling in attendance at Ashchurch Primary School.

Definition: *For the purpose of this admissions policy the term '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, and in every case, the child must be living in the same family unit at the same address, at the time of application.*

- Children with authenticated medical reasons for attending Ashchurch Primary School.

Definition: *Where it is only Ashchurch Primary School which is able to deal with the specific medical need, supported by a doctor's certificate.*

- Proximity of the child's home to the school with those living nearer being accorded the higher priority.

Definition: *Measured from the OS point of the home address of the child as at 15th January in the year the child starts school, to the OS point of the school. For admission purposes this should be measured in a straight line from the ordnance survey point of the child's home address to the ordnance survey point of the school.*

Admissions Procedure

Please note that in order to secure a place at Ashchurch Primary School the parent/carer must complete the Common Application Form and return it to the Admissions Team before the application can be accepted.



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 school place in Reception through to Year 6.

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 responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire.

To apply for a place at Ashchurch Primary School, parents should therefore contact the school in the first instance.

Places cannot however be held indefinitely in order to ensure equality of opportunity. Applicants should respond to offered places within two weeks. There will be no discrimination on grounds of disability.

Appeals:

In the event of oversubscription parents of pupils not offered a place will be advised of the appeals procedure by the school.

Waiting Lists:

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held until the end of the autumn term. The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

Where an in-year application for a school place is unsuccessful, the child's name will be kept on a waiting list for one term only (based on a six term year) and will remain on the list up to the day before the start of the next term only. Parents who wish their child to be considered for a place in any subsequent terms should contact the school at the beginning of each new term to request that their child remains on the waiting list.

Children with Special Educational Needs

Children who have a Statement of Special Educational Needs 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 a Statement that names that particular school. Parents of children with Statements of SEN should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs naming a school will be allocated a place even if that school is full.