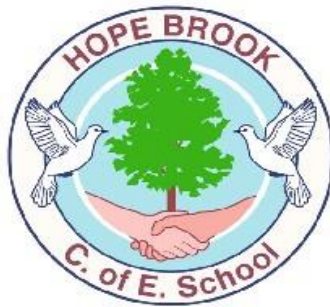


Hope Brook Church of England Primary School



Admissions Policy

The staff and governors are committed to the development of each child in the best possible learning environment to encourage all children to achieve their fullest potential.

We want the children to achieve success through their own efforts, teamwork, self-discipline and motivation, and through links with the Church and community, work towards a better future for themselves and the world in which they live.

Admissions Policy

Aims and objectives

The governing body of Hope Brook C of E Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. As our school is a voluntary controlled school, the school determines the admissions arrangements in agreement with the local authority (LA). The LA is therefore the 'Admissions Authority' for this school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. www.gloucestershire.gov.uk/schooladmissions

<https://www.gloucestershire.gov.uk/media/2108273/determined-2021-22-gcc-admission-policy-inc-iaplacs-updated-july-2021.pdf>

The purpose of this policy is to outline the admissions process and identify the criteria applicable to parents wishing to apply for a place at this school.

Applying for a place

For admission to reception, the LA publishes an admissions prospectus each year, which provides information about how to apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the 'Common Application Form'. The LA encourages parents to complete this form on line and details about this process are sent to all families who have children eligible for attending school.

In Gloucestershire, children enter school at the beginning of the academic year in which they reach the age of five.

For admission to reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team (0-16) no later than the date specified by Gloucestershire Local Authority.

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 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.
- 2) Children in care (looked after children) A 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 (definition in section 22(1) of the Children Act 1989) including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 3) Children who will have siblings attending the school at the time the applicant child is admitted
- 4) Children with the strongest geographical claim, measured in a straight line from the centre of the child's home address (including flats) to the ordnance survey address point of the school using the LA's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1 – 3 above is oversubscribed, criterion 4 will be used. 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 LA. 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.

Applying for a school place during the school year:

If you move to the area during the school year or your child needs to move school for other reasons, you will need to apply for a school place by contacting the school directly using the form below.

<https://www.gloucestershire.gov.uk/media/2100152/in-year-application-form-word-apr-20-v2.docx>

One form will need to be completed for each child. This can be emailed, posted or brought into the school. You will be contacted if we can offer your child a place.

For a more detailed explanation please refer to GCC's <https://www.gloucestershire.gov.uk/media/2100153/in-year-admissions-guidance-booklet-2020-2021.pdf> If your preferred school does not have any places, GCC can advise you on how to appeal and how to apply for other schools in the area.

For more information, contact: Email: inyear.admissions@gloucestershire.gov.uk Phone: 01452 426015

Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals. An appeal panel's decision is binding for all parties concerned. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals which can be obtained from the LA.)

Standard number

The standard number is the number of children the school can accommodate in each year group. The standard number for our school is 17.

Infant class size

In line with DfE guidance, we teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

Date of policy: September 2021

Date of review: September 2022

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 29th September 2021 and in line with DfE guidance, will be reviewed annually.

A signed copy of this policy is kept in the Hope Brook School Policy Folder, which can be found in the staffroom.