GPP Federation

Glebe Infant School | Pauntley CofE Primary School | Picklenash Junior School

Glebe Infant School Admissions Policy

ADMISSIONS POLICY 2025/26

GLEBE INFANT SCHOOL

The policy and criteria should be read in conjunction with the School Admissions Guidance Booklet.

This can be found at www.gloucestershire.gov.uk/schooladmissions

Parents must complete the online Local Authority application form found at **www.gloucestershire.gov.uk/schooladmissions**.

If you are unable to access this form online you must contact the Local Authority for a paper version.

Children are normally admitted to Glebe Infant School in the September prior to their 5th birthday. The standard number for this school is 60 (the Governors can decline to admit children in excess of this number).

However, the following applies:

Admission of Summer Born Children for Reception Entry for Glebe Infant School

The Governing Body of Glebe Infant School 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 Glebe Infant 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.

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.

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:-

Children In Care/Previously Known as Looked After Children & Internationally Adopted & Previously Looked After Children (IAPLAC)

a) 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 (residency order) (3) or special guardianship order (4) An IAPLAC child.

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In line with DFE guidance evidence of child in care status may be requested by the school.

I. 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.

II. 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 Childrens Act 2002 (see section 46 adoption orders).

III. The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in 'state care outside of England' (IAPLAC) 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.

IV. 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 arrangements orders.

V. 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).

b) Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. The definition of a sibling is "a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address".

c) Children for whom only this 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 a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.

d) Proximity of the child's home to the school, distances measured from the child's home to the school by a straight line measured from the Ordnance Survey address point of the child's home address(including flats) to the Ordnance survey point of the school, using the Local Authority computerised measuring system.

e) In the event of over subscription in any of the above criterion, places will be allocated to 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 point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie-break where any particular category at points a) – d) is oversubscribed, criterion e) (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 e) (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. Witnessed by an independent person.

Right of appeal

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- For in year applications, appeals must be heard within 30 school days of the appeal being lodged. Requests for appeals relating to the main entry year of the school for September should be made to the School directly by email. The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

In the event of a parent wishing to appeal against refusal to admit they may appeal to an appeals committee established by the Governing Body using the School Admissions Appeal Code (Sept 2022).

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Admissions and Appeals Timetable

Applications received	by Wednesday 15th January 2025
Details of applications sent to Foundation, VA, Trust and Free Gloucestershire schools, academies and other local authorities, as appropriate	by Monday 3rd February 2025
Gloucestershire schools return ranked lists of pupils to Gloucestershire County Council indicating the over-subscription criterion that each child has been considered under	by Friday 14th February 2025
County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate	by Friday 21st March 2025
County Council sends list of pupils to be offered places to each Gloucestershire primary school who rank their own pupils for confirmation of final allocations	on Friday 4th April 2025
Gloucestershire schools who rank their own pupils respond to County Council with any queries on final allocations	by 12 noon on Thursday 10th April 2025
County Council sends list of pupils to be offered places to each Gloucestershire primary and junior school (through access to the Live Link)	by 12 noon on Friday 11th April 2025
County Council sends notifications to applicants	on Wednesday 16th April 2025
Closing date for applicants to request a second round of allocations of place offered or to accept place offered	on Wednesday 23rd April 2025
County Council sends notifications to applicants with the outcome of their second round of allocations	after Monday 13th May 2025
Closing date for applicants to accept the place offered during second round allocations	on Monday 21st May 2025
Appeals	June – July 2025

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The GPP Federation timetable for appeals is as follows:

Appeals resulting from year of entry for GPP Federation in Gloucestershire for September 2025 will be heard according to the following timetable:

Allocation day

16th April 2025

Deadline for lodging appeals

21st May 2025

(However, appeals lodged after this date must be heard within 30 school days of the appeal being lodged) Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. Most school appeals will be heard before and after the school summer holidays for children starting infant/junior schools where possible.

10 days' notice will be given for appeal hearings.

Decision letters will be sent within 5 school days, wherever possible.

Educational Health Care Plans

The school is required to admit a child with an Educational Health Care Plan that names the school, even if the school is full.

Waiting Lists

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

In Year Admissions

As a result of the changes to the code, we have updated our information to show that there is no requirement for local authorities to co-ordinate in-year applications for the offer year 2017/18 and beyond. For in-year applications only, the parent should apply directly to the preferred school in the first instance.

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Transport

Gloucestershire County Council provides a service to enable children in the outlying areas of Newent to be transported to and from school. To use this service and get help with transport your child must:

live in Gloucestershire,

and attend the nearest primary school to the home address,

and the home to school journey must be two miles or more for a child aged under eight, and three miles or more for a child aged eight or over.

For more information, please see the County Council website and search for 'home to school transport' or ring Gloucestershire County Council on 01452 425390.

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