

# ADMISSIONS

## Policy



**Providing the rich soil that enables  
our children to develop deep roots and flourish.**

**Chair of Governor:** Dr Holmes

**Approved by:** FGB Committee

**Approved on:** Autumn Term One 2024

**Review Date:** Autumn Term One 2025

**Other relevant policies:** Safeguarding Policy, Special Educational Needs and Disabilities

## ADMISSIONS POLICY 2024 - 2025

The Education Act of 1980 confirms the right of parents to express a preference regarding the school at which they wish their child to be educated; but, as a Voluntary Aided School, the Governors of Amberley Parochial School have set the Indicated Admission Number at 15 and a maximum number of 30 pupils in each key stage 1 class.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council and the online application form at [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions).

If you have not received a letter about starting school by the end of November 2021, please contact The Co-ordinated Admissions Team, Shire Hall, Gloucester GL1 2TP.

### ADMISSIONS CRITERIA

#### **Admission of Summer Born Children for Reception Entry for Amberley Parochial school**

The Governing Board of Amberley Parochial 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 Board will make a decision on behalf of Amberley Parochial 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 Board 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.

The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “**IAPLAC**”.

*The draft Code and associated regulations were laid before Parliament on 13 May 2021. The Code is laid in Parliament for a 40-day period during which both the House of Commons and the House of Lords have the opportunity to review the Code and any Member can pass a motion to not approve it. This 40-day period is expected to expire on 1 July, and provided there is no such motion, the new Code will come into force on 1 September 2021.*

## **Admissions Priority**

In considering admissions all preferences are given equal consideration and the following criteria are taken into account in this priority order:

- 1. Children in Public Care (previously Looked After Children) including those 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 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.*

*LAC Definition - A 'looked after child'<sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>(2)</sup>, child arrangements order (residency order)<sup>(3)</sup> or special guardianship order<sup>4</sup> including those who appear to the admission authority to have been in a state care outside of England and ceased to be in a state care as a result of being adopted.*

- (1) 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.*
- (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 Act 2002 (see section 46 adoption orders).*
- (3) 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.*
- (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).*
- (5) 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.*

- 2. Children who have siblings** attending the school and who will continue to do so when the younger child is admitted. *For this purpose, 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.*

- 3. Children living in the Ecclesiastical Parish** of Holy Trinity Church Amberley. Please view a map showing the parish boundary by connecting to the link below.

<C:\Users\BPhillips\Desktop\Amberley Parochial School Catchment Map.pdf>

- 4. Children of parents who are regular members of Amberley Church** congregation. We define regular members as parents who attend Holy Trinity Church, Amberley at least once a month for twelve months to be verified to the governors in writing by members of Amberley Church Council. Children who have at least one parent/carer who over at least one year prior to the deadline date for returning the Common Application Form (15th January) has been committed to the worshipping life of Amberley Church, Amberley, Stroud ie has attended the principle act of worship on a Sunday at least once a month on average during the one year prior to consideration of the application.

In the event that the parents/carers have attended the above church for less than 1 year because they have recently moved to the area they should also submit a reference from their Parish Priest. The school may endeavour to contact the Parish Priest and obtain confirmation of attendance.'

**NB:** *In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

5. **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 which must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school.
  
6. **Children with the strongest geographical claim**, measured in a straight line from the Ordnance Survey Address Point of the School to the Ordnance Survey Address Point of the applicant's home using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Where any particular category at points 1-5 is oversubscribed, criterion 6 (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 6 (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 Board.

In the event of a child being refused a place there is a right of appeal to an independent appeal process. Governors will inform parents of the reasons for refusing a place by letter and details of the appeals procedure will be included with this. Parents are then required to write a Notice of Appeal to the Local Authority which will be heard by an independent panel after which a decision will be made. Further details on the appeals process are detailed below.

#### Appeals Procedure:

If the Governing Board here at Amberley Parochial Church of England School are unable to offer your child a place because of over subscription you as a parent have a right of appeal .You should notify the Clerk to the Governors [clerk@amberley.gloucs.sch.uk](mailto:clerk@amberley.gloucs.sch.uk) within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

Any applications for applicants made outside the normal year of entry must be made directly to the school in the first instance.

In the event of the school being oversubscribed a Waiting List will be held for the first term, i.e. until the December break. The Waiting List will be prioritised according to the school's

oversubscription criteria. The school has signed up to the In-Year Fair Access Protocols and Equality Impact Assessments held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the Waiting List.

The School may be required to admit a child with an Educational Health Care Plan (EHCP) that names the school, even if the school is full, providing the school is the most appropriate place for that child.

## PART A

### ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male/Female
Name of Parents/Guardians or Carers:		
<b>Permanent Home Address:</b> <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: right;">Telephone No:</p>		

#### **IMPORTANT NOTE**

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the school's vision and Christian values and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
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OFFICE USE ONLY:	Date Received :

**PART B**

**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

**Church attendance criteria.** *(To the current oversubscription criteria relating to church attendance the proposed variation for admissions in September 2021, Year R as given below:*

Children of parents who are regular members of Amberley Church congregation. We define regular members as parents who attend Holy Trinity Church, Amberley at least once a month for twelve months to be verified to the governors in writing by members of Amberley Church Council.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b> *	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR</b> *	
Clergy signature:	Date: