

A, B, C & D



Achieve, Believe,
Care & Dream

Admissions Policy

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This policy should be read in conjunction with the Guide for Parents and Carers, issued by the local authority (LA). The LA encourage online application at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>.

The Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

Admission Number

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. The number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school affected adversely.

The Published Admission Number for the school is set at 60.

Common Application Form

In November the Schools Admission Team send a letter to parents/carers allocating the child's unique pupil number inviting them to apply for a school place online. If completed online, an e-mail confirmation will be sent to confirm the L.A. have received it. If parents do not have access to a computer, they can use a paper copy of the application form, available from the Admission Team on 01452 425407.

All parents will be invited to state up to a maximum of five ranked preferences on a common application form, regardless of the status of the schools for which they wish to apply. The form will provide an opportunity for parents to give reasons for their preferences. All completed forms should be sent directly to the Local Authority by the stated date.

Admissions Criteria

Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (c) or special guardianship order (d). This includes those children 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 (e).

Notes:

a) 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.

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 Act 2002 (see section 46 adoption orders).

- c) Under the provisions of s.14 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).
- e) 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. Where the child has an older sibling currently attending the school and who will continue to do so at the time of their admission.
3. Children who have siblings attending St Marks Junior School at the time the applicant child is admitted.

Siblings are defined a 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.

4. Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the central ordnance survey point of the school, 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 – 3 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place. In the event of a tie between two or more children when applying criterion 4 (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 Local Authority. This is a manual process which is overseen by an independent person from the Legal Services and Monitoring Team.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals arrangements, which will be published each year.

Special Educational Needs

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

Admission Appeals

Parents and carers have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school. Appeals must be in writing addressed to the Clerk to the Appeals Panel c/o Benhall Infant and Pre-School, Robert Burns Avenue, Benhall, Cheltenham, GL51 6PS or via email clerk@benhall.gloucs.sch.uk . All appeals

lodged on or after 1 October 2023 will be heard in accordance with the 'Schools Admissions Appeals Code' 2023.

In Year Admission/Admission Appeals

If the school is already full when an in-year request for admission is received, this request will be refused but parents have a right of appeal as outlined above. Having a sibling already in the school whether older or younger, or at St Marks Junior School may be considered by an independent appeals panel but will not give priority or an automatic right for a place to be offered.

Waiting Lists

If the school is oversubscribed, a waiting list for Reception entry in September of that academic year will be held until the end of the second school term, based on the 6 term school year (i.e. until the December holiday 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 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

The school implements the Local Authority's Fair Access Protocol for the children of UK service personnel or other Crown Servants. This protocol ensures that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code so that their procedures or criteria do not prejudice these children if they arrive in the area outside the normal admissions round and that the challenges for these children are minimised. For further information on the Service Families Protocol please refer to the appropriate GCC Guidance Booklet: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>

In Year Admissions

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 through to Year 2. To apply for a place at Benhall Infant School, parents/carers should, therefore, contact the school directly in the first instance.

Transport.

No transport is available to and from the school.

Open Morning

Benhall Infant School holds Open Mornings in November. These will be advertised locally.

Classes

Once places have been confirmed class lists are drawn up. Our aim is to ensure an even balance across both classes.

New Parents' Meeting

Parents who have been offered a place are then invited by letter to a meeting at school in June. At this meeting parents: -

- Will meet the Headteacher, the Foundation Stage Leader, SENCO and Reception class teachers and support staff.
- Will have an opportunity to tour the school if they have not already done so.
- Will receive an induction pack which includes a starting school booklet produced by the school; a home to school agreement; the starting date in September for their child; a date for an individual meeting with the teacher and child and the dates for a series of two visits to school in their new classrooms in the summer term.
- Birth certificates will be checked at this initial meeting if they have not been checked previously by the Pre-School.
- School times, baseline assessment, general behaviour, curriculum areas and admissions process will be explained to parents and there will be opportunities for questions.
- Members of the Parent and Teacher Association will be present to talk about their organisation.
- Representatives from the school Governing Body may also be present at this meeting.