

# Whiteshill Primary School

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**Head Teacher: Mrs Diane Bainbridge**

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14<sup>th</sup> October 2016

## ADMISSIONS POLICY

Every seven years we have to consult with the wider community on our Admissions Policy. Attached you will find our admissions policy for September 2017 which will stay the same for 2018 with just a change of dates for parents to apply for places with the Local Authority.

We are not changing our intake number and the criteria for a place at Whiteshill Primary School remains in line with the Local Authority directive. The policy has been checked and meets all requirements and is legal. The policy can also be found on our website; [www.whiteshill.gloucs.sch.uk](http://www.whiteshill.gloucs.sch.uk)

If you have any comments to make on our Admissions Policy please could you make them in writing to Diane Bainbridge, Headteacher, address as above, by Friday 9<sup>th</sup> December 2016.

Yours sincerely

Diane Bainbridge  
Headteacher

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## WHITESHILL PRIMARY SCHOOL - ADMISSIONS POLICY

SEPTEMBER 2017

### Rationale

This policy sets out the process by which children are admitted to Whiteshill Primary school in accordance with our statutory obligations.

### Definition

Whiteshill Primary School is part of the Diocese of Gloucester Academy Trust and admissions process is co-ordinated by the Local Authority in to Reception on behalf of the Governing Body, including allocating places. The school has a Published Admission Number (PAN) of 15.

### Aim

The overall aim of the policy is to ensure that admissions to Whiteshill Primary School are fair and for the benefit of all.

### Objectives

- Parental preferences should be met to the maximum possible extent
- Admission criteria should be clear, fair and objective and for the benefit of all children including those with Special Educational Needs
- Local admission arrangements should contribute to improving standards for all pupils
- Admissions authorities should consult each other and co-ordinate arrangements for admissions, including the reintegration of children who are out of school
- Admissions information should be helpful, accessible and co-ordinated
- Local admission arrangements should comply fully with legislation and guidance

### The Process

- The Local Authority (LA) issues a Common Application Form and co-ordinates offers where it is the 'home' LA for pupils.
- Parents/carers must submit their Common Application Form, stating their preferred schools, to the Admissions and Transfer Team at the Local Authority no later than the published deadline.
- The Admissions and Transfer Team can be contacted at: Children and Young People's Directorate, Shire hall, Westgate Street, Gloucester, GL1 2TP, email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) Telephone: 01453 425407
- Applications can be made online at: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

### Key Dates 2016-17

- **Beginning of November 2016** - Letters sent out to parents of children due to start school in September 2017 explaining how to apply for school/academy places. If you don't receive a letter by the end of November please contact the [Co-ordinated Admissions Team](#)
- **1st November 2016 to 15th January 2017** online Primary/junior/middle school application facility open
- **Sunday 15th January 2017** - Deadline for returning applications
- **Tuesday 18th April 2017** - National Offer Day

- **Tuesday 2<sup>nd</sup> May 2017** - Closing date for return of reply forms accepting the school/academy place or requesting reconsideration.
- **After Tuesday 16th May 2017** - Outcome of reconsideration
- **Friday 26th May 2017** - Closing date for return of reconsideration reply forms. If you have requested reconsideration of a school place for your child you will be notified after 16<sup>th</sup> May 2017 by post
- **June-July 2017** – Appeals

## Criteria

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

- i) Children in Public Care – ‘Looked After Children’ and Adopted Children previously looked after / in care. 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 (see the definition in section 22(1) of the Children Act 1989).
- ii) Children who will have siblings attending the school at the time the applicant child is admitted. (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). In every case, the child must be living in the same family unit at the same address.)
- iii) 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 a central point of the school, using the local authority's computerised measuring system, with those living close to the school receiving the higher priority

Where any particular category at points (i) – (ii) above is oversubscribed, criterion (iii) (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 (iii) (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 school as its own Admissions Authority. This will be in the form of a manual process which is overseen by an independent party. Where twins or children from multiple births are part of a random allocation process, they will be considered as one applicant.

## 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.

## Admission of Summer Born Children for Reception Entry in Whiteshill Primary School

The Governing Body of Whiteshill School acknowledges the updated advice from the department of Education that, parents/carers of “summer born” children (born between 1<sup>st</sup> April and 31<sup>st</sup> 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 Whiteshill 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.

### **Admission to Whiteshill Primary School (Reception Year)**

Within the county of Gloucestershire children may enter school in the September of the year in which they become five. The actual timing of the child's entry to school is normally decided after school/parent discussions.

Parents of children who are considering sending their child to Whiteshill, especially those moving into the area who do not know the school, are invited to contact the Headteacher to arrange a visit.

During the term before a child is admitted, parents are invited to a meeting where they will be able to look around the school, ask questions and meet the Headteacher and Early Years team who will provide information about the important first year at school.

Children due to enter school for the first time in September are invited to spend every Tuesday afternoon in the Reception class from Easter to the end of the Summer term. We work closely with Whiteshill Playgroup who also bring the children up weekly for a story throughout the year so that pupils joining us in September know the school and the staff well. We believe a gradual progression towards full time schooling benefits the children and ensures a smooth transition, however we are aware that it can be difficult for parents who work to have several weeks of part time schooling. Therefore, our pupils attend until mid-day for the first week, then stay for lunch on the 2<sup>nd</sup> week, we then take all pupils in full time. If you feel your child would benefit from a longer transition of part time schooling we will work with parents and gradually increase the time spent in school over the first half term. This is done in consultation with the parents.

### **In-year Applications**

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 6. To apply for a place at Whiteshill Primary, parents/carers should, therefore, contact the school directly in the first instance. The school, however, will liaise closely with the Local Authority providing information in relation to current vacancies in the school.

### **Appeals**

Where an application for the school is unsuccessful you will have the legal right to appeal. You will be advised of the appeal process within your refusal letter.

- 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 days of the appeal being lodged.
- Parents may appeal for more than one school if they wish.
- Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (ef. A change of address or a change in the school's circumstances).
- 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.

### **Transport**

The school does not have arrangements to assist parents with transport.

### **Fair Access Protocols**

All schools in Gloucestershire have signed up to the 'fair access protocols' and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. Full details of the protocols can be found at

[www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

## 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.

D Bainbridge

September 2016

Review September 2017

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