

<b>Winchcombe Abbey C of E Primary School</b>	Policy dated: February 2020
<b>Determined Admission Policy 2020 - 2021</b>	Next review: February 2021

Winchcombe Abbey Church of England School has a Christian foundation, which it seeks to promote by providing high quality educational opportunities to all members of the school community. It encourages this through religious education, collective worship and the values and ethos of a curriculum which seeks to offer opportunities and experiences to promote pupils' spiritual and moral development and to provide a basis for their lifelong learning.

We see ourselves as a neighbourhood school for children living in the Winchcombe area. The Governors are responsible for admissions to this school and have agreed with the Local Authority an indicated admission number of 45 pupils. These arrangements and the admissions criteria are reviewed annually.

This policy should be read in conjunction with the Admissions Guidance Booklet issued by Gloucestershire County Council for schools and academies.

For further information on admissions please contact:

Admissions and Transfer Team  
Shire Hall  
Gloucester  
GL1 2TP  
(01452 425407)  
[www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

In the event that there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority. Please note that all received preferences for this school will be given equal consideration, using the criteria below.

1. Looked after children (*See definition below*)
2. Children who have siblings attending Winchcombe Abbey Primary School when the younger child is admitted and whose parent(s) are resident in the Ancient Ecclesiastical Parish of Winchcombe. [A map of the Parish can be viewed in school]. (NB We define siblings as 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)
3. Children of full or part time salaried members of staff who are employed by Winchcombe Abbey CofE Primary School where:
  - the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Children of whom at least one parent is on the electoral roll of St Peter's Church, Winchcombe and who are resident in the Ancient Ecclesiastical Parish of Winchcombe. This should be supported at the time of application, by a letter to the Chair of Governors, from

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the minister confirming the parents' Christian commitment and regular attendance at church. Regular attendance is defined as attendance at the principal act of worship on a Sunday at least once a month on average during the year prior to consideration of the application.

- 5 Other children of parents' resident in the Ancient Ecclesiastical Parish of Winchcombe. [For a map of the Parish contact the school]
- 6 Children who have siblings attending Winchcombe Abbey Primary School when the younger child is admitted and whose parent(s) are NOT resident in the Ancient Ecclesiastical Parish of Winchcombe. [map of the Parish can be viewed in school]. (NB We define siblings as a brother or sister, half brother or sister, adopted brother or sister, step brother or step 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)

### **Definition of Looked After Children/Previously Looked After Children**

- 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 Children Act 2002 (see section 46 adoption orders).
- iii. Under the provisions of section 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.
- iv. 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).
- v. Children who appear [to the admission authority of the school] 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

If there are remaining places or in the event of oversubscription in any of the criteria above, places will be given 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 address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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In the event of oversubscription and in the event of a tie between two or more children when applying criterion 5, (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 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.) where there are not enough places available to offer all children a place at the school, the Governing Body will refer the cases to the Diocese of Gloucester Academy Trust for arbitration.

In the event of a child being refused a place, there is a right to appeal to an independent appeal process. Please contact the school for an appeal application. Requests for appeal relating to the main entry year of the school for September 2020 (i.e. Reception) should be made by 15<sup>th</sup> June 2020. In exceptional cases appeals may be received after this date.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for the first full school term (i.e. until the end of December). The waiting list will be prioritised according to the school's admission criteria. Waiting lists are kept throughout the school where needed and are reviewed on a termly basis.

### **Children with Special Educational Needs**

Children who have an Educational Health Care Plan (EHC) 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 EHC that names that particular school. Parents of children with an EHC should contact their child's casework officer for any further information. Children who have an EHC naming a school will be allocated a place even if that school is full.

### **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 precedence over any child on the waiting list.

### **In Year Admissions**

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 11. The Local Authority is no longer responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Winchcombe Abbey Primary School, parents should therefore contact the school in the first instance.

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## **School Transport**

The school does not operate any daily transport to or from school.

## **Admission of Summer Born Children for Reception Entry for Winchcombe Abbey CofE Primary School**

The Governing Body of Winchcombe Abbey CofE Primary 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 Winchcombe Abbey CofE Primary 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.

Winchcombe Abbey CofE Primary School will act within the Schools Admission Code 2014 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2014 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The Governing Body will consider all applications for a school place in line with the school’s admission policy, taking individual cases into account in line with its exceeding PAN protocol – which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system.