



Callowell Primary School

Admissions Policy

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council. If you have not received this Guide you should contact the School Admissions and Transfer Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

Further information is available from the website:

www.gloucestershire.gov.uk/schooladmissions

To see the county's admission arrangements please click on the link below to the Determined Admission Criteria and Scheme for the required year, and their Admission Policy is shown under GCC Admission Arrangements.

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2023>

1 Introduction

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We follow County regulations. See County Admission Arrangements at end of the policy

2 Aims and objectives

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the County criteria set out below to determine whether a child is to be accepted or not.

1. *Children in Public Care (Looked After Children)*

2. *Children who will have siblings attending the school at the time the applicant child is admitted.*

3. *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. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*

4. *Children with the strongest geographical claim, measured in a straight line from the centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.*

3 How parents and carers can apply for their child to be admitted to our school

3.1 Our school is a Voluntary Controlled school, and the admission arrangements are made by the local authority (LA); the Admissions Authority for our school is therefore the LA.

3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. Applications can also be made online. The school will notify parents and carers of the decision as soon as all the applications have been considered.

3.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins).

4 Admission appeals

4.1 If we do not offer a child a place at Callowell Primary, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

5 Admission of Summer Born Children for Reception Entry

5.1 The Governing Body of Callowell 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 Callowell 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.

6 Children with Special Educational Needs

6.1 Children who have a Statement of Special Educational Needs or an Education Health Care Plan 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 or Education Health Care Plan that names that particular school. Parents of children with Statements of SEN or an Education Health Care Plan should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs or an Education Health Care Plan naming a school/academy will be allocated a place even if that school is full.

7 Admission of Children of UK Service Personnel or other Crown Servants

7.1 Callowell Primary supports the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised. This means that the child will take precedent over any other child on the waiting list.

8 The standard number

8.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 210. We keep this number under review, and the governors will apply to change the number if circumstances change.

9 Sizes of classes for infants

9.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. This number will only rise if overridden by a successful County Appeal.

10 Monitoring and review

10.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

10.2 The policy will be reviewed every school or in the local area. one year, or earlier in the light of any changed circumstances, either in our school the local area.

The governing body has reviewed and agreed this policy.

Signed: (Chair of Governors)

Date: June 2022

To be reviewed: September 2023