Westbury-on-Severn C of E Primary School
ADMISSIONS POLICY

The School's indicated admission number for each year group is 12. Should the number of children requesting places at this school be greater than the number of available places then the following criteria will be applied in this priority order:

1. Children in Care (Looked after child). *A* 'looked after child'*(1)* or a child who was previously looked after but immediately after being looked after became subject to an adoption*(2)* child arrangements order*(3)* or special guardianship order *(4)*.

(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s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.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).

2. Children who have a sibling attending the school and who will continue to do so when the younger child is admitted (see note 1)

3. Where the family lives in the ecclesiastical parishes of Westbury, Flaxley and Blaisdon (see note 2).

4. Where the family though living outside the parishes has active connections (see note 3) with St. Mary, St. Peter & St. Paul Westbury-on-Severn, St. Michael & All Angels Blaisdon and St. Mary the Virgin Church Flaxley.

5. Where specifically a Church of England School is sought by the parent(s) or guardian(s). The Common Application Form contains a box into which families can express their reasons for specifically seeking a Church of England School. These reasons will be considered as part of the admissions procedure.

6. 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

7. Any remaining places or if the number of places available is exceeded in any category, then available places in that category will be allocated by the Governors in the order of those with the strongest geographical claim measured in a direct line.

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

Notes on above:

(1) We define siblings as a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

(2) A map showing the ecclesiastical parishes of Westbury, Flaxley and Blaisdon may be viewed at the school office.

(3) Active connections require regular attendance at the principal act of worship on a Sunday in any of the parish churches of Westbury-on-Severn, Blaisdon or Flaxley at least once a month on average during the two years prior to consideration of this application. The application should be supported by a letter from the minister and should be addressed to the school admissions officer. However, where a family has moved into the area within the two years, consideration will still be given to the application, providing regular attendance at any of the above mentioned parish churches can be verified by a letter from the minister.

Admission of Summer Born Children for Reception Entry for Westbury-on-Severn C of E Primary School:

The Governing Body of Westbury-on-Severn C of E 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 Westbury-on-Severn C of E 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.

Appeals:

The appeals process used in Gloucestershire follows strict national guidelines. You will receive full information on the appeals process with the letter from Gloucestershire County Council. This will explain, if this is the case, why your child has not been offered a place at your preferred school.

If you want to appeal against a decision by the Governors of Westbury-on-Severn CE (VA) school, you will need to contact the school direct. The school is responsible for organising its own appeals.

The school operates an appeals procedure for unsuccessful applicants, which is administered by Democratic Services on behalf of the Dioceses for VA primary schools. Information about school admissions appeals is available from the school office. This details the appeals system, when to appeal and how to appeal, the arrangements for the appeal hearing and the appeal hearing itself. Any appeal in writing should be addressed and returned to the school. An outline of the appeals procedure is set out as follows:

1. You are entitled to appeal for every child who is refused a place, should you wish to do so.
2. You will be advised by Democratic Services in writing that if you wish for a place at Westbury-on-Severn CE Primary School, you should write to the Governors of the school.
3. All completed appeal forms should be returned to the school.
4. When we receive your completed form, we will send it to:

   Gloucestershire County Council,
   Democratic Services,
   GCC, Shire Hall Gloucester
   GL1 2TG.
5. Democratic Services will set up an appeal date, or allocate a time if a date is already set, in consultation with the school, checking that you are able to attend.
6. The school will send Democratic Services the school's written case for refusal, and our current admission criteria. We will organise the persons to represent our case.
7. Most appeals are heard at Shire Hall, but if you are unable to travel to Shire Hall, alternative arrangements to hear your appeal case at a closer location may be possible. Please let us know if this is the case.
8. Democratic Services always aim to give notice of the appeal date and location to all two weeks ahead.

9. Democratic Services aim to send out all the paperwork - both the case for the family and for the Governing Body to both parties and the independent panel 5 working days before the appeal.

Children with a statement of Special Educational Needs/Education Health & Care Plan:

We are required to admit a child with a statement of Special Educational Needs/Education Health & Care Plan into our school, even if the school is full.

Waiting Lists:

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria.

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 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. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies for the offer year 2013/14 and beyond, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Westbury-on-Severn C of E Primary School, parents should contact the school in the first instance.

Transport:

Transport to and from the school is provided by the Local Authority. Further details on cost and availability can be found through contacting Shire Hall directly.

Visiting the school:

All prospective pupils are invited to visit the school with their parents during a normal school day. They can look around the school, meet the staff and in particular the children's future teacher. Arrangements can be made during the Summer Term for children to spend sessions in school making friends with their teacher and getting used to the atmosphere of school

We have found, by experience, that the four and five year old children suffer less from physical and emotional exhaustion if they commence school on a part-time basis. Our policy is to offer a staggered entry leading to full time schooling after the half term. Older children transferring from other schools are placed in the class of their year group.