



# Policy

## 2024/25 Admissions Policy

**Approved and adopted by MAT Board  
14<sup>th</sup> December 2022**

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September 2023**

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## Contents

Introduction:.....	3
1. Admission Number.....	3
2. Children with an Education, Health and Care Plan (EHCP).....	3
3. Looked After Children/Previously Looked After Children Definition.....	4
4. Sibling Definition.....	4
5. Twins and Children from Multiple Births.....	4
6. Children of UK Service Personnel or other Crown Servants.....	4
7. Normal Admission Round.....	4
8. Admission of Children below Compulsory School Age.....	5
9. Admission of Summer Born Children for Reception Entry.....	5
10. In-Year Admissions.....	5
11. Oversubscription Criteria.....	5
12. Late Applications (Normal Admissions Round only).....	6
13. Children’s Home Address.....	6
14. Fair Access Protocol.....	6
15. Waiting Lists.....	6
16. Appeals.....	6
17. Transport.....	7
18. GLA Nursery admissions and transition to school.....	7
19. Contacts in respect of these admission arrangements.....	7
20. Policy Status.....	8
21. Policy Version Control.....	8
APPENDIX A.....	9
APPENDIX B.....	10
APPENDIX C.....	11
APPENDIX D.....	12
<b>Allocation day</b> .....	12
<b>Deadline for lodging appeals</b> .....	12

## SCHOOL ADMISSION ARRANGEMENTS – GLOUCESTERSHIRE LEARNING ALLIANCE ACADEMIC YEAR 2024/2025

This policy sets out the Admission Policy and Admission Numbers for the academic year 2024/2025 in respect of all **GLA schools**.

A copy of these admission arrangements can be found on the GLA's website at <https://www.glatrust.org.uk/GLA-Policies/>

### Introduction:

The Gloucestershire Learning Alliance Education Trust has 8 primary schools including a first school, infant and junior schools in the Bishops Cleeve, Cheltenham, Gloucester, Stroud and Evesham areas.

**Badsey First School	Worcestershire	Primary age 4-10
Bishops Cleeve Primary Academy	Gloucestershire	Primary age 4-11
*Great Oldbury Primary Academy	Gloucestershire	Primary age 2-11
Greenacres Primary Academy	Gloucestershire – opening 2025	Primary age 4-11
*Longford Park Primary Academy	Gloucestershire	Primary age 2-11
Rowanfield Infant School	Gloucestershire	Primary age 4-11
Rowanfield Junior School	Gloucestershire	Primary age 4-11
*Springbank Primary Academy	Gloucestershire	Primary age 2-11
**Tredington Primary School	Gloucestershire	Primary age 4-11

*\*these schools all have nurseries on site run by the GLA*

*\*\*these schools all share a site with private nurseries*

For 2024/2025 only, Greenacres Primary Academy has a separate admissions policy that can be found on the school website as follows – [greenacres@glatrust.org.uk](mailto:greenacres@glatrust.org.uk)

### 1. Admission Number

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. This 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 adversely affected. A list of the Published Admission Numbers for all GLA Schools for 2024 can be found at Appendix C.

### 2. Children with an Education, Health and Care Plan (EHCP)

Children who have an Education, Health and Care Plan (EHCP) 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 EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

### **3. Looked After Children/Previously Looked After Children Definition**

A looked after child<sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption<sup>(2)</sup> child arrangements order (residency order)<sup>(3)</sup> or special guardianship order<sup>(4)</sup> including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>(5)</sup>.

- (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. 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's Act 2002 (see section 46 adoption orders).*
- (3) Under the provisions of s.12 of the Children and Families Act 2014.*
- (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).*
- (5) 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.*

### **4. Sibling Definition**

The admission criteria for GLA Schools offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, 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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

### **5. Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the GLA acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Infant class size restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **6. Children of UK Service Personnel or other Crown Servants**

All GLA schools act in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire and Worcestershire 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.

### **7. 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 First, Infant and Primary Schools and Year 3 for Junior 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. The timetable for co-ordinated admissions can be found in Appendix D.

## 8. Admission of Children below Compulsory School Age

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the Local Authority. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the school to later in the school year, until they reach compulsory school age.

## 9. Admission of Summer Born Children for Reception Entry

The GLA 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 their child starts the Reception Class of a school a whole academic year later. 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. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of 31<sup>st</sup> March 2024 (to ensure that the child is not allocated a place in April for September 2024) with supporting evidence if appropriate. This can be done by contacting the GLA School directly.

## 10. 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 (after the first day of the Autumn term) for any school place in Reception through to Year 5.

In-year applications for places are co-ordinated on behalf of Badsey First School by the Local Authority and all applications should be sent to School Admissions. Details of the co-ordinated scheme can be viewed here:

[www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

For all other GLA schools in Gloucestershire, the Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within the relevant county. To apply for a place at a GLA School, parents should therefore contact the school in the first instance. The school will consider the application within 10-15 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

Application forms for GLA Schools can be found on school websites as follows:

School Name	Website
Bishops Cleeve Primary Academy	<a href="https://bishopscleeve.gloucs.sch.uk/Parents/Admissions/">https://bishopscleeve.gloucs.sch.uk/Parents/Admissions/</a>
Great Oldbury Primary Academy	<a href="https://www.greatoldbury.org.uk/Admissions/">https://www.greatoldbury.org.uk/Admissions/</a>
Longford Park Primary Academy	<a href="https://www.longfordpark.org.uk/Admissions/">https://www.longfordpark.org.uk/Admissions/</a>
Rowanfield Infant School	<a href="https://www.rowanfieldinfant.co.uk/Admissions/">https://www.rowanfieldinfant.co.uk/Admissions/</a>
Rowanfield Junior School	<a href="https://www.rowanfield-junior.gloucs.sch.uk/Admissions/">https://www.rowanfield-junior.gloucs.sch.uk/Admissions/</a>
Springbank Primary Academy	<a href="https://www.springbankpri-ac.gloucs.sch.uk/Admissions/">https://www.springbankpri-ac.gloucs.sch.uk/Admissions/</a>
Tredington Primary School	<a href="http://www.tredington.gloucs.sch.uk/website/admissions/197135">http://www.tredington.gloucs.sch.uk/website/admissions/197135</a>

The In-Year team can offer advice and guidance and can be contacted by email as follows:

For Gloucestershire schools - [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)

## 11. Oversubscription Criteria

Where a GLA School is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The admission criteria for Infant, First, Primary and Junior Schools are defined on the following pages in Appendix A and B.

## 12. Late Applications (Normal Admissions Round only)

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## 13. Children's Home Address

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

## 14. Fair Access Protocol

Gloucestershire and Worcestershire County Councils have protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All GLA schools 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 precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire and Worcestershire Coordinated Schemes for Reception/Junior and In Year Admissions. Full details of all of these protocols can be found at Gloucestershire schools - <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/> Worcestershire schools - <https://www.worcestershire.gov.uk/policiesandappeals>

## 15. Waiting Lists

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of the academic year.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

## 16. Appeals

Where an application for a place in a GLA School is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

Where an application for a place in a GLA school is unsuccessful, parents have the legal right to appeal directly to the Trustees of the GLA preferred school. Notification of the appeal process will be included with the parent's refusal letter and is listed below for all GLA schools:

Badsey First School	The Admissions Administrator, Badsey First School, School Lane, Badsey, Worcestershire, WR11 7ES; or <a href="mailto:admin@badseyfirst.org.uk">admin@badseyfirst.org.uk</a>
Bishops Cleeve Primary Academy	The Admissions Administrator, Bishops Cleeve Primary Academy, Tobyfield Road, Bishops Cleeve, GL52 8NN; or <a href="mailto:admin@bishopscleeve.gloucs.sch.uk">admin@bishopscleeve.gloucs.sch.uk</a>
Great Oldbury Primary Academy	The Admissions Administrator, Great Oldbury Primary Academy, Veteran Way, Stonehouse, GL10 3WH; Or <a href="mailto:admin@greatoldbury.org.uk">admin@greatoldbury.org.uk</a>

Longford Park Primary Academy	The Admissions Administrator, Longford Park Primary Academy, Clocktower Road, Innsworth, Gloucester, GL2 9FP; or <a href="mailto:admin@longfordpark.org.uk">admin@longfordpark.org.uk</a>
Rowanfield Infant School	The Admissions Administrator, Rowanfield Infant School, Alstone Lane, Cheltenham GL51 8HY; or <a href="mailto:admin@rowanfieldinf.org.uk">admin@rowanfieldinf.org.uk</a>
Rowanfield Junior School	The Admissions Administrator, Rowanfield Infant School, Alstone Lane, Cheltenham GL51 8HY; or <a href="mailto:admin@rowanfield-junior.gloucs.sch.uk">admin@rowanfield-junior.gloucs.sch.uk</a>
Springbank Primary Academy	The Admissions Administrator, Springbank Primary Academy, Springbank Road, Cheltenham GL51 0PH; or <a href="mailto:admin@springbankpri-ac.gloucs.sch.uk">admin@springbankpri-ac.gloucs.sch.uk</a>
Tredington Primary School	The Admissions Administrator, Tredington Primary School, Tredington, Tewkesbury, GL20 7BU; or <a href="mailto:admin@tredington.gloucs.sch.uk">admin@tredington.gloucs.sch.uk</a>

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 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2024 (i.e. Reception for First, Infant and Primary, and Year 3 for Junior) should be made to the GLA School directly at the above address or email address. The appeals timetable can be found in appendix D.

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.

## 17. Transport

Some children will be entitled to transport to their school provided by the Local Authority and parents should refer to "School and college Transport" which can be found at <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/> for Gloucestershire schools and <http://www.worcestershire.gov.uk/schooltransport> for Worcestershire schools.

## 18. GLA Nursery admissions and transition to school

For details on the admissions arrangements for GLA nurseries, please follow the links below:

Great Oldbury Little Learners [https://greatoldbury.greenhousecms.co.uk/Little\\_Learners/Policies/](https://greatoldbury.greenhousecms.co.uk/Little_Learners/Policies/)  
 Longford Little Learners <https://www.longfordpark.org.uk/Little-Learners-Admissions/>  
 Springbank Little Learners <https://www.springbankpri-ac.gloucs.sch.uk/Admissions-21092021101545/>

Please note that attendance of a child to any GLA nursery does not automatically guarantee that a place will be offered at the school where the nursery is located. Parents of children who attend a GLA nursery must follow the admissions process as detailed above.

## 19. Contacts in respect of these admission arrangements

- Claire Savory, Director of Academies – [admin@qlatrust.org.uk](mailto:admin@qlatrust.org.uk)
- All queries regarding these admission arrangements should be emailed to [admissionpolicyconsultation@qlatrust.org.uk](mailto:admissionpolicyconsultation@qlatrust.org.uk)

## 20. Policy Status

Statutory	<b>X</b>	Recommended		Good Practice							
<b>Consultation FULL</b> <i>Under consultation from 11<sup>th</sup> October 2021 – 29<sup>th</sup> November 2021</i> <i>Consultation completed with no amendments</i>											
<b>Links with other policies</b> Equalities Policy											
<b>Monitoring and Evaluation</b> <b>Period of Review</b> Annually <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> Other <input type="text"/>											
<b>Reviewed by</b> MAT Board <input checked="" type="checkbox"/> Standards Committee <input type="checkbox"/> Finance & Audit Committee <input type="checkbox"/> Senior Executive <input checked="" type="checkbox"/>											
<b>Dates</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Implementation</td> <td style="width: 50%;"><b>March 2022</b></td> </tr> <tr> <td>Reviewed</td> <td><b>September 2022</b></td> </tr> <tr> <td>Next Review</td> <td><b>September 2023</b></td> </tr> </table>						Original Implementation	<b>March 2022</b>	Reviewed	<b>September 2022</b>	Next Review	<b>September 2023</b>
Original Implementation	<b>March 2022</b>										
Reviewed	<b>September 2022</b>										
Next Review	<b>September 2023</b>										

## 21. Policy Version Control

Version	Changes
December 2021	NEW – amalgamating all School Admission Policies in to one GLA Admissions Policy and streamlining all oversubscription criteria in line with the Gloucestershire determined admissions for 2024-2025. New policy approved by MAT board 13 <sup>th</sup> December 2021
December 2022	Dates only – to be approved by the MAT board on the 14 <sup>th</sup> December 2022



## APPENDIX A

### ADMISSIONS CRITERIA FOR GLA FIRST AND PRIMARY SCHOOLS IN SEPTEMBER 2024

#### GLA First and Primary Schools (Badsey, Bishops Cleeve, Great Oldbury, Longford, Springbank, Tredington)

The Local Authority coordinates admissions for pupils starting Reception Class at a Primary School in the normal admissions round on behalf of GLA Primary Schools.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2024.

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:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order <sup>(1)</sup> including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. 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.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (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 3 (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 GLA. This will be in the form of a manual process which is overseen by an independent person from the Trust Board. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

*<sup>(1)</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.*

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## **APPENDIX B**

### **ADMISSIONS CRITERIA FOR GLA INFANT AND JUNIOR SCHOOLS IN SEPTEMBER 2024**

#### **GLA Infant and Junior Schools Rowanfield Infant and Junior Schools**

The Local Authority coordinates admissions for pupils starting Reception Class at an Infant School or Into Year 3 at a Junior School in the normal admissions round on behalf of GLA Infant and Junior Schools.

Rowanfield Infant School offers a three-year curriculum and children will need to transfer to the partner Junior School (or alternatively move into a Primary School) to continue their education. For admission to Year 3 at Rowanfield Junior School, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 15 January 2024.

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:

1. A looked after child<sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption child arrangements order or special guardianship order (1) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. In the case of companion Infant and Junior Schools, priority will be given to pupils attending the companion School.
3. Children who will have siblings attending the school at the time the applicant child is admitted.
4. Children who will have siblings attending the companion school at the time the applicant child is admitted.
5. 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.

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (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 5 (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 GLA. This will be in the form of a manual process which is overseen by an independent person from the Trust Board. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

*(1) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A full definition can be found in section 3 of the School Admission Arrangement document shown above.*

**APPENDIX C****PROPOSED ADMISSION NUMBERS FOR ALL GLA SCHOOLS**

School Name	September 2022	September 2023	September 2024
Badsey First School	30	30	30
Bishops Cleeve Primary Academy	90	90	90
Great Oldbury Primary Academy	30	45	45
Greenacres Primary Academy	-	-	-
Longford Park Primary Academy	30	30	30
Rowanfield Infant School	90	90	90
Rowanfield Junior School	90	90	90
Springbank Primary Academy	60	60	60
Tredington Primary School	15	15	15

## APPENDIX D

### Primary Admission Scheme Timetable

Applications received by Gloucestershire Local Authority	by Saturday 15 <sup>th</sup> January 2024
County Council sends notifications to applicants	on Monday 15 <sup>th</sup> April 2024
Closing date for applicants to request a second round of allocations of place offered or to accept place offered	on Monday 22 <sup>nd</sup> April 2024
County Council sends notifications to applicants with the outcome of their second round of allocations	after Monday 13 <sup>th</sup> May 2024
Closing date for applicants to accept the place offered during second round allocations	on Monday 20 <sup>th</sup> May 2024
Appeals	June – July 2024

Applications received by Worcestershire Local Authority	by Saturday 15 <sup>th</sup> January 2024
County Council sends notifications to applicants	on 16 <sup>th</sup> April 2024

Admission authorities **must** publish their appeals timetable on their website by **28<sup>th</sup> February** each year. GLA timetable for appeals is as follows:

Appeals resulting from year of entry for GLA Schools in Gloucestershire for September 2024 will be heard according to the following timetable:

#### Allocation day

- Primary Schools: **16<sup>th</sup> April 2024**

#### Deadline for lodging appeals

- Primary Schools: **20<sup>th</sup> May 2024 (Worcestershire: within 20 school days)**
- (however appeals lodged **after** this date must be heard within 30 school days of the appeal being lodged)

**Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. Most school appeals will be heard before and after the school summer holidays for children starting primary/infant/junior schools where possible.**