



## **ADMISSIONS POLICY 2017**

This policy should be read in conjunction with the *Guide for Parents and Carers*, issued by the local authority (LA). The LA encourage online application at

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

The Admissions Team at Shire Hall, Gloucester, GL1 2TP can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

The admission number for the school is set at 93\*. Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (c) or special guardianship order (d).
2. Where the child has been attending the Charlton Kings Infants' School at the time of their application.
3. Where the child has an older sibling currently attending the school and who will continue to do so at the time of their admission.
4. Children who have siblings attending Charlton Kings Infants' School at the time the applicant child is admitted.

*Siblings are defined 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*

5. Where there are medical grounds (i.e. children for whom only this 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 this school).
6. 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 central ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority

*This refers to the permanent home of the child at 15<sup>th</sup> January in the year in which the child is due to start school*

- a) 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.
- b) 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).

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- c) *Under the provisions of s.14 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.*
- d) *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).*

**SEN.** The school is required to admit a child with a statement of Special Educational Needs or Education Health Care plan that names the school, even if the school is full.

Where any particular category at points 1 – 5 above is oversubscribed, criterion 6 (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 6 (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 Local Authority. This is a manual process which is overseen by an independent person from the Legal Services and Monitoring Team.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals arrangements, which will be published each year.

### **Admission Appeals**

Parents and carers have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school. Appeals must be in writing addressed to the Clerk to the Appeals Panel c/o Charlton Kings Junior School, East End Road, Charlton Kings, Cheltenham GL53 8QE.

### **In Year Admission/Admission Appeals**

If the school is already full when an in-year request for admission is received, this request will be refused but parents have a right of appeal as outlined above. Having a sibling already in the school whether older or younger, may be considered by an independent appeals panel but will not give priority or an automatic right for a place to be offered.

### **Waiting Lists**

If the school is oversubscribed, a waiting list for Year 3 entry in September of that academic year will be held until the end of the second school term, based on the 6 term school year (i.e. until the December holiday break). The waiting list will be prioritised according to the school's oversubscription criteria.

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 precedent over any child on the waiting list.

### **Children of UK Service Personnel or other Crown servants**

The school implements the Local Authority's Fair Access Protocol for the children of UK service personnel or other Crown Servants. This protocol ensures that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code so that their procedures or criteria do not prejudice these children if they arrive in the area outside the normal admissions round and that the challenges for these children are minimised. For further information

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on the Service Families Protocol please refer to the appropriate GCC Guidance Booklet: (<http://www.gloucestershire.gov.uk/schooladmissions>).

### **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 Year 3 through to Year 6. To apply for a place at Charlton Kings Junior School, parents/carers should, therefore, contact the school directly in the first instance.

### **Transport.**

No transport is available from the school.

#### **\* Advisory note:**

The school moved to a Pupil Admission Number (PAN) of 93 from September 2014. This number applied to the 2014 admission year and thereafter to subsequent years. Please note that the PAN for intake years prior to 2014 remains at the previously agreed PAN of 89. The school's overall number will therefore increase from 89 per year group to 93 per year group over a four year period.

The school's defined maximum capacity is therefore:

$$2014/15: 93 + 89 + 89 + 89 = 360$$

$$2015/16: 93 + 93 + 89 + 89 = 364$$

$$2016/17: 93 + 93 + 93 + 89 = 368$$

$$2017/18: 93 + 93 + 93 + 93 = 372 \text{ (increased PAN applied to all year groups across the school)}$$

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	