

Coalway Community Infant School

Admission Policy Statement



Gloucestershire County Council (GCC) is the admission authority for Coalway Community Infant School. The school's Governing Board has a duty to implement GCC decisions on individual applications and to act in accordance with GCC's admission arrangements.

Coalway Community Infant School gives equal opportunities to all children. This includes children with Special Educational Needs and Disabilities and children who may live in another Local Authority area.

Our admissions criteria is that your child can only be admitted if there is a place, which is defined as a Year Group being below the Published Admission Number (PAN) and there being no child on the waiting list.

If your in-year application is unsuccessful, you can either go on to the waiting list or appeal to GCC.

Procedure for Admitting Children:

Parents are to:

- Complete the school's own Admission form, Parental Permission and consent forms and if necessary a Medical Form.
- To provide a copy of any contact orders or deeds etc.

The school will:

- For a child who is coming from a GCC school, check the school is aware of the move, request the child's records and Common Transfer File (CTF).
- Contact out of County schools for child's records and CTF file.
- If a child has come from abroad and is attending a UK school for the first time, issue a Unique Pupil Number (UPN).
- Admit a child on SIMS.
- Add to the attendance register, class list and contact register.
- Place the original admission form in the pupil file.
- If eligible, ask parents to complete a Free School Meal application.

Procedure for Children Leaving:

- Request new address and address of new school.
- Once the school move has been confirmed, remove from SIMS, attendance register and class list.
- Put the leaving date in the Admittance Register.
- Remove details from the Contact Register.
- Pass child's records to the new school once they have been requested.
- If not contacted by the new school within a week this is then passed onto our Education Welfare Officer who will liaise with GCC.

Transition Arrangements for Pre-School Children into School

Our aim is to provide both formal and informal opportunities for new admission children and their parents to become familiar with the life and work of the school, the buildings and the staff who work there, so that admission and integration in the autumn term is a natural and exciting step forward. Arrangements include the following:

- Children are admitted in the Autumn Term of the school year in which they will become five years old.

Coalway Community Infant School

Admission Policy Statement



- Parents may request visits during November/December preceding the September the child starts school. This gives parents the opportunity to see the school and to meet the Headteacher and staff before deciding which school they wish to register their child with.
- All parents of registered children are invited to a meeting in the summer term to explain the induction procedure. General school information will be given to parents.
- In co-operation with our local pre-school settings, the school arranges visits for the new Reception intake during the second half of the summer term.
- Each child due to start school is given the opportunity to visit school on two occasions. Visits will be with their new class teacher in their new classroom.
- The school term for the Reception children starts on day one of the school year, along with the other children. Children attend part-time for the first week. Children have a morning in class and then stay for a school lunch and play time. Week two, the children attend full time.
- Deferred or part-time attendance of children under five can take place by agreement between the parent and the school where the child's particular needs make this appropriate.
- Each Reception Class will have a teaching assistant who will support the class teacher. Parental involvement is also actively encouraged.

Applications

For every child starting school in the September an application must be made to GCC. Parents can apply on-line on the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

or by completing the paper form which can be downloaded from the same webpage or requested from GCC's Co-ordinated Admissions Team via the GCC Helpline on 01452 425407. The website also contains guidance and information.

GCC use the following criteria to admit children into the Reception class: (for definitions of terms, reference should be made to GCC's published guidance, available on the GCC website).

1. 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 (residency order) (3) or special guardianship order (4) 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 (5).
(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'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.
2. Children who have a sibling attending the school at the time the applicant is admitted.

Coalway Community Infant School

Admission Policy Statement



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.

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's/carer's partner as well as children who are brought together as a family by a same sex civil partnership, and in every case, the child must be living in the same family unit at the same address, at the time of allocation. In the event of oversubscription in either criterion 1 or 2 above, criterion 3 (the strongest geographical claim based on straight line distance) will be used to determine which child is offered a place, with the child living closer to the school receiving the higher priority.

In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on a 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 school as its own Admissions Authority. This will be in the form of a manual process which is overseen by the Local Authority as an independent party. Where twins or children from multiple births are part of a random allocation process, they will be considered as one applicant.

Admission of Summer Born Children for Reception Entry for Coalway Community Infant School

The Governing Body of Coalway Community Infant School acknowledges 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 the decision on behalf of Coalway Community Infant 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 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 school. Children are entitled to a full-time place, however they may attend part-time, or defer the date that they are admitted into the school to later in the school year, but not beyond the point at which they reach compulsory school age.

Waiting Lists

If the school is oversubscribed in Reception, a waiting list 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.

In Year Applications

In-year applications are subject to a different application process and require a different form, which can be obtained from the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

Coalway Community Infant School Admission Policy Statement



Admission Appeals

In the event of over subscription parents of children not allocated a place at our school have the right of appeal to GCC. Information on how to do this is set out on the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>