



Coalway Community Infant School

Admission Policy 2025

Date policy was reviewed: September 2025

Review annually: September 2026

Signed by:

Chair of Governors: James Savage

Date:

Introduction

Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2011. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code 2021.

The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. www.gloucestershire.gov.uk/schooladmissions

Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

As we have a companion Junior school, priority will be given to pupils attending that school. Moreover, children who will have siblings attending the companion Junior school at the time the applicant child is admitted will be given priority as detailed in the above booklet.

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 procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

Published Admission Number

The 'PAN' (Published Admission Number) is the number of children the Local Authority (L.A.) considers Coalway Infant School can accommodate. The PAN for our school is 60 per year group (180 whole school). We keep this number under review and the Governors will apply to change the number if circumstances change.

How parents can apply for their child to be admitted to our school (for September into Year 3)

A copy of these admission arrangements can be found on the Council's website at www.gloucestershire.gov.uk/schooladmissions . Alternatively please contact the Access to

Education Team at Shire Hall, Westgate Street, Gloucester, GL1 2TP,
Email: admissionpolicy@gloucestershire.gov.uk or Tel: 01452 425173

Community and Voluntary Controlled Infant Schools within Gloucestershire are maintained by Gloucestershire County Council, and the Local Authority is responsible for admissions.

Infant Schools in Gloucestershire offer a three year curriculum and children will need to transfer to a Junior School (or alternatively move into a Primary School) to continue their education. For admission to Year 3 in a Junior School, parents must

submit their Common Application Form stating their preferred schools to the Access to Learning Team no later than 15 January. For admission into a Primary School instead of a Junior School, parents should contact the In Year Admissions Team at inyear.admissions@gloucestershire.gov.uk

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 (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 Infant 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 Local Authority.

This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. 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.

In-Year Admissions

If you move to the area during the school year or your child needs to move school for other reasons, you will need to apply for a school place by contacting the school administrator at Coalway Infant School by telephoning 01594 833457 or sending an email to admin@coalway-inf.gloucs.sch.uk

You will be provided with an application form for you to complete. One form will need to be completed for each child. This can be returned by email, post or brought into the school. You will be contacted if we can offer your child a place.

For a more detailed explanation please refer to GCC's <https://www.gloucestershire.gov.uk/media/2109301/in-year-admissions-guidance-booklet-2021-2022.pdf>

If Coalway Infant School does not have any places, GCC can advise you on how to appeal and how to apply for other schools in the area.

For more information, contact: Email: inyear.admissions@gloucestershire.gov.uk
Phone: 01452 426015

Admission appeals

If a place is not offered to your child at this school, 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.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals. An appeal panel's decision is binding for all parties concerned. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals which can be obtained from the LA.)

Monitoring and review

This policy will be monitored by the Governing Body, who will always take due note of the guidance provided by the Local Authority. The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.