

**Robinswood Primary Academy**  
**Admissions Policy September 2022**

Robinswood Primary School is an Academy School and as such is responsible for its own admissions, however, the school co-operates with the Local Authority in co-ordinating the admission of pupils to schools in the area.

The aim of this is to ensure that as far as possible, parents obtain the school of their choice through a fair and transparent process.

Online application can be made using the website address – [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

For admission to a Reception class, parents must submit their Common Application Form by the date specified by Gloucestershire County Council.

Any initial queries should be directed to the Co-ordinated Admissions Team at Shire Hall, the telephone number is 01452 425407.

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday. Children are initially admitted on a part-time basis until they are ready to cope with all aspects of the whole school day. In this respect we will liaise closely with parents and carers on an individual school basis.

Attendance at Robinswood Pre-school does not guarantee a place at the school.

From September 2022 the school will operate with a Published Admission Number (PAN) of 60 in Reception.

All preferences in applications received on-time will be considered simultaneously and ranked in accordance with the admission criteria below. If the school is not full, all pupils for whom a valid application has been received will be admitted. Where the school is oversubscribed, places will be offered with regard to the priority order below.

1. As a statutory requirement any child with an Education Health Care Plan (EHC Plan) naming the school, will be admitted.
2. The following oversubscription criteria will be applied in making any such decisions and priority given to applications in the following order:
  - a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. *See Appendix 1 for a full definition.*
  - b) Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. *See Appendix 2 for a full definition.*

- c) 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 a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.
- d) Children with the strongest geographical claim, measured in a straight line from the ordnance survey point centre of the child's home address (including flats) to the central 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 a-c above is oversubscribed, criterion d (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

### **Tie Breaker**

In the event of a tie breaker being needed, this will be the drawing of lots by an independent person in a supervised process.

The straight-line measurement from an apartment block is also taken from the ordnance survey point of the block. Apartments in the same block will be treated equally. If after applying the distance tie breaker there are more applications than places available from the apartment block furthest away, a further tie breaker of Random Allocation will be used for the applications from this block. This will be in the form of a manual process which is overseen by an independent person.

### **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.

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

Where twins or children from multiple births are concerned they will be considered as one applicant when applying oversubscription criteria but counted separately towards the PAN. It is not our intention to split multiple birth children.

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

The school acts in accordance with Gloucestershire County Council's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire 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.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the School Office for information on how to appeal.

## **Waiting Lists**

If the school is oversubscribed, a waiting list will be held by the school for (at least) the first school term (i.e., until end of December). The waiting list will be prioritised according to the school's oversubscription criteria. *See Appendix 3 below.*

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## **Fair Access Protocol**

The school has signed up to the In-Year Fair Access Protocol held by Gloucestershire County Council. Should a vulnerable child within this Protocol require a place at the school, they will take precedence over any child on the waiting list.

## **In Year Admissions**

In Year Admissions will be managed by the school in line with the criteria described here

## **Transport**

The LA has a statutory responsibility to provide transport in certain circumstances. To find out more and determine whether you will be eligible, you should contact Shire Hall at the number given above.

## **Summer Born Children**

Due to the changes within the School Admission Code 2014, we recommend that parents /carers of "summer born" children (born between 1 April and 31 August) look at the information located on the Gloucestershire County Council Website to view the options available to them:  
<http://www.gloucestershire.gov.uk/schooladmissions/startingprimary>

## **Admissions of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

## **Appendix 1: 'Looked After Children'/'Previously Looked After Children'**

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).

(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 Section 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).

**Appendix 2: 'Sibling'**

A sibling is 'a brother or sister, half-brother or sister, adopted brother or sister, stepbrother 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.

In every case, the child must be living in the same family unit at the same address. 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 for the closing dates in order for the sibling connection to apply.

**Appendix 3: 'Waiting List'**

Names of children will be automatically placed on the waiting list for the school when the child has been refused admission and the parent requests a place on the list for their child.

A vacancy only arises when the number of offers to the school falls below the admission number.

The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body's over subscription criteria as defined here.

Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

**Date of policy:** October 2020

**Date of next policy review:** October 2021

**Signed:** Chair of Trust Board **Date:**

**Signed:** Executive Headteacher **Date:**