

REPORT TITLE: School Admission Arrangements for 2024/25 Academic Year

Cabinet Date	25 January 2023
Cabinet Member	Cllr. Philip Robinson Cabinet Member for Education, Skills, and Bus Transport
Key Decision	Yes
Purpose of Report	<p>To determine the following school admission arrangements for 2024/25 academic year:</p> <ul style="list-style-type: none"> • The Co-ordinated Admissions Schemes for all schools and academies • The Admission Arrangements for Community & Voluntary Controlled Schools • The Protocol for pupil admittance over Published Admission Number for Community & Voluntary Controlled Schools and Service Personnel.
Recommendations	<p>That Cabinet approves the School Co-ordination and Admission Arrangements as set out in the documents referred to below:</p> <p>Appendix 1 The Co-ordinated Admissions Scheme for 2024 for all Primary/Infant/Junior/Secondary Schools and Academies</p> <p>Appendix 2 The Admissions Arrangements for Community and Voluntary Controlled Primary/Infant/Junior Schools and Secondary School for 2024 (Including Published Admission Numbers)</p> <p>Appendix 3 Protocol for pupil admittance over published admission number for Community and Voluntary Controlled Schools for 2024</p> <p>Appendix 4 School Admissions guidance for children of UK service personnel and crown servants for Community and Voluntary Controlled Schools</p>
Reasons for recommendations	The proposed school co-ordination and admission arrangements meet legal requirements and national best practice whilst providing consistency with previous admissions practice across the county.
Resource Implications	<p>This work will be undertaken by officers within the Access to Education Team to ensure consistency and continuity of advice and guidance for parents and schools/academies who are required to adhere to the scheme.</p> <p>As a result, there are no additional resources required if the recommendation is implemented.</p>

Background Documents	<p>Government documents are available from the DfE: www.gov.uk/government/publications/school-admissions-code--2</p> <p>The council's current 2023 admission policies are available on its website: www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2023/</p> <p>The council's proposed 2024 admission policies are available on its website: www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/proposed-admission-criteria-and-scheme-for-2024/</p>
Statutory Authority	<p>School Admissions Code 2021</p>
Divisional Councillor(s)	<p>All</p>
Officer	<p>Name Sam Roberts, Senior Access to Education Manager Tel: 01452 425529 Email address: Sam.roberts@gloucestershire.gov.uk</p>
Timeline	<p>All admission authorities (including the council for community and voluntary controlled schools) must determine their arrangements annually. This is required by 28th February 2023 for the 2024 arrangements.</p> <p>The council has until 15th May 2023 to refer any admission arrangements for foundation/voluntary aided or trust or free schools and academies it deems to be unlawful to the Office of the School's Adjudicator for investigation.</p>

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Background

1. School admissions are an important part of the council's work. There is a statutory duty placed upon the Director of Children's Services and the Lead Member for Children's Services to ensure fair access to all schools for every child in accordance with the School Admissions and School Appeal Codes and that appropriate information is provided to parents. This report sets out how those responsibilities are delivered in Gloucestershire and ensures there is a transparent, consistent system that parents, and carers can have confidence in.

2. Every year, the council has to determine the admission arrangements for entry to school in the following academic year (i.e., for September 2024). The council is the admissions authority for community and voluntary controlled schools and determines their admission arrangements. Academies, foundation schools, trust schools, free schools and voluntary aided schools are their own admissions authority; they must determine their own admissions arrangements. Arrangements for any school or academy must be clear, objective, and fair and the council has a statutory role in monitoring this closely.

3. The council must also prepare a co-ordinated admissions scheme for all maintained schools and academies so that parents only need to apply once, and that a fair and transparent process is upheld – this includes applications for infant/ primary schools for the Reception year, transfer from infant to junior school and to secondary schools at Year 7. This scheme ensures that processes and timescales meet statutory requirements and that all schools and academies are aware of their role in achieving these. The council has already shared its proposed arrangements for school admissions for 2024 with relevant stakeholders and this report recommends that these arrangements are approved.

4. In Gloucestershire, the council co-ordinates allocations for children starting at Reception and transferring to Year 7 to all maintained schools and academies. There are typically around 6,500-7,500 children in each transfer group. For the 2021-2022 academic year 98% of primary aged children and 97% of secondary aged children received one of their preferences. This reflects the strength of the council's School Places Strategy.

5. As the School Admissions Code 2021 continues to permit a degree of flexibility to allow admission authorities to exceed their published admission number (the number of pupils usually admitted to the school) in order to meet parental demand, the council must publish how it intends to use this flexibility for community and voluntary controlled schools. This additional detail is contained within the protocol for pupil admittance over published admission number.

6. There are no major changes to the admissions policy for community and voluntary controlled schools required this year.

7. Two Community /Voluntary Controlled Primary Schools have requested to reduce their Published Admission Number for September 2024 intake as shown in Appendix 2D of the document

Northway Infant School	PAN reduction from 60 to 30
The Rissington School	PAN reduction from 45 to 30

These proposed reductions are to enable the schools to ensure the efficient use of their resources. These schools have requested a reduction in PAN as they had not admitted to PAN in previous years. These reductions have been considered in conjunction with the school and Planning Team. The PAN reflects future Place Planning forecasts as well as the class structures within the schools, and therefore we recommend that the PAN changes are agreed.

The School Admission Code 2021 requires that GCC as the Admission Authority consults on this reduction to Published Admission Number. This Consultation opened on 20 October 2022 and closed on 15 December 2022. There were 4 responses, 3 in support and 1 negative which we will respond to in consultation with our Planning Department.

8. The policy sets out the process used to allocate school places. The over subscription criteria prioritise Children in Care, siblings (primary and infant schools) and siblings in catchment (secondary school), and then straight-line distance between home and school.

9. Across Gloucestershire we ensure fair access to all schools for every child in accordance with the statutory School Admissions and School Admissions Appeal Codes and that the appropriate information is provided to all parents.

Options

10. Option 1- To adopt the proposed policies. The council has to determine its admissions arrangements by law by 28th February 2023 and publish them for interested parties. The recommended policies (see appendices) are well established and understood by all schools and parents and were subject to full consultation in 2016.

11. Option 2 – To make further changes to the proposed policies. This would require a public consultation and the timing of this would result in failure to comply with the statutory deadlines. The Department for Education is obliged to impose its own admission arrangements on any council which fails to determine their admission policies in time.

Risks

12. The main risk for the council is for its school admission arrangements or practice to be challenged because it does not promote a fair, lawful, and transparent admissions process for all children.

13. Mitigation: The proposed policies and documentation comply with the School Admissions Code 2021 to meet these statutory requirements and mitigate risk.

14. The council is not responsible for the admissions practice of foundation, voluntary aided, trust, free schools, or academies, but will continue to monitor and promote best practice across the county to secure the best outcomes for children and young people.

Financial Implications

15. There are no financial implications regarding the School Admission Arrangements

Climate change implications

16. There are no climate change implications regarding the School Admission Arrangements

Equality Implications

17. Has an equalities impact assessment (EIA) been completed? Yes

18. The co-ordinated scheme aims to ensure that there is a fair, consistent, and co-ordinated process.

19. The Local Authority admission arrangements details how Local Authority school places will be allocated to ensure that parents can make informed decisions before applying for places.

20. The Local Authority protocol for pupil admittance over published admission number clarifies how admission decisions will be made in the light of schools' ability to expand to accommodate increases in parental demand.

21. The Local Authority School Admission Guidance for Children of UK Service Personnel and Crown Servants supports the government's commitment to removing disadvantage to children of UK service personnel and other Crown Servants.

22. Cabinet Members should read and consider the Equalities Impact Assessment in order to satisfy themselves as decision makers that due regard has been given.

Data Protection Impact Assessment (DPIA) implications

23. A DPIA is not required for this decision.

Social value implications

24. There are no social value implications regarding the School Admission Arrangements.

Consultation feedback

25. Unless there are major changes to policies, admission authorities are only required to complete a full public consultation once every seven years. The next full consultation is due next year in 2023 for the 2025 admission arrangements unless changes are made under statutory guidance.

26. The council is not proposing any significant change to its admission policies and therefore did not undertake a full public consultation exercise. Minor points of clarification have been made to the admissions scheme which has arisen following feedback from interested parties using the 2020 documents throughout the last year.

27. Following feedback from the consultation, the Officer Recommendation is to agree proposed reductions to enable the schools to ensure the efficient use of their resources

28. All proposed documents have been shared with all schools and academies and were made available on the council's website.

Officer recommendations

29. The attached documents have been devised to ensure that the process is both lawful and minimises delays to children accessing education, taking into account the requirements of the School Admission Code 2021 and feedback. It is therefore the officer's advice that all admission arrangements and the proposed Admissions number reductions in the attached documents are approved in their entirety.

Performance Management/Follow-up

30. The council must report annually on the effectiveness of the admission arrangements in its area and how well the co-ordinated schemes meet the needs of children, particularly those from vulnerable families.

31. The council must provide copies of its admission arrangement documentation to the Department for Education for their scrutiny after 28th February 2023 and make all information accessible for any interested party. The council must also report to the Department for Education on secondary school and primary school admissions data each year to confirm the effectiveness of the co-ordinated scheme.

32. Other admission authorities must provide the council with their own admission policies by 15th March 2023 and after review, the council will have until 15th May 2023 to refer policies deemed to be unlawful to the Office of the School's Adjudicator.

Appendix 1



SCHOOL ADMISSION CO-ORDINATED SCHEMES ACADEMIC YEAR 2024/2025

In line with the School Admissions Code 2021, the County Council must show how it manages applications to all Gloucestershire maintained schools¹ for children who live in Gloucestershire

1. Primary Co-ordinated Admission Scheme:

- 1.1. This scheme will apply to all maintained schools in Gloucestershire and to children wishing to join Reception at a Primary/Infant school or Year 3 at a Junior School from September 2024. The arrangements outlined in this scheme only apply to children of compulsory school age (i.e., those children starting the Reception class in the year that they will become five) or summer born children who have deferred entry. They do not cover any nursery setting that schools may have, even if this forms part of the school site.
- 1.2. School places are only offered in line with the admission criteria of the school concerned. All admissions authorities must consult on their admission arrangements when changes are proposed or every 7 years.

Application process

- 1.3. All applicants will be asked to state up to five preferences, including preferences for out of county maintained schools, either online or on a Common Application Form. All applications must be submitted online or returned by the national deadline of 15 January 2024. Any applicant who lives outside Gloucestershire but wishes to express a preference for a Gloucestershire school must apply to their own home authority, including the Gloucestershire preference. That Local Authority will then liaise with Gloucestershire County Council to find out whether a place can be offered.
- 1.4. Where a child is not currently living in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 1.5. Some schools may use supplementary forms, in addition to the online or Common Application Form. This information is needed to make a decision about where a child will be looked at in the oversubscription criteria; for example, asking for a reference from a Priest or other religious matter for a faith school and should be in accordance with the School Admission Code. These extra forms should not simply repeat the information asked for online or on the Common Application Form or ask questions prohibited by the Code and must be relevant to the school concerned. Schools that receive Common Application Forms in error will forward them to the child's home local authority.
- 1.6. Children have a right to a full-time place in the September after their fourth birthday; however, parents can ask that their child attends school part-time until they reach compulsory school age (the term after their fifth birthday).

- 1.7. **Delayed Entry** - If applicants so wish, their child's entry can be delayed until the term after their fifth birthday but not beyond the beginning of the final term of the school year. Any Reception places applied for during the normal primary admission round must be taken-up by the child by the beginning of Term 5 (April 2025). Places will be held if parents have applied for a place during the normal primary admission round, but parents should inform the allocated Primary School they will be delaying their child's start date.
- 1.8. **Summer Born Children** (Those children born between 1 April 2020 and 31 August 2020)
- i) The parents/carers of a Summer Born child may request not to send their child to school until the September after their fifth birthday and may ask that they are placed out of their normal age group – to Reception instead of Year 1. Please note that if parents of Summer Born Children want to place their children into Reception in September 2025 instead of September 2024, this request/application must be made to the admissions authority of the preferred school(s) by the deadline of 31 March 2024 with supporting evidence if appropriate. This is to ensure that the child is not allocated a place for September 2024.
 - ii) Following the request for a child to be placed out of their normal age group, admission authorities must make decisions on the circumstances of each case. This will include taking note of the applicants' views, information about the child's academic, social, and emotional development, and whether they have previously been educated out of their normal age group. They must also take note of the views of the head teachers at the preferred schools. Please refer to the Summer Born factsheet found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/application-for-a-primary-or-infant-school-place/>
 - iii) Applicants' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school, but it is not in their preferred age group.
- 1.9. **Children with EHCP** - Pupils with an Education, Health, and Care Plan (EHCP) will be given a place at the school named in their Plan. If the EHCP has been applied for but not yet confirmed, an application should still be made in line with the admissions process. Once an EHCP reaches the formal proposed stage, the child will be given a place in the Special Education Need and Disabilities (SEND) Process which is outside the co-ordinated scheme.
- 1.10. **Consideration of Applications and Allocation of Places** – All preferences will be given equal consideration in line with the equal ranking system. More detail about this can be found on page 5 of the Primary Information Booklet available to view at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>
- 1.11. Attending a nursery setting linked to a school does not give any child priority for a place at this school.
- 1.12. Notification of the outcome of the application will be given via the County Council on 15 April 2024.
- 1.13. Late applications or changes of order of preference received after the closing date of 15 January 2024 can be considered as part of the first stage only in exceptional circumstances, (i.e., where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late

application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.

- 1.14. All schools must admit up to their published admission number if they receive enough applications for places.
- 1.15. **Offer of Alternative school places** - Where it has not been possible to offer a Gloucestershire child a place at a preferred school/s, the County Council will offer the nearest maintained school to the child's home address which has places available. The County Council will work in conjunction with all schools and academies when offering an alternative school place.
 - i) Where there are more children than places remaining at the nearest available school, priority will be given to those children living closest. Any remaining children will then be given the next nearest school with a place available. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living closest receiving the higher priority.
 - ii) Where possible, the County Council will endeavour to provide children with a place at a school within a reasonable travelling distance from their home address (within 2 miles).
- 1.15. **Stage 2** - Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria or offered alternative schools if necessary. There is no guarantee that late applications will be dealt with before 17 April 2024.
 - i) It is at this stage that applications from parents who have moved into the area after the closing date of 15 January 2024 and those who did not submit their preference forms on time, will be considered.
 - ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by 22 April 2024. The waiting list will be held in accordance with the oversubscription criteria of the school which will incorporate original, new, or late preferences. If any offers can be made, we will do so in writing to the applicants after 13 May 2024.
 - iii) After 20 May 2024 individual admission authorities will manage their own appeals. The County Council continues to be responsible for the co-ordination of offers and waiting lists until the end of the summer term.
 - iv) At the end of the summer term any waiting lists will be handed over to schools who are then required to keep these waiting lists until at least the end of December 2024 or a later date in line with their admission arrangements and must be maintained in accordance with their admission criteria.
- 1.16. **Appeals** - All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e., the admission authority of the school.
 - i) The results of all appeals must be forwarded to the County Council by parents and schools, as this may affect the availability of places for other applicants.
 - ii) Appeals should be heard within 40 school days of the deadline for lodging appeals.
 - iii) 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.

- iv) Admission Authorities must publish their appeals timetable on their website by 28th February each year for parents to view.

1.17. Transport – Before applying for school places, parents are advised to read the County Council’s “Home to School Transport Policy for pupils 4-16 years old” available at <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/apply-for-a-school-bus-pass/> to determine whether their child would be eligible for transport.

- i) For primary aged children transport is normally only provided where the child is attending their nearest school, and this is over 2 miles walking distance from their home (for a child aged under 8) or over 3 miles walking distance from their home (for a child aged 8 or over). Further considerations are detailed in the full policy.
- ii) Information provided on the County Council’s website www.gloucestershire.gov.uk/education-and-learning/find-a-school provides home to school distances which are purely for admission purposes (straight line distances) and therefore do not relate to any entitlement for home to school transport. Applications for assistance with home to school transport must be made separately in accordance with the Transport Policy. If parents are in any doubt about the process, they should contact the Transport Team at edsupport@gloucestershire.gov.uk

1.18. Primary Admission Scheme Timetable

Applications received	by Monday 15 th January 2024
Details of applications sent to Foundation, VA, Trust and Free Gloucestershire schools, academies, and other local authorities, as appropriate	By Thursday 1 st February 2024
Gloucestershire schools return ranked lists of pupils to Gloucestershire County Council indicating the over-subscription criterion that each child has been considered under	by Wednesday 14 th February 2024
County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate	by Friday 16 th March 2024
County Council sends list of pupils to be offered places to each Gloucestershire primary school who rank their own pupils for confirmation of final allocations	on Friday 22 nd March 2024
Gloucestershire schools who rank their own pupils respond to County Council with any queries on final allocations	by 12 noon on Thursday 28 th March 2024
County Council sends list of pupils to be offered places to each Gloucestershire primary and junior school (through access to the Live Link)	After 12 noon on Friday 29 th March 2024
County Council sends notifications to applicants	on Monday 15 th April 2024
Closing date for applicants to request a second round of allocations of place offered or to accept place offered	on Monday 22 nd April 2024
County Council sends notifications to applicants with the outcome of their second round of allocations	after Monday 13 th May 2024
Closing date for applicants to accept the place offered during second round allocations	on Monday 20 th May 2024
Appeals	June – July 2024

2. Secondary Co-ordinated Admission Scheme:

- 2.1. This Scheme will apply to all maintained schools in Gloucestershire and to children wishing to join Year 7 at a maintained secondary-phase school in Gloucestershire from September 2024.
- 2.2. School places are only offered in line with the admission criteria of the school concerned. All admissions authorities must consult on their admission arrangements when changes are proposed or every 7 years. The school Standards and Framework Act 1998 requires Local Authorities to establish a Relevant Area(s) for admission policy consultations, and these details can be found on our website www.gloucestershire.gov.uk/education-and-learning/school-admissions

Application process

- 2.3. All applicants will be asked to state up to five preferences, including preferences for out of county maintained schools, either online or on a Common Application Form. All applications must be submitted online or returned by the national deadline of 31 October 2023. Any applicant who lives outside Gloucestershire but wishes to express a preference for a Gloucestershire school must apply to their own home authority, including the Gloucestershire preference. That Local Authority will then liaise with Gloucestershire County Council to find out whether a place can be offered.
- 2.4. Where a child is not currently living in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 2.5. Some schools may use supplementary forms, in addition to the online or Common Application Form. This information is needed to make a decision about where a child will be looked at in the oversubscription criteria; for example, asking for a reference from a Priest or other religious matter for a faith school and should be in accordance with the School Admission Code. These extra forms should not simply repeat the information asked for online or on the Common Application Form or ask questions prohibited by the Code and must be relevant to the school concerned. Schools that receive Common Application Forms in error will forward them to the child's home local authority
- 2.6. **Grammar Schools** - Parents who wish to enter their children for a Grammar School must also complete a separate Grammar Test Registration Form, details of which will be given by the individual Grammar School. The closing date to register for the Grammar School test is set by the Grammar School and is usually by the end of June. Failure to register for the Grammar School test by the closing date will render invalid any subsequent preference for a Grammar School detailed on the Common Application Form.
- 2.7. **Early secondary transfer** - Children may transfer early to a Secondary School only if it can be demonstrated that they display exceptional maturity. Each request will involve consultation with the current school, the school to which the child wishes to transfer and, where appropriate, the admission authority's professional adviser. The application will be considered only if all parties agree it is appropriate.

- 2.8. **Delayed secondary transfer** - Children may remain for a further year in a primary-phase school only in certain circumstances. Each request will involve consultation with the current school, the school to which the child wishes to transfer and, where appropriate, the admission authority's professional adviser. If one or more parties do not agree that the delay would be appropriate, the request will be refused, and the child will transfer at the normal time.
- 2.9. **Children with an EHCP** - Pupils with an Education, Health, and Care Plan (EHCP) will be given a place at the school named in their Plan. If the EHCP has been applied for but not yet confirmed, an application should still be made in line with the admissions process. Once an EHCP reaches the formal proposed stage, the child will be given a place in the Special Education Need and Disabilities (SEND) Process which is outside the co-ordinated scheme.
- 2.10. **Consideration of Applications and Allocation of Places** – All preferences will be given equal consideration in line with the equal ranking system. More detail on this can be found on page 5 of the Secondary Information Booklet available to view <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-secondary-school/> School places are only offered in line with the admission criteria of the school concerned (see 2.2 above).
- 2.11. Notification of the outcome of the application will be given via the County Council on 1st March 2024.
- 2.12. Late applications, or changes of order of preference received after the closing date of 31 October 2023 can be considered as part of the first stage only in exceptional circumstances, (i.e., where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.
- 2.13. All schools must admit up to their published admission number if they receive enough applications for places.
- 2.14. **Offer of Alternative School Places** – Where it has not been possible to offer a Gloucestershire child a place at a preferred school/s, the County Council will offer the nearest maintained school to the child's home address which has places available. The County Council will work in conjunction with all schools and academies when offering an alternative school place.
- i) Where there are more children than places remaining at the nearest available school, priority will be given to those children living closest. Any remaining children will then be given the next nearest school with a place available. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living closest receiving the higher priority.
 - ii) Where possible, the County Council will endeavour to provide children with a place at a school within a reasonable travelling distance from their home address (within 3 miles)
- 2.14. **Stage 2** - Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria or offered alternative schools if necessary. There is no guarantee that late applications will be dealt with before 1st March 2024.

- i) It is at this stage that applications from parents who have moved into the area after the closing date of 31 October 2023 and those who did not submit their Common Application Forms on time will be considered.
- ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by 6th March 2024. The waiting list will be held in accordance with the oversubscription criteria of the school which will incorporate original, new, or late preferences. If any offers can be made, GCC will do so in writing to the applicants after 29th March 2024.
- iii) After 29th March 2024 individual admission authorities will manage their own appeals. The County Council continues to be responsible for the co-ordination of offers and waiting lists until the end of the Summer Term.
- iv) At the end of the Summer Term any waiting lists will be handed over to schools who are then required to keep these waiting lists until at least the end of December 2024 or a later date in line with their admission arrangements and must be maintained in accordance with their admission criteria.

2.15. Appeals - All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e., the admission authority of the school.

- i) The results of all appeals must be forwarded to the Council by parents and schools, as this may affect the availability of places for other applicants.
- ii) Appeals should be heard within 40 school days of the deadline for appeals to be lodged.
- iii) 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.
- iv) Admission Authorities must publish their appeals timetable on their website by 28 February each year for parents to view.

2.16 Transport – Before applying for school places, parents are advised to read the County Council’s “Home to School Transport Policy for pupils 4-16 years old” available at <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/apply-for-a-school-bus-pass/> to determine whether their child would be eligible for transport.

- i) For secondary aged children transport is normally only provided where the child is attending their nearest school, or the school within their designated transport area, and this over 3 miles walking distance from their home. Further considerations are detailed in the full policy.
- ii) Information provided on the County Council’s website www.gloucestershire.gov.uk/education-and-learning/find-a-school provides home to school distances are purely for admission purposes (straight line distances) and therefore do not relate to any entitlement for home to school transport. Applications for assistance with home to school transport must be made separately in accordance with the transport policy. If parents are in any doubt about the process, they should contact the Transport Team at edsupport@gloucestershire.gov.uk

2.17. Secondary Admission Scheme Timetable

Applications received	by Tuesday 31 st October 2023
Details of applications sent to Academies, Foundation and VA Gloucestershire schools and other local authorities, as appropriate	by Tuesday 14 th November 2023
Gloucestershire schools and Academies return ranked lists of pupils to County Council indicating the over-subscription criterion that each child has been considered under	By Tuesday 5 th December 2023
County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate	by Tuesday 16 th January 2024
County Council sends list of pupils to be offered places to each Gloucestershire secondary school who rank their own pupils for confirmation of final allocations	on Thursday 15 th February 2024
Gloucestershire schools and Academies who rank their own pupils respond to County Council with any queries on final allocations	by 12 noon on Friday 16 th February 2024
County Council sends list of pupils to be offered places to each Gloucestershire secondary school and academy (through access to the Live Link)	after 12 noon Friday 16 th February 2024
County Council sends notifications to parents and maintained primary schools are notified	Friday 1 st March 2024
Closing date for parents to request reconsideration of place offered or accept place offered	On Wednesday 6 th March 2024
County Council sends notifications to parents with the outcome of their second round of allocations	after Wednesday 27 th March 2024
Closing date for parents to accept the place offered during the second round of allocations	on Friday 5 th April 2024
Appeals	May – July 2024

In-Year Co-ordinated Admission Scheme:

Gloucestershire County Council is committed to helping children access a school place within their local community. The County Council work closely with all schools to meet the needs of children.

- 3.1. This scheme will apply to all admission authorities in the area in relation to children requiring a Primary or Secondary School place at any time during the academic year outside the normal admissions round from September 2024.
- 3.2. In-year admission includes those children who move into the County and are in need of a school place or those who wish to move between local schools.
- 3.3. Any applications for a school place for the normal year of entry for a Primary or Infant School (Reception), Junior School (Year 3) or Secondary School (Year 7) with the main peer group will be made in accordance with the co-ordinated admission scheme for Primary and Secondary School admissions.
- 3.4. Places can only be offered in line with the school's admissions policy and applications must not be delayed whilst schools seek information not considered within their policy. In

accordance with the School Admission Code 2021, schools must not take into account such things as behaviour, attendance, abilities, previous schools or achievements.

- 3.5. In the first instance, parents should complete an in-year application form and send this to their preferred school for consideration of a place. The preferred school will be responsible for liaising with the parent in relation to their decision (within 10 school days) and must advise the County Council of the outcome in writing.
- 3.6. Any admission decision for Community and Voluntary Controlled schools must be agreed by the County Council as the admission authority for these schools.
- 3.7. Parents who have been refused a place at their preferred school must be advised of their legal right of appeal. In addition, parents will be referred to the County Council for further assistance in securing a school place – the County Council will then liaise with schools on parent's behalf.
- 3.8. All schools must advise the County Council of each application received, and the outcome, so the County Council can meet its statutory duties in terms of holding accurate vacancy figures, ensuring all children have timely access to education and school attendance can be monitored for safeguarding purposes.
- 3.9. Schools must also advise the County Council when a pupil leaves and the outcome of any admission appeal hearing.

All schools are aware of, and support, the County Council's fair access protocols. Full details of the protocols can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

Appendix 2



SCHOOL ADMISSION ARRANGEMENTS - COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS ACADEMIC YEAR 2024/2025- PROPOSED

This proposed document sets out the Admission Policy and Admission Numbers for the academic year 2024/2025 in respect of all **Community and Voluntary Controlled** Primary, Infant, Junior Schools, and Secondary Schools in Gloucestershire.

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

1. Admission Number

Each school has a set Published Admission Number (PAN). 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 Gloucestershire Community and Voluntary Controlled Schools for 2024 can be found at Appendix D (*key; CO = Community School, VC = Voluntary Controlled*).

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' ⁽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.

4. Sibling Definition

The admission criteria for Community and Voluntary Controlled Schools offers a higher priority for children with siblings who will be attending the school (including Sixth Form where available) when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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 Local Authority 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 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 Community and Voluntary Controlled Schools act in accordance with the Local Authority'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 minimized.

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 Infant and Primary Schools, Year 3 for Junior Schools, and Year 7 for Secondary 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.

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 Local Authority 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 31st 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 Co-ordinated Admissions Team directly. The Local Authority will make a decision on behalf of all Community and Voluntary Controlled Schools in Gloucestershire in consultation with the Head Teacher.

10. In-Year Admissions

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 schools/academies within Gloucestershire. To apply for a place at a Community or Voluntary Controlled School, parents should therefore contact the school in the first instance. The school will consider the application within 10 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 Community and Voluntary Controlled Schools can be found at www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/

The In Year team can offer advice and guidance and can be contacted by email at inyear.admissions@gloucestershire.gov.uk

11. Oversubscription Criteria

Where a Community or Voluntary Controlled 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, Primary, Junior and Secondary Schools are defined on the following pages.

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, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Manager (Commissioning for Learning).

13. Children's Home Address

Only one home address can be used for admission purposes. A child's home address is defined as 'a child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with their parent or legal guardian for more than 50% of the time.

Where a child lives with both parents on a 50/50 (equal) basis, or if a child's parents live at separate addresses, the local authority will use the address of the parent who is in receipt of the child benefit for allocation purposes. The local authority reserves the right to request further information to clarify the child's permanent home address.

Addresses of a business, relative, friend, child-minder, or a temporary address (less than six months) will not be considered as the home address even when the child stays there for all or part of the week. We may seek proof of residence and may require evidence from courts regarding parental responsibilities in these matters. Evidence that a child's home address is permanent may also be sought. Such evidence should demonstrate that the child lived at the address before the application was made and will continue to live there after the time of admission. Informal arrangements, even between parents, are not acceptable.

14. Fair Access Protocol

Gloucestershire County Council has 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 schools in Gloucestershire, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, 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 Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

15. Exceeding PAN Protocol

The County Council will act within the Schools Admission Code 2021 to ensure that it follows a fair, consistent, and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2021 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The County Council, on behalf of all Community and Voluntary Controlled Schools will consider all applications for a school place in line with the school's admission policy, taking individual cases into account in line with its Exceeding PAN Protocol – which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system. Full details of the Exceeding PAN Protocol can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

16. 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.

17. Appeals

Where an application for a place in a Community or Voluntary Controlled 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.

PLEASE NOTE: Where an application for a place in a Foundation, Voluntary Aided School or Academy is unsuccessful, parents have the legal right to appeal directly to the Governors of the preferred schools. Notification of the appeal process will be included with the parent's refusal letter.

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 Infant and Primary, Year 3 for Junior and Year 7 for Secondary) should be made to the Democratic Service's Unit after Stage 2 of the admissions process detailed in the coordinated scheme for Gloucestershire. The Local Authority, as the Admission Authority for all Community and Voluntary Controlled Schools will publish an appeals timetable by 28th February 2024, which can be found at

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

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.

Parents may appeal for more than one school if they wish. Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (e.g., a change of address or a change in the school's circumstances).

18. 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/>

19. Sixth Form Arrangements

The Sixth Form admission arrangements for Archway Community Secondary School are held by the school. Any application for a Sixth Form place at this school must be made directly to the school.

Archway School

Paganhill, Stroud, GL5 4AX

Head Teacher – Mr K Smith

Tel – 01453 763242

Email – admin@archwayschool.net

Website – www.archwayschool.com

Archway School's Sixth Form admission arrangements can be found in Appendix C.

20. Contacts in respect of these admission arrangements

- i) Amanda Johns - Fair Access Manager (Access to Education) – for any queries regarding the Local Authority's admission arrangements or the admission practice of any other school in Gloucestershire and for any concerns relating to the admission strategy in the County, or the fairness of admission practice.
- ii) All queries regarding these admission arrangements should be emailed to admissionpolicy@gloucestershire.gov.uk

APPENDIX 2A

ADMISSIONS CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS IN GLOUCESTERSHIRE SEPTEMBER 2024

Community & Voluntary Controlled Infant and Primary Schools

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

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 *(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. 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 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. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

APPENDIX 2B

Community & Voluntary Controlled Junior Schools

Community and Voluntary Controlled Junior 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 Education Team no later than 15 January 2024. 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 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. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

APPENDIX 2C

Community Secondary School

Archway Community Comprehensive Secondary School within Gloucestershire is maintained by Gloucestershire County Council, and the Local Authority is responsible for admissions.

For admission to Year 7, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than 31 October 2023.

Archway School has a defined Catchment Area – comprising of the parishes of:

- Cainscross - (Part - Areas East of and including Etheldene Road, Cashes Green Road, Whitehouse Park)
- Harescombe - (Part - only Sparrow Farm Cottages)
- Kings Stanley - (Part - Selsley Village only)
- Painswick, Pitchcombe, Randwick - (excluding the Wordens and areas West)
- Rodborough - (excluding Rodborough Lane, Butterow Hill, Bagpath, Bownham Park, Swellshill and areas East)
- Whiteshill, Woodchester, Stroud U.D - (Areas North of and including Bowbridge Lane, Highfield Road and Bisley Road).

If parents have any queries on the catchment area, a map will be available to view at the individual school, or by contacting the Admissions Team.

Year 7 – Year 11

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. Children living in the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.
3. Children living in the priority catchment area normally served by the school.
4. Children who live outside the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.
5. Other 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. A full definition can be found in section 3 of the School Admission Arrangement document shown above.

Sixth Form (Year 12 & Year 13)

Archway School has a successful Sixth Form, offering courses in a range of subjects. In considering applications, the School's aim is to accept students onto courses on which they can be successful. Evidence for making this judgment has to be an appropriate level of prior academic achievement.

Method of Application:

The prospectus and application forms are published in November 2023 and are available to all. They are specifically issued to members of Year 11 at Archway, visitors who attend the Sixth Form Information Evening, post-16 events held in other institutions and on request from the school. Forms can also be obtained from the Archway School website at www.archwayschool.net.

Applications should be submitted by the end of December. Information, advice, and guidance meetings are set up for prospective sixth formers to provide expert professional support at a critical time of decision during February and March whereupon offers of places will follow.

Entry Requirements:

Archway Sixth Form offers both A Level and L3 BTEC courses. For a full list of subjects offered please visit www.archwayschool.net

General entry requirements for all subjects, excluding those listed below	5 GCSEs at grade 4 or above including English, Maths, and the subject to be studied (where relevant)
Biology, Chemistry and Physics	Grade 6 in the subject and one other Science or 6-6 in Combined Science Grade 5 in Maths
English Literature	Grade 5 in English Literature and English Language
Maths	Grade 6 in Maths
Photography	Grade 4 in Art or submission of a portfolio of photography to the Head of Art
Psychology	Grade 5 in English, Maths and Science
Sociology	Grade 5 in English Language

Applications from students who are not members of Archway School

Each year students join our Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Archway. The entry requirements are identical for external applications as they are for internal, and no distinction is made between candidates.

Archway School will offer a minimum of 50 places to external students.

In the unlikely event of Year 12 places being oversubscribed priority will be given as follows:

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) Children living in the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.
- 3) Children living in the priority catchment area normally served by the school.
- 4) Children who live outside the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.
- 5) Other 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.

(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.

Appeals

Parents and/or children who are not offered a place in the sixth form have the right to make an appeal.

Information regarding this process can be obtained from:
Fair Access Team, Access to Education, Gloucestershire County Council, Shire Hall,
Gloucester, GL1 2TP.
Tel: 01452 425064
email: admissionpolicy@gloucestershire.gov.uk

APPENDIX 2D**PROPOSED ADMISSION NUMBERS FOR ALL
COMMUNITY & VOLUNTARY CONTROLLED INFANT AND PRIMARY SCHOOLS**

School Name	District	Status	September 2023	September 2024
Abbeymead Primary School	Gloucester	CO	60	60
Ann Edwards Church of England Primary School	Cotswold	VC	30	30
Ashchurch Primary School	Tewkesbury	CO	21	21
Ashleworth Church of England Primary School	Tewkesbury	VC	8	8
Avening Primary School	Cotswold	CO	16	16
Beech Green Primary School	Gloucester	CO	60	60
Benhall Infant School	Cheltenham	CO	60	60
Birdlip Primary School	Cotswold	CO	15	15
Bisley Blue Coat Church of England Primary School	Stroud	VC	12	12
Blakeney Primary School	Forest	CO	12	12
Bledington School	Cotswold	CO	14	14
Callowell Primary School	Stroud	CO	30	30
Calton Primary School	Gloucester	CO	60	60
Cam Everlands Primary School	Stroud	CO	30	30
Cam Woodfield Infant School	Stroud	CO	60	60
Cashes Green Primary School	Stroud	CO	30	30
Castle Hill Primary School	Tewkesbury	CO	30	30
Chalford Hill Primary School	Stroud	CO	30	30
Churcham Primary School	Forest	CO	8	8
Churchdown Parton Manor Infant School	Tewkesbury	CO	60	60
Cirencester Primary School	Cotswold	CO	60	60
Clearwell Church of England Primary School	Forest	VC	10	10
Coalway Community Infant School	Forest	CO	60	60
Coberley Church of England Primary School	Cotswold	VC	10	10
Cold Aston Church of England Primary School	Cotswold	VC	15	15
Coney Hill Community Primary School	Gloucester	CO	30	30
Deerhurst and Apperley Church of England Primary School	Tewkesbury	VC	12	12
Dinglewell Infant School	Gloucester	CO	90	90
Down Ampney Church of England Primary School	Cotswold	VC	8	8
Dunalley Primary School	Cheltenham	CO	60	60
Eastcombe Primary School	Stroud	CO	11	11
Eastington Primary School	Stroud	CO	20	20
Ellwood Primary School	Forest	CO	20	20
Elmbridge Primary School	Gloucester	CO	90	90
Fairford Church of England Primary School	Cotswold	VC	45	45
Foxmoor Primary School	Stroud	CO	37	37
Gastrells Community Primary School	Stroud	CO	25	25
Glenfall Community Primary School	Cheltenham	CO	30	30
Gloucester Road Primary School	Cheltenham	CO	30	30
Grangefield School	Tewkesbury	CO	60	60
Greatfield Park Primary School	Cheltenham	CO	30	30
Haresfield Church of England Primary School	Stroud	VC	15	15
Harewood Infant School	Gloucester	CO	90	90
Hatherley Infant School	Cheltenham	CO	60	60

Hatherop Church of England Primary School	Cotswold	VC	12	12
Hempsted Church of England Primary School	Gloucester	VC	30	30
Hesters Way Primary School and Family Centre	Cheltenham	CO	30	30
Hillview Primary School	Gloucester	CO	30	30
Holy Trinity Church of England Primary School	Cheltenham	VC	30	30
Hope Brook Church of England Primary School	Forest	VC	17	17
Innsworth Infant School	Tewkesbury	CO	60	60
Isbourne Valley School	Tewkesbury	C	15	15
Kempsford Church of England Primary School	Cotswold	VC	15	15
King's Stanley Primary School	Stroud	VC	30	30
Kingsholm Church of England Primary School	Gloucester	VC	90	90
Kingsway Primary School	Gloucester	CO	60	60
Kingswood Primary School	Stroud	CO	17	17
Lakeside Primary School	Cheltenham	CO	90	90
Leckhampton Church of England Primary School	Cheltenham	VC	90	90
Leighterton Primary School	Cotswold	CO	17	17
Linden Primary School	Gloucester	CO	60	60
Littledean Church of England Primary School	Forest	VC	15	15
Longborough Church of England Primary School	Cotswold	VC	11	11
Longlevens Infant School	Gloucester	CO	120	120
Lydbrook Primary School	Forest	CO	15	15
Meadowside Primary School	Gloucester	CO	30	30
Meysey Hampton Church of England Primary School	Cotswold	VC	15	15
Mickleton Primary School	Cotswold	CO	30	30
Nailsworth Church of England Primary School	Cotswold	VC	30	30
Naunton Park Primary School	Cheltenham	CO	60	60
Northleach Church of England Primary School	Cotswold	VC	25	25
Northway Infant School	Tewkesbury	CO	60	30
Norton Church of England Primary School	Tewkesbury	VC	20	20
Oak Hill Church of England Primary School	Tewkesbury	VC	15	15
Parkend Primary School	Forest	CO	10	10
Pauntley Church of England Primary School	Forest	VC	7	7
Pillowell Community Primary School	Forest	CO	12	12
Queen Margaret Primary School and Opportunity Centre	Tewkesbury	CO	30	30
Randwick Church of England Primary School	Stroud	VC	13	13
Redbrook Church of England Primary School	Forest	VC	7	7
Rodborough Community Primary School	Stroud	CO	30	30
Rodmarton School	Cotswold	CO	11	11
Ruardean Church of England Primary School	Forest	VC	15	15
Sharpness Primary School	Stroud	CO	20	20
Sheepscombe Primary School	Stroud	CO	10	10
Sherborne Church of England Primary School	Forest	VC	8	8
Shurdington Church of England Primary School	Tewkesbury	VC	30	30
Slimbridge Primary School	Stroud	CO	20	20
Soudley School	Forest	CO	11	11
Southrop Church of England Primary School	Cotswold	VC	8	8
St. John's Church of England Primary School (Cheltenham)	Cheltenham	VC	29	29
St. Paul's Church of England Primary School	Gloucester	VC	30	30
St. White's School	Forest	CO	45	45

Steam Mills Primary School	Forest	CO	17	17
Stonehouse Park Infant School	Stroud	CO	60	60
Stow-on-the-Wold Primary School	Cotswold	CO	20	20
Stratton Church of England Primary School	Cotswold	VC	30	30
Stroud Valley Community Primary School	Stroud	CO	37	37
Swell Church of England Primary School	Cotswold	VC	8	8
Temple Guiting Church of England School	Cotswold	VC	15	15
Tewkesbury Church of England Primary School	Tewkesbury	VC	60	60
The Croft School	Stroud	CO	20	20
The John Moore Primary School	Tewkesbury	CO	45	45
The Rissington School	Cotswold	CO	45	30
Thrupp School	Stroud	CO	20	20
Tibberton Community Primary School	Forest	CO	15	15
Tutshill Church of England Primary School	Forest	VC	30	30
Twynning School	Tewkesbury	CO	15	15
Uley Church of England Primary School	Stroud	VC	17	17
Uplands Community Primary School	Stroud	CO	15	15
Upton St. Leonards Church of England Primary School	Stroud	VC	60	60
Walmore Hill Primary School	Forest	CO	10	10
Whitminster Endowed Church of England Primary School	Stroud	VC	15	15
Widden Primary School and Family Centre	Gloucester	CO	60	60
Willersey Church of England Primary School	Cotswold	VC	8	8
Woodmancote School	Tewkesbury	CO	60	60
Woodside Primary School	Forest	CO	17	17
Woolaston Primary School	Forest	CO	30	30
Yorkley Primary School	Forest	CO	25	25

PROPOSED ADMISSION NUMBERS FOR ALL COMMUNITY & VOLUNTARY CONTROLLED JUNIOR SCHOOLS

School Name	District	Status	September 2023	September 2024
Churchdown Village Junior School	Tewkesbury	CO	60	60
Churchdown Parton Manor Junior School	Tewkesbury	CO	60	60
Coalway Junior School	Forest	CO	60	60
Dinglewell Junior School	Gloucester	CO	90	90
Innsworth Junior School	Tewkesbury	CO	60	60
Longlevens Junior School	Gloucester	CO	120	120
Park Junior School	Stroud	CO	60	60
St. James Church of England Junior School (Gloucester)	Gloucester	VC	59	59
Tredworth Junior School	Gloucester	CO	80	80

PROPOSED ADMISSION NUMBER FOR ARCHWAY SECONDARY SCHOOL

School Name	District	Status	September 2023	September 2024
Archway School	Stroud	CO	215	215

* - Updated Published Admission Number.

APPENDIX 3



SCHOOL ADMISSION ARRANGEMENTS PROTOCOL FOR PUPIL ADMITTANCE OVER PUBLISHED ADMISSION NUMBER (PAN) - FOR LOCAL AUTHORITY COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

1. BACKGROUND

In accordance with the School Admission Code 2021, as the admission authority for all Community and Voluntary Controlled Schools, Gloucestershire County Council must publish the admission number for each of these schools in its determined admission arrangements by 15th March each year. Any published admission number (PAN) must be based upon the physical capacity of the school and the overall demand for places in an area.

The County Council believes that admitting children in accordance with a school's published admission number is the most fair, consistent, and transparent method of offering places to children and it is therefore best practice to consider a formal increase to any school's PAN should there be any changes to their physical capacity which enables them to accommodate additional pupils.

However, the School Admission Code 2021 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. Therefore, this protocol sets out how the County Council will implement such flexibility in a transparent manner whilst ensuring that the sustainability of the whole school system is not compromised.

2. DECISION MAKING

In order to ensure that Community and Voluntary Controlled schools have the same opportunity to benefit from the increased School Admission Code flexibility as other maintained schools and academies in the county, the County Council is keen to support these schools in admitting places to children over their PAN. However, this protocol must be followed to ensure that all decisions are made consistently and do not unfairly disadvantage individual children or community groups.

In all cases, any decision to admit a pupil over a Community and Voluntary Controlled school's PAN must be made by the Access to Education Team in the County Council. Whilst the standard process for in-year admissions has been delegated to individual schools, the County Council is not able to formally delegate any official decision making (most specifically offering a place to a pupil when the school has already reached its PAN or refusing a place to a pupil when the school is under its PAN) and therefore is required to make all such decisions for them to be lawful.

Where individual Community and Voluntary Controlled schools consider that they have the physical capacity to accommodate individual pupils over their PAN, and the circumstances meet the criteria of this protocol, they should approach the Access to Education Team in the County Council to discuss the case. At no point in the process should Community and Voluntary Controlled schools advise a parent, or any other party, that they are able to offer a place before this decision has been made by the County Council – any such practice would be unlawful and is likely to lead to the County Council formally removing the school place from the child to protect the integrity of the admissions process and mitigate any legal challenge from third parties.

Where the Access to Education Team in the County Council decides that any pupil can be accommodated at a Community and Voluntary Controlled school above its PAN, it must be able to evidence the full consideration of such cases and document rationale for its decisions to comply with admissions law and best practice requirements. The Education Planning Team will also be involved in the consideration process. In any case, where a school is oversubscribed, any pupil considered for placement above a school's PAN must be at the top of the waiting list.

Whilst predominantly associated with in-year admissions, it is anticipated that this protocol will also apply for annual admissions to schools during the normal year of entry, if demand for places exceeds local provision however, such decisions will usually be made to inform the offers made on the national allocation day, or the County Council's subsequent offer date, to ensure that all children are treated fairly and equitably.

3. CRITERIA

In establishing the following criteria, the County Council has regard to its duty to ensure that all pupils in the county have access to education within a reasonable distance from their home whilst supporting parental preference where this is reasonable and practical to achieve.

Section 2.16 of the School Admissions Code 2021 states that 'infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single schoolteacher, as defined in Section 4 of the SSFA 1998. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or an Education, Health and Care Plan specifying a school.
- b) Looked after children and previously looked after children (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) admitted outside the normal admissions round.
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.
- d) Children admitted after an independent appeals panel upholds an appeal.
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- f) Children of UK service personnel admitted outside the normal admissions round.
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.
- h) Children with special educational needs or an Education, Health and Care Plan who are normally taught in a special educational need's unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Therefore, the County Council will support Community and Voluntary Controlled schools in admitting children over their PAN where all of the following circumstances apply:

1. The admission of the additional pupil/s would not cause the school to breach Infant Class Size Regulations¹ unless the pupil can be considered as an exception as defined in 2.16 of the School Admissions Code 2021
2. The school has the physical capacity within current class sizes/structure and overall net capacity to accommodate the additional pupil/s¹;
3. The school would not require any additional resources to meet pupil need¹;
4. The admission of the additional pupil/s would not require any specific funding, nor have an adverse financial impact on the school¹;
5. There have been no appeals for the year group in question made for a child in similar circumstances for the academic year in question unless a case is considered by the Access to Education Team of the County Council under fair access arrangements due to the child's vulnerability).

6. Any additional pupil/s living within the local area (i.e., within statutory walking distance²) of the school and alternative schools in the area are either also unable to accommodate them within their PAN or would necessitate an unreasonably long journey (in excess of the statutory walking distance²);
7. The school either has the capacity to admit additional pupils to the same year group within the next two academic years if their circumstances are considered similar to a pupil admitted over PAN, or the school is able to provide sufficient evidence to show that their capacity, resources or finances have changed so that it is not possible to admit any additional pupil/s in the future (to defend legal challenge)

¹ and would continue to meet these criteria even if all other year groups in the school were at their PAN (i.e. a school cannot exceed its PAN in one year group on the basis that another year group is undersubscribed).

² the statutory walking distance is 2 miles for children aged under 8 years old and 3 miles for children aged 8 and over. Distances are measured using the shortest available pedestrian route along which a child can walk in reasonable safety.

The same criteria will also be used to consider the in-year admittance of a child from a service family above a school's PAN, with the exception of criterion 1 and 5 - as the School Admissions Code 2021 provides additional flexibility for service families (not including Crown Servants) within these categories.

In accordance with the School Admissions Code 2021, whilst the County Council will be mindful of above criteria (with the exception of criterion 1 and 5) it is expected that looked after children, and previously looked after children, will be admitted to the school requested unless there are significant concerns about the appropriateness or capacity of the school to meet their needs.

Whilst the Head Teacher and Chair of Governors of the Community or Voluntary Controlled School will be required to provide their opinion as to whether any case meets the criteria above, the final decision on whether this protocol can be applied in any particular case will rest with officers of the County Council's Access to Education Team.

On occasions where the school has capacity to meet some, but not all, of its demand for school places within a particular year group, all admission applications will be refused, and cases will be decided by an independent appeal panel where the application is pursued by the parent.

In some cases, where the County Council is required to admit a number of pupils over a school's PAN to ensure sufficiency of local provision, the County Council may allocate additional resources or funding as necessary to secure capacity at the school. This will usually be linked to the normal year of entry at the school (i.e., Reception) where there is a short-term demand for increased places.

4. RATIONALE

This protocol has been designed in order to meet parental preference for places at Community and Voluntary Controlled schools, whilst ensuring that the County Council complies with school admission legislation and seeking to maintain a viable school system across the county. Whilst the County Council remains supportive of meeting individual parental preference where this is reasonable, it also has a much wider remit of ensuring that no school can expand at the expense of another (reducing parental preference), that in-year admissions do not impair future access to a school for particular children or communities, and that the ability to effectively manage localised fluctuations in demand is maintained.

Where any child has been refused a school place in line with the any part of County Council's admission process, the parent will retain their legal right of appeal against this decision.

This protocol does not apply to Foundation, Voluntary Aided and Free Schools or Academies, although they may choose to adopt similar considerations under admissions best practice.

Reviewed: July 2021

Appendix 4



SCHOOL ADMISSIONS GUIDANCE FOR CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS	
Written and Reviewed by: Sam Roberts – Access to Education Manager	Date: October 2019 <i>Reviewed September 2022</i>

1.PURPOSE

This protocol is devised to ensure that Gloucestershire Local Authority schools comply with the requirements of the School Admission Code 2021 to ensure that our procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions rounds and that the particular challenges for children of UK service personnel and other crown servants are minimized.

In the light of the guidance and requirements set out in the Schools Admissions Code 2021, Gloucestershire Local Authority recognise the particular needs of service parents and others serving the crown, many of whom have to manage frequent moves of home both inside and outside the UK.

2.SCOPE

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority's composite prospectus.

3.KEY STAGE 1 CLASSES

In the light of the Covenant and representations made by the MOD's Directorate Children and Young People (DCYP) to the Department for Education (DfE), the Code was amended to try to strike a balance between the original intentions of the infant class size legislation and the needs of mobile service families with children requiring Key Stage 1 school places when they move to a new area.

It is important to note that admission authorities are not required to treat all service children in Key Stage 1 as 'excepted pupils'; they are empowered to do so in respect of only those who are the subjects of in-year applications. In other words, they can admit a service child over the 30 limits, but they do not have to. Where a number of service children require in year admission to a Key Stage 1 class at the same time, for example, it is inevitable that some admission authorities will be reluctant to see significant increases to infant class sizes over and above the legal limit.

Where such applications are rejected, parents will continue to have access, should they wish to, to the independent admission appeals process. Current guidance permits panels to have the discretion to treat the appeal much as they would treat any other appeal for a child in another Key Stage.

This provision is not intended to and does not offer preferential treatment to service families. It is hoped, however, that it will provide enough flexibility to lessen the disadvantage experienced by some service families.

Please see the flowchart in Appendix 1, which details the Appeals Process.

4.PROCEDURE

This protocol will ensure that where Gloucestershire Local Authority is the admission authority for a school, we will:

- 4.1 Conduct electronically, as far as possible, all written communication regarding admissions and admissions appeals, particularly with families outside the U.K. seeking school places in Gloucestershire in the light of their move into the area. Where web based and email communication is not possible, relevant documents can be posted to the family
- 4.2 Consider, up to a term in advance of a child's arrival in the area, a school place in response to an application accompanied by an official government letter e.g.
 - Posting orders **or**
 - Confirmation in writing from the unit clerk **or**
 - Confirmation in writing from the commanding officer that the parent is service personnel declaring a relocation date and intended address or area of residency. An allocation will be made where the child would meet the criteria on relocation and there is a place available at the preferred school.
- 4.3 Accept a Unit or a "quartering area" address (the address of the closest house in the nearest "quartering area") for applications from service personnel in the absence of a new home postal address.
- 4.4 Ensure, through relevant documents and publications that, in addition to the support offered by the Local Authority, service personnel and their families may obtain information, advice and guidance about any aspect of admissions to schools from: Children's Education Advisory Service (CEAS) www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas

Own admission authority schools and academies in Gloucestershire may also opt to use this protocol.