

Admissions Policy 2027-28



Review Date of Policy: Autumn 2025

This policy was written by the Governing Body Stone with Woodford C of E Primary School in conjunction with the Headteacher, staff and taking into account Local Authority advice and will be reviewed annually.

The Governing Body approved the policy at a meeting on 9th December 2025.

1 Introduction

This policy should be read in conjunction with the Admissions Guidance Booklet issued by Gloucestershire County Council for schools and academies.

For further information on admissions, please contact the Co-ordinated Admissions Team at Shire Hall, Gloucester. GL1 2TP (01452 425407) or go to www.gloucestershire.gov.uk/schooladmissions

Our policy will be published on the Gloucestershire County Council's website and on the school's website: www.stone-with-woodford.gloucs.sch.uk

The governing body of our school applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

This document sets out the Admission Policy and Admission Numbers for Stone with Woodford C of E Primary School for the academic year 2027/2028.

This policy is subject to review between November 2025 and January 2026 and the final version will be determined by 28 February 2026.

There will be 15 reception places available in September 2027. Consideration will be given to admitting more than this number in years of exceptional local demand, as long as numbers in adjacent year groups allow this without exceeding KS1 statutory class size limits or a total of more than 30 in any two adjacent year groups.

2 Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction that is placed on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is

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our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

3 How parents can apply for their child to be admitted to our school

The Governing Body is the Admissions Authority for our school as part of the coordinated scheme with the local authority. Parents must apply for a place at the school using the common preference form, which must be returned as specified on the form. Alternatively, parents may apply directly to the local authority online for admissions in September.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year).

For admission to all other year groups, parents must contact the school directly to enquire about the availability of places.

Parents of summer born children (those born between 1 April and 31 August only) may defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferring a child's admission are provided on the Gloucestershire Admissions website. <http://www.gloucestershire.gov.uk/schooladmissions>

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 a Statement or an Education, Health and Care plan that names the school, even if the school is full. Parents of children with Statements of SEN or EHC should contact their child's casework officer for any further information.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. Children of teaching staff working at our school.
4. Children with the strongest geographical claim, measured, using Ordnance Survey points, in a straight line from the central point of the child's home address (including flats) to the 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 1-3 above is oversubscribed, criterion 4 (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 4 (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 school.

(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).

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(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.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children brought together by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address.

4 Admission appeals

Parents/carers have a right to appeal against refusal, by the Governing Body, to admit their child(ren) to our school. Any appeal must be in writing and addressed to the head teacher as soon as possible (within 20 days) after notification. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible. Appeals will be arranged in accordance with the *Code of Practice on Admission Appeals*. Further details about the appeal process are available from the Clerk to the Governors via the school office (01453 260309).

5 Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December).

The waiting list will be prioritised according to the school's oversubscription criteria.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list. This includes: children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place;

7 In Year Admission

In the school year 2024/25 and beyond, applications for a school place made outside the normal round of admissions for children of compulsory school age (i.e. Reception to Year 11) must be made directly to the school. However, the Local Authority maintains a statutory duty of being aware of all pupils and vacancies within schools and academies.

8 Transport

School transport is not available at this school