

SCHOOL ADMISSION ARRANGEMENTS - COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS ACADEMIC YEAR 2015/16

This document sets out the Admission Policy and Admission Numbers for the academic year 2015/2016 in respect of all Community and Voluntary Controlled Primary, Infant, Junior schools and Secondary school in Gloucestershire.

This policy was subject to consultation between November 2013 and February 2014 and the final version will be determined by 15 April 2014.

A copy of these admission arrangements can be found on the Council's website at www.gloucestershire.gov.uk/schooladmissions following link to Consultations. Alternatively please contact the Admissions Development, Appeals and Policy 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. 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 2015 can be found at Appendix B (*key; CO = Community School, VC = Voluntary Controlled*).

2. Children with Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC)

Children who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan 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 that names that particular school. Parents of children with Statements of SEN or EHC should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan naming a school will be allocated a place even if that school is full.

3. Looked After Children/Previously Looked After Children Definition

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order¹. 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).

¹ An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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, step brother 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.

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 Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the 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 minimised.

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.

8. In-Year Admissions

The Local Authority is no longer be 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 5 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.

9. 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.

10. 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 Admissions and Transport Manager.

11. Children's home address

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

12. Fair Access Protocols

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 www.gloucestershire.gov.uk/schooladmissions following the link - School admission policies, protocols and schemes.

13. 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.

14. 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.

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 2015 (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 co-ordinated scheme for Gloucestershire.

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 schools circumstances).

15. 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 www.gloucestershire.gov.uk/schooltransport.

16. 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 C Belford
Tel – 01453 763242
Email – admin@archwayschool.net
Website – www.archwayschool.com

Archway School’s Sixth Form admission arrangements can be found at Appendix A.

17. Contacts in respect of these admission arrangements

- i) Sam Roberts and Amanda Johns - Development, Appeals and Policy Managers – for any queries regarding the Local Authority’s admission arrangements or the admission practice of any other school in Gloucestershire.
- ii) Charlotte Jones – Senior Admissions and Transport Manager – for any concerns relating to the admission strategy in the County, or the fairness of admission practice.
- iii) All queries regarding these admission arrangements should be emailed to admissionpolicy@gloucestershire.gov.uk

**ADMISSIONS CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS IN
GLOUCESTERSHIRE SEPTEMBER 2015**

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 Admissions and Transfer Team no later than 15 January 2015.

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, residence, or special guardianship order². 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).
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.

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 Admissions and Transfer Team no later than 15 January 2015.

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, residence, or special guardianship order³. 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).
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.

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 Admissions and Transfer Team no later than 31 October 2014.

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, residence, or special guardianship order⁴. 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).
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.

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 2014 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 Gloucestershire County Council website www.gloucestershire.gov.uk Applications should be submitted by the end of January. 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:

* AS Level and L3 BTEC courses:

Five GCSE passes at Grades A* - C including English and Mathematics. A minimum of grade C is required in any subject chosen for study (grade B in the case of Mathematics, Biology, Chemistry and Physics). Where a subject has not been studied at GCSE entry will be at the discretion of the Subject Leader and Head of Sixth Form.

* A2 courses:

The minimum entry requirement to move onto an A2 course is successful completion of Year 12 and a minimum of grade E passes in each of the three subjects chosen.

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. The school admitted 105 students into Year 12 in 2013 but this number may be exceeded where facilities and resources allow.

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, residence, or special guardianship order. 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).

- 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 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.

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:
Admissions and Transfers Team, Gloucestershire County Council, Shire Hall,
Gloucester, GL1 2TP.
Tel: 01452 425173
email: admissionpolicy@gloucestershire.gov.uk

**INDICATED ADMISSION NUMBERS FOR ALL COMMUNITY & VOLUNTARY CONTROLLED
INFANT AND PRIMARY SCHOOLS**

School Name	Status	September 2015
Abbeymead Primary School	CO	60
Ann Edwards Church of England Primary School	VC	45
Ashchurch Primary School	CO	19
Ashleworth Church of England Primary School	VC	8
Avening Primary School	CO	16
Aylburton Church of England Primary School	VC	10
Beech Green Primary School	CO	60
Benhall Infant School	CO	60
Berkeley Primary School	CO	30
Bibury Church of England Primary School	VC	7
Birdlip Primary School	CO	15
Bisley Blue Coat Church of England Primary School	VC	12
Blakeney Primary School	CO	12
Bledington School	CO	14
Bream Church of England Primary School	VC	30
Callowell Primary School	CO	30
Calton Primary School	CO	60
Cam Everlands Primary School	CO	30
Cam Woodfield Infant School	CO	60
Cashes Green Primary School	CO	30
Castle Hill Primary School	CO	30
Chalford Hill Primary School	CO	30
Chesterton Primary School	CO	30
Churcham Primary School	CO	8
Cirencester Primary School	CO	60
Clearwell Church of England Primary School	VC	10
Coaley Church of England Primary School	VC	10
Coalway Community Infant School	CO	60
Coberley Church of England Primary School	VC	8
Cold Aston Church of England Primary School	VC	15
Coney Hill Community Primary School	CO	30
Deerhurst and Apperley Church of England Primary School	VC	12
Dinglewell Infant School	CO	90
Down Ampney Church of England Primary School	VC	8
Drybrook School	CO	20
Dunalley Primary School	CO	60
Eastcombe Primary School	CO	11
Eastington Primary School	CO	20
Ellwood Primary School	CO	20
Elmbridge Infant School	CO	90
English Bicknor Church of England Primary School	VC	11
Fairford Church of England Primary School	VC	30
Foxmoor Primary School	CO	37
Gastrells Community Primary School	CO	25
Glenfall Community Primary School	CO	30
Gloucester Road Primary School	CO	25
Grangefield School	CO	30
Great Rissington Primary School	CO	24
Greatfield Park Primary School	CO	30
Haresfield Church of England Primary School	VC	15

Harewood Infant School	CO	75
Hartpury Church of England Primary School	VC	15
Hatherley Infant School	CO	60
Hatherley Church of England Primary School	VC	12
Hempsted Church of England Primary School	VC	30
Hesters Way Primary School and Family Centre	CO	30
Hillview Primary School	CO	30
Holy Trinity Church of England Primary School	VC	30
Hope Brook Church of England Primary School	VC	17
Innsworth Infant School	CO	50
Isbourne Valley School	C	12
Kemble Primary School	CO	15
Kempsford Church of England Primary School	VC	15
King's Stanley Primary School	VC	30
Kingsholm Church of England Primary School	VC	90
Kingsway Primary School	CO	60
Kingswood Primary School	CO	15
Lakeside Primary School	CO	90
Leckhampton Church of England Primary School	VC	60
Leighterton Primary School	CO	17
Linden Primary School	CO	60
Littledean Church of England Primary School	VC	15
Longborough Church of England Primary School	VC	8
Longlevens Infant School	CO	120
Longney Church of England Primary School	VC	15
Lydbrook Primary School	CO	20
Lydney Church of England Community School	VC	30
Meadowside Primary School	CO	30
Meysey Hampton Church of England Primary School	VC	15
Mickleton Primary School	CO	15
Mitton Manor Primary School	CO	30
Nailsworth Church of England Primary School	VC	30
Naunton Park Primary School	CO	57
North Cerney Church of England Primary School	VC	10
Northleach Church of England Primary School	VC	25
Northway Infant School	CO	60
Norton Church of England Primary School	VC	16
Oak Hill Church of England Primary School	VC	15
Parkend Primary School	CO	8
Churchdown Parton Manor Infant School	CO	60
Pauntley Church of England Primary School	VC	7
Pillowell Community Primary School	CO	12
Queen Margaret Primary School and Opportunity Centre	CO	30
Randwick Church of England Primary School	VC	12
Redbrook Church of England Primary School	VC	7
Rodborough Community Primary School	CO	30
Rodmarton School	CO	11
Rowanfield Infant School	CO	90
Ruardean Church of England Primary School	VC	15
Sharpness Primary School	CO	20
Sheepscombe School	CO	9
Sherborne Church of England Primary School	VC	8
Shurdington Church of England Primary School	VC	15
Siddington Church of England School	VC	12
Slimbridge Primary School	CO	15
Soudley School	CO	11
Southrop Church of England Primary School	VC	8
St. James' Church of England Primary School (Cheltenham)	VC	60
St. John's Church of England Primary School (Cheltenham)	VC	29

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St. Paul's Church of England Primary School	VC	30
St. White's School	CO	45
Steam Mills Primary School	CO	17
Stow-on-the-Wold Primary School	CO	20
Stratton Church of England Primary School	VC	30
Stroud Valley Community Primary School	CO	37
Swell Church of England Primary School	VC	8
Temple Guiting Church of England School	VC	15
Tewkesbury Church of England Primary School	VC	60
The Croft School	CO	20
The John Moore Primary School	CO	30
The Lakefield CofE Primary School	VC	30
The Moat Primary School	CO	30
The Park Infant School	CO	60
Thrupp School	CO	20
Tibberton Community Primary School	CO	15
Tredington Primary School	CO	14
Tredworth Infant School	CO	80
Tuffley Primary School	CO	30
Tutshill Church of England Primary School	VC	30
Twynning School	CO	15
Uley Church of England Primary School	VC	17
Uplands Community Primary School	CO	15
Upton St. Leonards Church of England Primary School	VC	60
Walmore Hill Primary School	CO	10
Watermoor Church of England Primary School	VC	25
Whiteshill Primary School	CO	15
Whitminster Endowed Church of England Primary School	VC	15
Widden Primary School and Family Centre	CO	60
Willersey Church of England Primary School	VC	8
Woodmancote School	CO	45
Woodside Primary School	CO	17
Woolaston Primary School	CO	27
Yorkley Primary School	CO	25

PUBLISHED ADMISSION NUMBERS FOR ALL COMMUNITY & VOLUNTARY CONTROLLED JUNIOR SCHOOLS

School Name	Status	September 2015
Churchdown Village Junior School	CO	60
Coalway Junior School	CO	60
Dinglewell Junior School	CO	90
Elmbridge Junior School	CO	90
Innsworth Junior School	CO	50
Longlevens Junior School	CO	120
Park Junior School	CO	60
Churchdown Parton Manor Junior School	CO	45
St. James Church of England Junior School (Gloucester)	VC	59
Tredworth Junior School	CO	80

PUBLISHED ADMISSION NUMBERS ARCHWAY SECONDARY SCHOOL

School Name	Status	September 2015
Archway School	CO	215