

# Primary School/Academy Admissions

For children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015

# Junior School/Academy Admissions

For children born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012

**GUIDANCE BOOKLET 2019/2020**

Also includes information regarding transfer from lower/first to middle school

# WELCOME

This booklet will help guide you through the process of applying for a school/academy place in Gloucestershire.

This booklet is only for parents and carers of children living in Gloucestershire – if you do not live in Gloucestershire you **must** apply to your home local authority, even if requesting a place in a Gloucestershire School.

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## KEY DATES 2019/2020

### Entry to Primary/Infant School/Academy

In Gloucestershire admission authorities will provide for the admission of all children in the September following their 4<sup>th</sup> birthday. Some schools/academies offer a staggered entry for the Reception Class where children attend part-time at first. Please contact each individual school/academy to discuss your child's entry into Reception Class.

We offer three different mainstream categories of educational settings for children aged 4 - 11.

#### Primary

Children will have full-time education provided from reception to year 6.

#### Infant

Children will have full-time education provided from reception to year 2. When your child is in year 2 you will need to apply for a junior school/academy to continue their education.

#### Junior

Children will have full-time education provided from year 3 to year 6. Children will enter junior schools/academies in year 3.

### Entry from First to Middle School

The neighbouring county of Worcestershire offers a 3 tier system where children transfer from Low to Middle School in Year 5 to Year 6 and Middle to High School in Year 8 to Year 9. For further details see page 14.

## September 2019 Intake

### Key Dates

<b>From 5th November 2018</b>	Letters sent out explaining how to apply for School/Academy places
<b>From 5th November 2018 to 15<sup>th</sup> January 2019</b>	Online Primary/Infant/Junior School application facility open
<b>Monday 15<sup>th</sup> January 2019</b>	Closing date for school applications
<b>Tuesday 16<sup>th</sup> April 2019</b>	Allocation Day
<b>Monday 29<sup>th</sup> April 2019</b>	Closing date to return reply form accepting the School/Academy place or requesting to be placed on a waiting list/s
<b>After Wednesday 15<sup>th</sup> May 2019</b>	Outcome of Waiting List Requests

Wednesday 29 <sup>th</sup> May 2019	Closing date for return of reply forms
June 2019 to July 2019	Appeals

## STEP 1

### Do your homework to help you decide which schools/academies you wish to apply to

- Go to School/Academy Open Evenings; information about Open Evenings and information sessions are usually available on the school's/academy's websites or by telephoning the school/academy.
- Read the latest OFSTED report for the school/academy. This report will point out all the strengths and weaknesses of the school/academy and is usually available on the school's/academy's website or by asking the school/academy for a copy.
- Look at the school/academy website - this will give information about the school/academy including the number of pupils, facilities etc.
- How far away are the schools/academies and will you be able to get your child there? Your child may not qualify for travel assistance and the cost of getting them to school may be significant. (Further information about travel assistance can be found on page 9).
- Find out about entry requirements and if your child has a **realistic** chance of getting a place at the school/academy. The admission criteria for all schools/academies is available either from the school/academy or from the following link on our website:
- <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>
- If your child has an Education Health and Care Plan please go to page 10.
- Include your child in making the decision and to discuss the options available but remember a place at your preferred school cannot be guaranteed; make sure your child understands this.

## STEP 2

### Choose your preferred schools/academies

- You can apply for up to five schools/academies that you would prefer your child to attend.
- Place the schools/academies in your **true preference order** with 1 being the school you would most like your child to attend. We allocate schools using the equal preference system. Schools/academies are not informed where you put them on your list. Please see page 5 for further details
- Even if you want a place at your local school/academy or you already have another child in the school/academy you **must** still apply.

## Equal Preference System Explained

### Background to the system

Whether you're applying for a primary or secondary school place for your child, it can be tough deciding which schools to list on your application form, let alone in which order you should rank them.

In the past, some schools and Local Authorities operated a 'First Preference First' system. Admissions Authorities could prioritise those who had listed a school as their first choice on their application form. In practice, this meant that a child who lived some distance from a school but had made it their first choice could be offered a place above a child who lived nearer but had listed it as their second choice.

The Schools Admission Code outlawed the 'First Preference First' system. **Admission Authorities are now legally required to operate an 'Equal Preference' system.** This means that places are offered purely on the strength of how well children fit the admissions criteria. Schools can't favour children who listed the school as their first choice, nor rule out those who placed it lower down their list; in fact, they are not even told where they were ranked in your list of preferences.

The Equal Preference system was introduced to prevent Admission Authorities being able to give higher priority to children who listed a school as their first choice. This is particularly important where a school's Admission Authority is the school itself – for example, foundation schools/academies, where the governing body controls admissions – as they are no longer able to select pupils based on where the parent/carer has placed the school as a preference.

### What does this mean in practice?

- On the Common Application Form you will be asked to list your top 5 choices of school in order of preference.
- After the closing date, we will put your child's name on the list for each of the schools you have listed. Their position on the list will depend on how well your child fits the school's admission criteria – for example, they may be higher up a school's list if you live very near to it.
- The Equal Preference system means that at this stage, the order in which you ranked the schools will not be taken into account. Your child will be put on the list for every school you have applied to.
- Each school has a Published Admission Number (PAN): the number of places it has to offer. We will mark up the names at the top of each school's list, up to its PAN. This is known as the School List. Those children whose names fall outside the PAN will not be offered a place at this school. You will have the opportunity to place your child's name on a waiting list (for further guidance please see **Step 6**).
- If your child's name appears on only one School List, your child will be offered a place at that school, regardless of where it ranked in your preferences as long as the child falls within the school's PAN (see above)
- If your child is on more than one School List, we will then take into account the order in which you ranked the schools on your Common Application Form. Your child will be offered a place at the school that you ranked highest.
- If your child isn't allocated a place at any of your preferred schools, we will allocate a place at the nearest school with a space.
- If you have been offered a school that wasn't your first choice, you will then have the opportunity to request for your child to be placed on the waiting list for your higher preferences; so your child

may be reconsidered for a place at any of these schools in subsequent allocation rounds (for further guidance please see **Step 6**).

## STEP 3

### Apply for a school/academy place

- To make an application for a school/academy place, you must be the child's parent or legal guardian. We can only accept one application per child therefore applications should only be made to us once both parents agree with the preferred schools/academies. If parents can't agree please see page 13.
- Register to apply online via the family portal available on our website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) from November 2018 - this is the quickest and easiest way to apply. If you have previously registered for another child, or for Free School Meals, you can use the same logon details and password. Just check that all your details are still correct and update accordingly. You may need to provide proof of any changes e.g child's home address.
- You may be asked for your child's Unique Identifying Number (UID) when completing the application which you can find on the letter from Co-ordinated Admissions. It does not matter if you have lost the letter you can access the application by clicking on the "No UID" tab..
- You can apply for up to five schools/academies. Place them in your true preference order but make sure you have read the Admissions Policy for each school/academy to ensure your choices are realistic. Please see the 'Primary/Infant School/Academy Co-ordinated Admissions Information Booklet 2019/2020' for details on individual schools admissions policies.
- Use your child's permanent address. We use this information to determine if a child can be offered a place at a school. It's important that we have the correct address.
- Adoption, Special Guardianship Orders and Children in Care. Please read the definition on page 16. If you are applying on behalf of a "previously looked after" child the parent will need to provide the following evidence in support of the application:
  - an adoption order under section 46 of the Adoption and Children Act 2002; or
  - an adoption order under the Adoption Act 1976; or
  - a child arrangements order; or
  - a residence 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; or
  - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

It is important that the evidence is provided since without it there is no basis for considering a child as being "Previously Looked After". Therefore failing to provide the necessary evidence could have a significant impact on whether a place is offered at the school listed as the first preference.

- Tell us about any siblings that will be attending your preferred school/s when your child is due to start. (see page 18 for definition). If you are naming an infant school as one of your preferences tell us about any siblings attending or will be attending the linked junior school when your child is due to start.

- If you feel that your child has a medical need that can only be met by a specific school/academy you will need to supply the school with documentation from a medical professional to support your application, if it is relevant in the school's admissions criteria.
- Check if the schools/academies you are choosing require supplementary forms to be completed. You will find this information in our 'Primary/Infant School/Academy Co-ordinated Admissions Information Booklet 2019/2020' or on the school's website. Remember you must still complete the Common Application Form and name them as one of your preferences.
- If you currently live overseas and require a reception place or a Year 3 junior place in Gloucestershire for your child from September 2019 you can apply directly to ourselves using our online application facility. Please apply using your child's name, date of birth and your current overseas address giving details of your moving date and UK address.
- Remember to make a note of your user name and password as you will need this to access your account to make any changes and to check your results.
- Applications received after **Tuesday 15<sup>th</sup> January 2019** will be treated as late and will not be considered until after all on-time applications have been processed.
- Alternatively you can complete a paper application form which can be downloaded from our website. It is your responsibility to ensure that we receive it as proof of posting is not sufficient.

## STEP 4

### Accept your school place

- All parents who applied online will be notified via e-mail. Alternatively you can log into your online account to view the school allocation
- If you are happy with the school/academy place you have been offered log into your online account and accept your place. We will notify the school and they will be in touch about Taster Days etc.
- If you have sent in a paper application you will be notified in writing. If you are happy with the school/academy place you have been offered complete and return the reply form. We will notify the school and they will be in touch about Taster Days etc.
- We strongly advise that you accept your offer even if you are unhappy with it to ensure your child has a school place for September 2019. Accepting a school place does not affect your right to be placed on a waiting list or to appeal. **(See Step 6)**

## STEP 5

### Decline your school place

- You can decline your school place online or by using the reply form enclosed with your letter.
- If you decline your school place this will not increase your chances of being offered one of your preferred schools and could in fact result in you being offered an even less acceptable school.
- Children are **not** automatically placed on waiting lists on allocation day. **(Please go to step 6)**

- We strongly advise that you accept your offer even if you are unhappy with it to ensure your child has a school place for September 2019. Accepting a school place does not affect your right to be placed on a waiting list or to appeal. (See Step 6)

## STEP 6

### Request to be placed on a waiting list

- If you applied online you can request to be placed on a schools waiting list online. Alternatively if you made a paper application complete the reply form enclosed with your offer letter.
- Any requests will need to be made by the closing date **Monday 29<sup>th</sup> April 2019**
- If you wish to apply for alternative schools than those previously listed please complete the waiting list request online reply form.
- If this is your first application please complete the “late” online common application form.
- At this stage we cannot take individual circumstances or personal reasons for wanting the school/s into account. However if your address has changed or will have changed before **Monday 29<sup>th</sup> April 2019** you must let us know and provide official confirmation of the change of address
- Your child’s name will be added to the schools waiting list and should places become available and if your child is next in line you will be offered a place. Your original school place will be withdrawn and made available to others.
- You will be informed of the outcome after **Wednesday 15<sup>th</sup> May 2019**.
- If you have not been allocated your preferred school/academy you will remain on their waiting list. Waiting lists will be kept until December 2019 or longer depending on the school.

## STEP 7

### Request an Appeal

- If you are still unsuccessful in gaining a place at your preferred school you have a legal right to appeal if you think you have exceptional circumstances supporting why your child should have a place at your preferred school/academy.
- Further clarification on the appeal process will be available via your allocation letter or our webpage from the 16<sup>th</sup> April 2019.
- Unless there are significant material changes in circumstances, only one appeal application may be made for each academic year for each school/academy. We strongly recommend that you accept the school/academy place offered, even if you are intending to appeal for another school/academy. This ensures that your child has a school/academy place in September 2019 if your appeal is unsuccessful.



## Additional Information

### Late Applications

It is extremely important that you apply by the closing date of **Tuesday 15<sup>th</sup> January 2019**. We have to treat any application that is received after this date as “late” and your preferences will not be considered until places have been offered to all children for whom we received an application by the closing date.

Our Senior Officers can agree to extend the deadline, for a short time, in very exceptional circumstances such as:

- 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
- The hospitalisation of the only parent/guardian

If you think this applies to you it is important that you contact us before the closing date to agree any extension.

Unfortunately it is unlikely that your child will be offered a place at any of your preferred school/academies if we do not receive your application form by the closing date.

Late applications received up to 4 weeks before Allocation Day will be considered after on time applications. If we are able to make a reasonable offer we will do so and you will receive notification on Allocation Day. If we are unable to make a reasonable offer your application will be considered during our second round along with any late applications received within 4 weeks of Allocation Day.

### Early entry to primary school/academy

By law every child has to be in full time education at school/academy, or otherwise, from the term following his or her fifth birthday. However, the county policy is to provide a full three year infant course for all children whose parents so wish. Accordingly, all children may start a primary school/academy in Gloucestershire from the September following their fourth birthday. Before that time, the Government provides a Nursery Grant Scheme to subsidise a nursery or playgroup place.

In recognition that very occasionally, exceptional cases arise where early admission is warranted, the council has agreed the following criteria for early admission:

The child has a proven education need (not a social need or a family need) for admission to an infant or primary school/academy on a full time basis and

- That there is no appropriate Pre-school provision (provided by the county council or otherwise) available in the area, and
- That there is a place available in a particular school/academy

Parents wanting early entry for their child may wish to consider the following when making their decision:

- Their child's emotional health and well being, for example, does your child have the emotional and social maturity of an older age group?
- Does your child share play and other social interest of an older age group or the same age group?
- Research demonstrates that there is an advantage to being one of the most able children in a year group that remains with the child throughout their school/academy life.
- Social/emotional consequences for early entry pupils, for example, when the pupil reaches the end of primary school/academy they would find themselves entering the secondary phase a year earlier and mixing much earlier with teenagers.
- As an alternative to starting early has consideration been given to pre-school extension activities that broaden their child's experiences in readiness for learning when they reach the age to attend school/academy?

## Delayed entry during the 2019/2020 Academic Year

Most children joining Reception start school at the beginning of Term 1 (September). However, children do not have to start full time education until the term after their fifth birthday, and some families decide to delay their children's entry to school until this term.

**If you intend to delay your child's entry to later in the 2019/2020 academic year an application still needs to be made by the closing date, 15<sup>th</sup> January 2019.**

If a parent wishes to delay their child's admission to school they should discuss the request with the allocated school concerned.

Please see table below showing dates by which children have to start school

Children born between...	Can start school... (full-time or part-time)	Must start school by... (full-time)
1 September 2014 and 31 December 2014	September 2019	January 2020
1 January 2015 and 31 March 2015	September 2019 or January 2020	April 2020
1 April 2015 and 31 August 2015	September 2019 or January 2020 or April 2020	September 2020  Unless otherwise agreed, if a child of this age starts school in September 2020 the child will start in Year 1 and not Reception (please see the section on the admission of summer born children below ). The offer of the reception place for September

		<p>2019 will lapse if the child concerned does not start school by April 2020. In cases of this kind the child's parent would need to reapply in June 2020 for a Year 1 place for September 2020. However there are no guarantees a place will be available</p>
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## Deferment for Summer born children

If your child was born between 1 April and 31 August and you are considering deferring your child's admission to Reception 2020 please see our separate Deferment for Summer-born Information Sheet available in the download box on our webpage [www.gloucestershire.gov.uk/startingprimary](http://www.gloucestershire.gov.uk/startingprimary) This information sheet contains important information and explains the application process you will need to follow.

## Travel Assistance

It is very important that you think about transport when you consider the school/academy you would like your child to attend. If you are not choosing to attend the nearest school (for whatever reason) or the school is within walking distance assistance is very unlikely to be granted. The majority of children are not eligible for free transport and this will usually have to be organised and paid for by yourselves – many schools/academies have their own travel plans, with special routes to make walking or cycling safer and have special facilities such as cycle shelters.

You can apply for assistance with transport if all of the following details apply to your child:

- Your child lives in Gloucestershire &
- They attend their nearest primary school and it is over two miles or more walking distance away for a child under eight, and three miles or more walking distance away for a child aged eight or over

For a '**straight line**' calculation on the distance from your postcode to the school you are interested in please use the following link: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) and click on the 'Gloucestershire Find a School' tab – please note this should only be used for a general guideline and does not match the criteria for how the transportation distance assessment is calculated. Travel assistance is measured by "**walking**" distance using the nearest available pedestrian route.

Transport assistance is not provided to those children who:

- Attend an independent school.
- Study away from their normal school.
- Live outside the County and attend a Gloucestershire school

If transport is likely to be an issue for you, we would advise you to contact the Travel Assistance and Free School Meals Team to see if we can help with transport before choosing your preferred schools/academies.

The County Council remains committed to ensuring that all children are able to access education and will continue to meet all of its statutory duties. It further commits to considering best practice as outlined in the Education Act 1996, Education and Inspections Act 2006, the Home to School Travel and Transport Guidance and Home to School Travel for Pupils Requiring Special Arrangements Guidance.

**Please check the website for our current transport policy**  
[www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport)

## Children with Special Educational Needs and Disabilities

If you think that your child needs to go to a special school/academy, you are advised to talk to your child's playgroup, nursery or early years centre in the first instance.

It is important to remember that no places can be guaranteed at schools/academies suggested or recommended as being suitable for your child by staff at your child's primary school/academy or by other advisers.

If your child has an Education Health Care Plan (EHCP) or a Statement of Special Educational Needs there is a different admission procedure for applying for a reception place

At the Annual Review there should be an opportunity to discuss which primary school/academy may be suitable to meet your child's needs. A copy of the Annual Review will be sent to the County Council's Special Educational Needs (SEND) Casework Team, who will then contact the school/academy named in the report to request a place for your child.

Applications do not need to be submitted for children with an EHCP as places are automatically allocated in the school that has been named in the child's EHCP. If an application is made then this will be discarded. If you wish a different school for your child other than the one currently named in your child's EHCP you will need to contact our SEND Casework Team on 01452 324068.

Children who have additional learning needs or a disability but **do not** have an EHCP or a Statement of Special Educational Needs, will need to apply for a reception place following the same admissions procedures as all other children.

If you have concerns about the process or the choice of a suitable school/academy, you may find it helpful to discuss this with your child's pre-school setting or other professionals involved with your child's education and welfare.

## Frequently Asked Questions

### Who has parental responsibility for a child?

The child's natural parents both have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their children are born.

Parental responsibility for children born before 1st December 2003 is obtained by:

- Marriage to the natural mother of their child or by obtaining a Parental Responsibility Order from the court.
- Registering a Parental Responsibility Agreement with the court or by an application to court.

Parental responsibility for children born after 1st December 2003 is obtained by:

- Registering the child's birth jointly with the mother at the time of birth
- Re-registration of the birth by the natural father
- Marriage to the natural mother of their child or by obtaining a Parental Responsibility Order from the court.
- Registering a Parental Responsibility Agreement with the court or by an application to court.

## What if more than one application is completed?

We can only process one application per child and the County Council cannot become involved in disputes between parents. If more than one application is received for a child, all applicants will be told that this has happened and they will be asked to reach an agreement and re-submit one application for the child.

If parents cannot agree, and a court has not been approached to decide which parent has the right to submit their preferred school/academy, we will not accept either application.

## What address do I use to apply?

The address at the top of your original 'how to apply' letter which you will receive from us is the address that we would normally use for allocation purposes. If this is a recent update, then we may require proof of this address in order to use this, in which case we would use the previous address unless this proof is received. If this address is incorrect you **must** let us know your correct address as soon as possible, we may also require proof of this address.

The address given on the application should be the child's address at the time of application. The "time of application" is the entire time period from the point when applications can be made in November 2018 until the closing date on 15<sup>th</sup> January 2019.

The location of a child's home address is very important for helping us decide which children can be offered places at schools/academies and therefore we need to make sure that the address details we have for your child are correct.

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.. If a child's parents live at separate addresses, which ever of the two addresses the child spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the home address and we will also require official confirmation of the address.

Addresses of a business, relative, friend or child-minder 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.

## Overseas Applications

You can apply from overseas but you **must** submit your application using the address where the child is living at the time of application. The “time of application” is the entire time period from the point when applications can be made in November 2018 until the closing date on 15<sup>th</sup> January 2019.

If you are applying from your Gloucestershire address you will need to provide proof that you have permanently moved to the UK address before the closing date. Please note that if you own a property in the UK and are currently overseas the Gloucestershire address **cannot** be used for allocation purposes unless you have permanently moved back into this address before the closing date.

## Children of UK Service personnel and other Crown Servants (including Diplomats)

Admission Authorities in Gloucestershire welcome applications from all families eligible for school/academy places in the County. The County and its partner Admission Authorities 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.

In the light of the guidance and requirements set out in the School Admissions Code (December 2014), Admission Authorities in Gloucestershire are keen to ensure that those managing applications for school/academy places in the County and any appeals arising from them have regard to the Code and the needs of the Mobile Service Community. Whilst we are keen to support Service personnel it may not always be possible to offer a place at your preferred school. We can, however, use the address to which the family is being posted (upon receipt of proof of posting) for allocation purposes before the family has arrived there, provided the application is 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

## What if I am changing address?

If you will be changing your permanent home address before the closing date it is very important that you let us know and send us proof of your move as this may affect the school/academy that we are able to offer you. We will not change your address on our system unless we receive this proof. It must be received no later than 1 week after the closing date (by 22<sup>nd</sup> January 2019) but must show the change date before the closing date.

If you will be changing address after the closing date then we will not be able to use this new address for allocation purposes but proof will be required to update our records for correspondence purposes and any future allocations and waiting list positions.

## What is sufficient proof?

If your move involves the purchase of a property: you will need to send us a solicitor's letter confirming the exchange of contracts and the actual completion date. You must have completed and moved into the new property on or before the closing date or your previous address will be used for allocation purposes. We cannot accept a letter confirming your intention to purchase.

If your move involves the renting of a property: you will need to send us a copy of your signed tenancy agreement or written evidence from the letting agency or solicitor confirming the lease start and end date. The start date needs to be on or before the closing date or your previous address will be used for allocation purposes.

If your move involves you returning to live in a property you already own: you will need to send us written evidence of the date that you will move back into the property and provide official confirmation you are residence back in the property. If you have rented your property to someone else you will also need to send us evidence that you have given your tenants notice to leave.

We reserve the right to check that this property can be treated as your permanent address. If we are not satisfied with the evidence you have sent us we will ask for additional information, such as a copy of your child benefit letter. If we do not receive enough proof we will not be able to accept your application from the new address. We will write to you to confirm whether we have been able to update your child's allocation address.

### **Fraudulent Applications**

**The Local Authority takes all cases of fraudulent addresses very seriously. We reserve the right to fully investigate your home address details if it is considered that you are not supplying your permanent home address (e.g. renting a vacant property) at any time during the admission process. Our investigations can include us requiring you to provide us with further information or us carrying out our own checks and searches (e.g. soft credit checks)**

**Places at schools/academies will be withdrawn if it is found that the address used for the application is not the child's permanent home address. In these circumstances you would then jeopardise being allocated a school of your choice.**

### **What do I do if I want my child to attend a school/academy outside Gloucestershire?**

You have the opportunity to list up to five schools/academies on your application form and may have decided that you want to include a school/academy situated within the boundary of one of our surrounding Counties. Include any schools outside of Gloucestershire on your Common Application Form and your preferences will be passed on to the relevant Local Authority.

If you are refused a preferred school/academy outside of Gloucestershire, you must contact the authority in the area that the school/academy is situated for advice, to request a place on the waiting list and to obtain an appeal form. The completed form must be returned to the issuing authority and **not Gloucestershire.**

### **Making an application for a Middle school (Worcestershire)**

If you live in Gloucestershire and your child is attending a setting within Worcestershire you can apply for your Middle school place online or download the Common Application Form on our website.

Please remember - your child may not be eligible for free transport to schools/academies situated outside Gloucestershire.

Once we receive your application we will forward the preference details on to the appropriate authority where it will be considered alongside the other applications for the school/academy.

We will send you a letter to confirm which school/academy your child has been allocated regardless of which County the school/academy is situated in.

## **I live outside Gloucestershire. How do I apply for a place at a Gloucestershire school/academy?**

If you do not live in Gloucestershire you may still express a preference for a school/academy place within the County.

You should apply using your own Local Authority's application form and return the completed form to them by the closing date. Your Local Authority will then forward the preference details to us and it will be considered alongside the other applications for the school/academy. This process will apply whether you only put one preferred school/academy on your application which is in Gloucestershire, or if you put a mix of schools/academies in your own County and in Gloucestershire as your preferences. Your home Local Authority will send you a letter to confirm which school/academy your child has been allocated.

If you are unsuccessful in gaining a place at a school/academy in Gloucestershire you should contact us to ask for advice and to request a place on the waiting list or obtain an appeal form.

Please note that Gloucestershire County Council will not be able to provide transport to the school/academy if your child does not live within the County. Your home Local Authority will have their own arrangements, and you should contact them for further advice.

## **What if I want to send my child to an independent school/academy?**

If you would like your child to attend an independent school/academy, this is entirely a matter for you and you must make your own arrangements. The Local Authority cannot pay for, or contribute to, the fees or costs for children attending an independent school/academy.

You must contact us [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) to let us know your child will be attending an independent school/academy and will not require a place at a Local Authority school/academy. As long as we receive this confirmation from you, your child will not be offered a place at a state school/academy through the admissions process. It is important for the education of all children in Gloucestershire that state school/academy places are not held by children who do not intend to take up a state place.

## **What if I want to Home Educate my child?**

A small number of parents will want to teach their own children. Under Section 7 of the Education Act 1996 you are legally entitled to educate your child at home. If you decide to do so, you become solely responsible for ensuring that your child receives 'full-time education suitable to their age, ability and aptitude and to any special educational needs they may have'.

The Local Authority will have to be satisfied that your arrangements are satisfactory, but we are not responsible for helping you plan the programme. This means that you accept responsibility for content, planning, teaching and cost.

For further details about Home Education please go to <http://www.gloucestershire.gov.uk/ehe> or contact the Gloucestershire Elective Home Education Service by email: [ehe@gloucestershire.gov.uk](mailto:ehe@gloucestershire.gov.uk) or telephone: 01452 427622



# JARGON MADE SIMPLE

## **Additional/Supplementary Form**

A number of selective schools/academies, including faith schools, use supplementary information forms to gather additional information in support of an application, particularly in relation to faith. These forms are in addition to the Common Application Form provided by us, which **must** be completed.

The additional information that you provide on these forms will be considered by the governing body in its role as the Admissions Authority for the school.

## **Admission Criteria**

Rules used to decide the order in which children are offered places at schools/academies.

## **Admission Number**

The number of new pupils each school's/academy's Admission Authority can admit.

## **Catchment Area**

The specific parishes or area served by each school/academy.

## **Common Application Form**

The online or paper form you must fill in to tell us which school/academy you would prefer your child to attend.

## **Distance measurement (Admissions)**

Distance will be measured in a straight line from the Ordnance Survey point of the child's home to an Ordnance Survey point of the school/academy using the Local Authority's computerised measuring system, with those living closer to the school/academy receiving the higher priority.

## **Distance measurement and Shortest Available Pedestrian Route (Transport)**

Distances are measured from the child's home entrance to the nearest school/academy gate along the shortest pedestrian route (which would include walking along maintained walkways that are able to be used in any weather). Once the nearest school/academy has been established we assess the 'statutory walking distance'. The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety.

## **Foundation school/academy**

The school's/academy's governing body is responsible for running and managing the school/academy and decides the policy for admitting pupils.

## **Free Schools**

Free Schools are all-ability state-funded schools set up in response to what local people say they want and need in order to improve education for children in their community. It is funded by tax-payers, free to attend and not controlled by the Local Authority. They are academically non-selective, following Admissions law as it applies to Maintained schools. Free schools are governed by non-profit charitable trusts that sign funding agreements with The Secretary of State. They are subject to the School

Admissions Code of Practice with the exception that they are allowed to give priority to founder's children. They are still subject to Ofsted inspections.

### **Looked After Children (Children in Care)**

A 'Looked After Child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2), Child Arrangements Order (Residency Order) (3) or Special Guardianship Order (4) .

- (1) A 'Looked After Child' is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
- (2) This includes children who were adopted under the Adoption Act 1976 (see Adoption Act, Section 12, Adoption Orders) and children who were adopted under the Adoption and Children's Act 2002 (see Adoption and Children's Act, Section 46, Adoption Orders).
- (3) Under the provisions of Section 12 of the Children and Families Act 2014, which amends Section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders.
- (4) See Section 14A of the Children Act 1989 which defines a 'Special Guardianship Order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Over-subscribed school/academy**

When the number of pupils applying for a place at a particular school/academy is greater than the number of pupil places available.

### **Parents/family members**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. Only parents and siblings are classed as 'Family members'.

### **Sibling**

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 as a family by a same sex civil partnership. In every case, the child must be living full-time in the same family unit at the same address, at the time of application.

If a child's parents live at separate addresses, the address the sibling spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the home address.

### **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.

**Specific Medical Condition**

A diagnosed medical condition that means a child has needs that can be met only at **one**, specific school/academy.

**Trust Schools**

Trust Schools are state-funded Foundation schools that receive extra support (usually non-monetary) from a charitable trust made up of partners working together for the benefit of the school. Trust schools remain Local Authority-maintained. Any maintained school can become a Trust school.

**Voluntary Aided school/academy**

A school/academy that is run by the school's/academy's governors, often in partnership with the Church of England or the Catholic Church. The governors are responsible for each school's/academy's Admissions Policy.

**Voluntary Controlled School**

A school where the Local Authority is responsible for admissions and setting the criteria.

## USEFUL CONTACTS

### **Co-ordinated Admissions (Gloucestershire County Council)**

Responsible for managing the statutory processes for admitting children to the normal years of entry to Primary (Reception), Junior (Year 3) and Secondary schools (Year 7) and including Out of County Lower to Middle and Middle to High School transfers.

**E-mail:** [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

**Telephone:** 01452 425407

### **Travel Assistance and Free School Meals Team (Gloucestershire County Council)**

Responsible for giving advice and guidance on your child's eligibility to access school transport and free school meals.

**E-mail:** [edsupport@gloucestershire.gov.uk](mailto:edsupport@gloucestershire.gov.uk)

**Telephone:** 01452 425390

### **Democratic Services (Gloucestershire County Council)**

For advice on appealing for a place at your choice of school/academy.

If you are appealing for a Community School/Voluntary Controlled school, the Democratic Services department will co-ordinate your appeal hearing. They will inform you of the date, time and location of your appeal and the names of the panel members and clerk.

**E-mail:** [democratic.services@gloucestershire.gov.uk](mailto:democratic.services@gloucestershire.gov.uk)

**Telephone:** 01452 325230

### **Department of Education**

Provides the rules for admissions and appeals that all Local Authorities have to follow.

**Website:** [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

**Telephone:** 0370 000 2288

### **Integrated Transport Unit (ITU) (Gloucestershire County Council)**

Responsible for the Council's passenger transport services, including the operation and procurement of mainstream home to school/academy transport services.

The ITU is able to respond to customer enquiries regarding local bus services for students who are not entitled to free transport and are happy to receive enquiries from you regarding public transport solutions for the journeys to and from school/academy.

**E-mail:** [schoolbus@gloucestershire.gov.uk](mailto:schoolbus@gloucestershire.gov.uk)

**Telephone:** 01452 425387

### **Ofsted (Office for Standards in Education)**

The official government body for inspecting schools/academies.

You can access copies of the reports on your local school/academies from their website or from your local library

**Website:** [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk)

**Ombudsman**

Looks into complaints about injustice of the administration of school/academy allocation.

The Ombudsman will consider complaints where a parent feels that a school/academy place was refused because of some unfairness or mistake by the Local Authority in their role of co-ordinating admissions in Gloucestershire and/or a school/academy admissions appeal that was handled incorrectly.

**Website:** [www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

**Telephone:** 0845 602 1983

**Schools Adjudicator**

Reviews admission criteria for schools/academies and investigates any concerns that parents may have about this.

**Website:** [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

**Telephone:** 01325 340402

## NEIGHBOURING LOCAL AUTHORITIES

**Herefordshire Council**

School Admissions Team  
Plough Lane Offices  
Plough Lane  
Hereford, HR4 0LE

**Email:** [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

**Website:** [www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions](http://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions)

**Telephone:** 01432 260925

**Monmouthshire County Council**

School and Student Access Unit  
Directorate for Children and Young People  
Innovation House  
Wales 1

Magor NP26 3DG

**Email:** [schoolandstudentaccessunit@monmouthshire.gov.uk](mailto:schoolandstudentaccessunit@monmouthshire.gov.uk)

**Website:** [www.monmouthshire.gov.uk/applying-for-a-school-place](http://www.monmouthshire.gov.uk/applying-for-a-school-place)

**Telephone:** 01633 644508

**Oxfordshire County Council**

School Admissions Team  
County Hall  
New Road  
Oxford, OX1 1ND

**Email:** [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)

**Website:** [www.oxfordshire.gov.uk/cms/public-site/starting-school](http://www.oxfordshire.gov.uk/cms/public-site/starting-school)

**South Gloucestershire Council**

Admissions & Transport Team

South Gloucestershire Council  
Department for Children,  
Adults and Health  
PO Box 298  
Civic Centre  
High Street, Kingswood  
Bristol, BS15 0DQ  
**Email:** [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)  
**Website:** [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions)  
**Telephone: 01454 868008**

**Swindon Borough Council**  
School Admissions Team  
Swindon Borough Council  
Wat Tyler House  
Beckhampton Street  
Swindon, SN1 2JH  
**Email:** [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)  
**Website:** [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)  
**Telephone: 01793 445500**

**Warwickshire County Council**  
School Admissions Service  
Saltisford Office Park  
Ansell Way  
Warwick, CV34 4UL  
**Email:** [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)  
**Website:** [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)  
**Telephone: 01926 414143**

**Wiltshire Council**  
School Admissions  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge, BA14 8JN  
**Email:** [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)  
**Website:** [www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges](http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges)  
**Telephone: 01225 713010**

# A-Z OF SCHOOLS/ ACADEMIES IN GLOUCESTERSHIRE

To find the nearest schools/academies in your area, please refer to the Gloucestershire Find a School Tool which is available at [www.gloucestershire.gov.uk/education-and-learning/find-a-school](http://www.gloucestershire.gov.uk/education-and-learning/find-a-school)

Separate Information Booklet for all Gloucestershire Primary/Infant and Junior Schools/Academies is also available on [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

## Disclaimer

The information contained in this booklet was correct at the time of publication however future amendments to the DFE Admissions Code, and related processes, may introduce changes. You are advised to refer to the GCC website admissions page [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) before making your final decision and submitting your application to ensure that you are fully aware of any changes that may have arisen since publication of this booklet.

Please note that definitions of terms found in the 'jargon made simple' section of this booklet provide the default or standard meaning of the terms, however in some cases these terms may be defined differently in individual school/academy arrangements and you should read the school's/academy's full admission policy, also available from the above website.