

## Oak Hill Church of England Primary School

### Admissions Policy

This policy was written in consultation with staff and governors and is based upon model templates produced by trusted sources including Gloucestershire County Council's Safeguarding in Education Team.

Agreed by Governors: October 2021  
Review Date: September 2022



# ADMISSIONS POLICY

**Approved by:** Full Governing Board **Date:** 20 October 2021

**Signed by Chair of Governors on behalf of FGB:**

A handwritten signature in black ink, appearing to be 'M. Jones', is placed over a white rectangular background.

**Last reviewed on:** 20 October 2021

**Next review due by:** September 2022

Oak Hill Church of England Primary School will endeavour to provide a place for all pupils' aged 4 – 11 whose parents wish them to be educated at our school.

The school aims to make the children's and their parent's introduction to school as welcoming and happy as possible.

The area the school serves mainly includes the following but all children applying will be considered for places;

Alderton	Dumbleton	Wormington
Great Washbourne	Frampton	Culls Meadow
Teddington	Alstone	

### **Starting in Reception**

Gloucestershire Local Authority is responsible for the allocation of places on entry to Primary School (Reception).

The Local Authority (LA) can offer places up to the school's maximum Pupil Admission Number (PAN). The School's PAN is 15.

The LA have a published Oversubscription Criteria and Admission Policy for Community and Voluntary Controlled Schools. Where applications for admissions exceed the number of places available, the following criteria will be applied;

1. A 'looked after child', in the care of a LA, or being provided with accommodation by a LA in the exercise of their social services functions.
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 O. S. address point of the child's home address to the school, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-3 above is oversubscribed, criterion 3 (strongest geographical claim) will be used to determine which child is offered a place.

Further information about the process and the oversubscription criteria can be found on the Local Authority's website using the following link;

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-schoolyear-3-junior-school/>

### **In-Year admissions**

Parents of children moving into the area or changing schools are invited to apply for a place at the school. We also recommend contacting the school to arrange a visit and an informal chat with the Headteacher. You will be warmly welcomed.

To apply for a place, an application form must be completed and this is available from the school office. Please call 01242 620448 or email the school office [admin@oakhill.gloucs.sch.uk](mailto:admin@oakhill.gloucs.sch.uk) to request a form.

Where the application for admission would exceed the number of places available in the year group requested based on the school's PAN, the Local Authority's Oversubscription criteria and Admissions Policy will be followed.

### **Right of appeal**

Where an application has been unsuccessful for reasons of over-subscription, applicants have the legal right of appeal. The appeal process is administered by the Local Authority.

Any questions regarding admissions may be directed to the Head Teacher or the Chair of Governors. Please contact the school office on 01242 620448 for assistance.