

Admissions Policy

OAK HILL CE PRIMARY SCHOOL



*'Jesus said, 'I have come that you may have life in all its fullness'
(John 10:10)*

FAITH – VALUES – ACTION

Approved by:	FGB	Date: 7 December 2023
First approved on:	07/12/23	
Next review due by:	September 2024	
Signed by:		Victoria Leather, Chair of Governors

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 County Council (the Local Authority) are the School's Admissions Authority and are responsible for the allocation of places on entry to Primary School (Reception).

Full details of the Local Authority's arrangements for managing admissions can be found on [their website here](#). Information available includes:

- Admission to Reception at Primary School
- Transfers to Secondary School
- Information on Admission Appeals
- Applying for a School Place During School Year ('in-year transfers')

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.

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 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.