

Linden Primary School

Admission Arrangements



Status

Statutory X

Recommended

Good Practice

Purpose

Every maintained school is required to publish the arrangements for admissions. We seek to ensure parents have fair and equal access to our school. This policy sets out clearly the principles and process which will be followed in filling its places each year. This policy is informed by and complies with the DfE Schools Admissions Code available here <http://tinyurl.com/2012schoolsadmissionscode> and the School Standards Framework Act 1998 as amended by the Education Act 2002.

Consultation

Staff and governors.

Links with other policies

Equalities

SEND

Looked After Children

Confidentiality

Data Protection

Monitoring and Evaluation

Annually X

Every 3 years

Other _____

Headteacher

Governing Body X

Other _____

Linden Primary School	
Date Issued	February 2019
Head Teachers Signature	
Chairperson Signature	
Reviewed	July 2025

Starting School

Children may start at our school in the Autumn Term of the school year in which they will become five years old. Parents and Carers of children entering school for the first time will be contacted by the school in order to arrange a suitable time for visits. We encourage new intake children to come and join us for a series of afternoon visits in the term before they start school. We also make provision for new Reception children to have a short “phased” in period into school. This will be in consultation with Parents and Carers and is on a “needs” basis for each child. It is anticipated that **all** children will be in school full time by the first term break in the Autumn - with most children being full time after the first two/three weeks in school.

Admission Policy

As a Community School our Admissions Policy is determined by the Local Authority. As from September 2022 we have space for 420 pupils in our school with our cohort size of 60 children per year group.

The criteria which is used for admissions is as follows:

- A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption; child arrangements order or special guardianship order.
- Children who have siblings attending the school at the time the applicant is admitted.
- 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 Legal Services and Monitoring Team.

The Head Teacher and Governors are responsible for maintaining manageable class sizes, within the levels established by the Government, Local Authority and Governors. Therefore, admission may be refused where it is considered that any further increase in class sizes would be detrimental to the education of those children already admitted.

All Parents and Carers have a right of appeal to the Local Authority.

APPENDIX

IN YEAR ADMISSIONS - PROCEDURE

The procedure for Parents and Carers wishing for their child to start during the school year is as follows:

- Parents and Carers complete an **IN-YEAR ADMISSIONS APPLICATION FORM** and return this to the school with proof of residency of the Parent or Carer (i.e. council tax bill, utility bill, mortgage statement, rental agreement) and proof of the child's date of birth (birth certificate or passport).
- The school will aim to process the application within five school days.
- The school will notify the Parent or Carer either that a place is available or that the year group is full and no place is available.
- If a place is available, the Parents or Carers will be invited into school with the child to have a look around and meet the teacher.
- The child will start with our school at a date agreed by the School and Parents.
- If a place is refused, the letter will detail the appeals process which is dealt with by Gloucestershire County Council.
- If a place is refused, the child will automatically be placed on the waiting list if requested and should a place become available, the waiting list will be considered and the child with the strongest claim on the space as detailed in the above criteria will be offered the place.