



Naunton Park Primary School

Admissions Policy

(For entry 2026/27)

Last review date: May 2026

Next review date: May 2027

Approved by governors 12.5.26

RECEPTION ADMISSIONS

Naunton Park Primary School is an inclusive, community school. The Governors are committed to ensuring access for children with a range of abilities. Admissions to Naunton Park Primary School will be co-ordinated through Gloucestershire Local Authority's Co-ordinated scheme and its timetable. Children usually start Naunton Park Primary School at the beginning of the academic year in which they turn 5 years old. Parents will need to apply for a place in Reception class of the school on the common Application Form if they wish their child to be considered for a place. The school will admit 60 (30 per class) children to the Primary Phase. Where the number of applications is greater than the published admissions number the oversubscription criteria will be applied.

Contact: Admissions and Transfer Team

Address: Gloucestershire County Council, Shire Hall, Gloucester, GL1 2TP

Web: www.gloucestershire.gov.uk/schooladmissions

Email: School.admissions@gloucestershire.gov.uk

Tel: 01452 425407

If parents have not received a letter from the Local Authority (LA) by the end of November, they should contact the admissions team at Shire Hall, Gloucester GL12TP, or call 01452 425408. Parents are encouraged to express a preference in their choice of school to both the LA and the school. If no preference is expressed, then the school place will be offered in the first instance to children whose parents have expressed a preference. The LA follows up cases where no preference has been received. Where parents have expressed an individual or ranking preference, the order of ranking will, if necessary, be used as a criterion as this helps to maximise the effect of parental preference.

If the first preference cannot be offered then the LA has a statutory requirement to comply with the second preference, and so on. Should the parent fail to express a preference as expected, then the child will normally be allocated a place at the school within whose catchment area the child's home address is located.

IN YEAR ADMISSIONS

In-year applications are all those made outside the normal admissions round for the children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to the children on behalf of all schools/academies, 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 Naunton Park Primary School, parents should therefore contact the school in the first instance. The school will consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parents can ask for his or her child's name to be added to the waiting list. Parents whose application is turned down are entitled to appeal to an independent appeal panel.

The Local Authority Fair Access Protocol is in place to ensure vulnerable children or those struggling to secure in-year school admissions are placed in a school quickly and Naunton Park Primary School would work together with parents and the Local Authority to ensure this in circumstances including where it was felt we may not be the correct place to meet the child's needs.

How to apply for an in-year admission

Parents and Guardians should complete an in-year application form and send this to their preferred school for consideration of a place.

To find out proximity to Naunton Park Primary School, parents should enter their postcode into the address search at www.gloucestershire.gov.uk/education-and-learning/find-a-school/.

Parents will need to complete an [In-year application form KB](#) for each child.

Alternatively parents can complete a PDF version of the [In-year application form](#). This can then be sent to Naunton Park Primary School.

For a more detailed explanation please refer to the [Gloucestershire Information Booklet](#)

For more information contact the Local Authority Team by Email:

inyear.admissions@gloucestershire.gov.uk

Phone: 01452 426015

GENERAL OVERSUBSCRIPTION CRITERIA

When the school is oversubscribed, priority will be given to the admission of children who meet the criteria below:

1. Children with an Education, Health and Care Plan (EHCP) where the school is named.
2. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order; A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of the social services functions (see the definition in section 22(1) of the Children's Act 1989).
3. Children with siblings attending the school at the time of the application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother or sisters.
4. Children for whom only one particular school is appropriate due to exceptional medical conditions (to be supported by a written statement from the child's doctor that demonstrates a very specific connection between their medical needs and the facilities or resources of this school).
5. Children with the strongest geographical claim, measured in the straight line from the ordinance survey address point of the child's home address (including flats) to the ordinance 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.

Late applicants will be dealt with in accordance with the procedures set down by Gloucestershire Local Authority as part of their co-ordinated scheme. If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

Twins and same year siblings: where applications are received from twins, triplets or the same year siblings, the procedure will be to follow the criteria above.

APPEALS

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. For Reception class places, parents apply to the Local Authority for reconsideration after their offer of a school place. If reconsideration is not successful, then the parents can appeal. For in-year admissions, parents are directed to the In-Year Admissions Team, who send appeal paperwork directly to the parents.

For any additional information please see the school website www.nauntonpark.gloucs.sch.uk or contact the school office staff on 01242 513114.