



**Naunton Park Primary School**

# **Admissions Policy**

**(for entry 2024/25)**

Last review date: April 2024

Next review date: May 2025

Approved by Governors 16.7.24 

## **GENERAL**

Naunton Park Primary School is an inclusive, community school. The Governors are also 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. Parents/ Carers 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](http://www.gloucestershire.gov.uk/schooladmissions)

**Email:** Schooladmissions@gloucestershire.gov.uk

**Tel:** 01452 425407

## **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 adaption, 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 child Act 1989).
3. Children with the 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.

## **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/carers 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 the school feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the Local Authority under the Fair Access Protocol. If a place is not available, the parents/carers can ask for his or her child's name to be added to the waiting list. Parents/Carers whose application is turned down are entitled to appeal to an independent appeal panel.

### **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 view your nearest school, please enter your chosen postcode into the address search at [www.gloucestershire.gov.uk/education-and-learning/find-a-school/](http://www.gloucestershire.gov.uk/education-and-learning/find-a-school/). There are options to show nearest primary, infant, junior or secondary school on the map. Click on the school you are interested in and you will find the contact details for each school listed under the heading "Booklet Page"

You will need to complete an [In-year application form - AUG 2021 V3 \(DOCX, 53.2 KB\) \(DOCX, 53.2 KB\)](#) for each child. Alternatively, you can complete a PDF version of the [In-year application form - AUG 2021 \(PDF, 272.5 KB\) \(PDF, 272.5 KB\)](#). This can then be posted or taken into the school you have chosen.

Alternatively, you can complete and send the form directly to the school by email. For a more detailed explanation please refer to our [In Year Admissions Guidance Booklet 2023-2024](#). For more information contact us: Email: [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)  
Phone: 01452 426015

## **APPEALS**

Parents/ Carers who are not offered a place for their child have the right to an appeal to an independent appeals panel. For Reception class places, parents/carers apply to Shire Hall for reconsideration after their offer of a school place. If reconsideration is not successful, then the Parents/Carers can appeal. For In-Year admissions, Parents/Carers are directed to the in-Year admissions at Shire Hall, who send appeal paperwork directly to the Parent/ Carers.

## **SPECIAL CONSIDERATIONS**

### **Parental Preferences**

- Children usually start Naunton Park at the beginning of the academic year in which they turn 5 years old. Naunton Park School operates within Gloucestershire County Co-ordinated Admissions Scheme for Reception entry and therefore this policy should be read in conjunction with the 'Guide for Parents and Carers' which can be found on [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)
- If you have not received a letter from the Local Authority by the end of November, you should contact the Local Authority admissions team at Shire Hall, Gloucester GL12TP, or call 01452 425408. Parents/ Carers 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/Carers have expressed a preference. The LA follows up cases where no preference has been received. Where Parents/ Carers have expressed an individual or ranking preference, the Parents/ Carers 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/Carer fail to express a preference as expected, then the child will be allocated a place at the school within whose catchment area the child's home address is located.

For any additional information please see the school website [www.nauntonpark.gloucs.sch.uk](http://www.nauntonpark.gloucs.sch.uk) or contact the school Office staff on 01242 513114.