

Admissions Policy

Applying for a place in Reception Year for a September intake:

As Steam Mills Primary School is a Local Authority School, admissions to reception are co-ordinated by Gloucestershire County Council. Parents need to apply online <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 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. (See page 10 for definition)
- Children who will have siblings attending the school at the time the applicant child is admitted. (See page 10 for definition)
- 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 points 1 and 2 are 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 is a manual process which is overseen by an independent person from the Legal Services Team

Applying for a school place during the school year:

If you move to the area during the school year or your child needs to move school for other reasons, you will need to apply for a school place by contacting the school directly using the form below.

Complete [In-year application form \(DOCX, 44.5 KB\)](#) for each child. This can be emailed, posted or brought into the school. You will be contacted to know if we can offer your child a place.

For a more detailed explanation please refer to GCC's [In-Year School Admissions Guidance booklet. \(PDF, 758 KB\)](#)

If your preferred school does not have any places, GCC can advise you on how to appeal and how to apply for other schools in the area.

For more information contact:

Email: inyear.admissions@gloucestershire.gov.uk Phone: 01452 426015