



Signed Chair of Governors:

A handwritten signature in black ink, appearing to be 'J. Hunt'.

## 1 Introduction

The governing body of Berry Hill Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school complies with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code") the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions.

## 2 Aims and objectives

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below, in order to determine whether a child is accepted or not. It is our wish to allow parents/carers the right to have a place at the school of their choice. However, it may not be possible due to numbers wishing to attend.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## 3 How parents/carers can apply for their child to be admitted to our school

- As a Foundation school, Berry Hill determines the admission arrangements. (please see the appendix below).
- The Local Authority (Gloucestershire County Council-GCC) publishes admissions information each year, giving information about how parents/carers can apply for a place for their child in the school of their choice. Parents/carers have a right to express a preference for the school of their choice, and need to do so following the process outlined by GCC by the required date in January 2022 (search online for Gloucestershire County Council school admissions).
- GCC prefer applications to be made online, but paper copies are available. If you are unable to find the required information online, please contact our office who can advise (01594 832262 / [admin@berryhill.gloucs.sch.uk](mailto:admin@berryhill.gloucs.sch.uk)).
- GCC will inform parents of the school allocation for their child/ren in April 2022.
- Expressing a preference does not guarantee a place at this school.
- At our school children can enter our Reception class in the academic year in which they are five years old. There is just one admissions date, at the beginning of September, the start of the school year.
- Admission of Summer-born children: Our Governing Board acknowledges the advice from the Department of Education that parents/carers of "summer born" children (born

between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later, and will make a decision on a request for this on the school's behalf. We adhere to the GCC process which states that parents can only apply for a Reception place at a school once, and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.

- **Normal Admission Round:** This refers to all applications for admission to the main year of entry of the school i.e. Reception. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, which we encourage, but this is negotiable in discussion with parents/carers if there is concern that a child is not ready to attend school full time. This concern may be raised by parents/carers, or by school staff.

#### **4 Admission appeals:**

- If parents/carers wish to appeal against a decision to refuse entry, they can do so by writing to the Governing Body using the appropriate form available from school on request. All appeals by parents who have been refused a place at our school and who wish to appeal against this decision are considered by an appeals panel that is independent of the school. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.
- Details of the statutory appeals process can be provided on request to our office - [admin@berryhill.gloucs.sch.uk](mailto:admin@berryhill.gloucs.sch.uk) / 01594 832262
- For any child who is not accepted into the school, the parent/carer may request that they are placed on a waiting list. Please note that any child on the waiting list will still be subject to the prioritised Admissions Criteria as listed below.

#### **5 The standard admissions number of Berry Hill Primary School**

- The standard number is the number of children the school can accommodate. The standard number for our school is **30** children in each class.

#### **6 Infant class size**

- We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless required by regulation (ref Appendix - Admission criteria 1).

#### **7 Review**

- This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.

## **Berry Hill Primary School Admission Criteria**

For admission to Reception, parents/carers must submit their application stating their preferred schools to 'The Admissions and Transfer Team, Gloucestershire County Council', no later than the published admissions date, which is in January each year.

Where applications for admissions exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below:

**With any child with an Educational Health Care plan (EHCP) which names the school will be admitted even if the school is full.**

1. Looked after children'/Children in Care.

*A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4). (1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care. (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders. (4) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

2. Children who have siblings attending the school at the time the applicant child is admitted.

*The admission criteria for Community and Voluntary Controlled Schools offers a higher priority for children with siblings who will be attending the school (including Sixth Form where available) when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.*

*Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.*

3. 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. Measuring distances are used with Ordnance Survey Points not centre points or front door/gates etc.

4. 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 Governing Body. This will be in the form of a manual process which is overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

*The Governing Body will maintain a waiting list for pupils wanting to come to Berry Hill Primary School when there are no available places. Parents / carers will be made aware that for children on the waiting list, the above criteria for places will still apply.*