

# Hillesley

## PRIMARY SCHOOL



# Admissions Policy

For School Year 2025/6

Approved by:	Hillesley Primary School Full Governing Body	Date:
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Last reviewed on:	December 2023
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Next review due by:	December 2024
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## ADMISSIONS ARRANGEMENTS 2025/6

This policy on Admissions has been developed by the Governors of Hillesley CEVA Primary School who are the Admissions Authority of that school. It will apply to admissions from September 2025, for the school year 2025/2026.

It is intended that the local admissions process is as simple as possible for parents, and the Governors have consulted on their policy with the Local Authority and the Gloucester Diocese. The County Council as LA seeks to co-ordinate admissions and tries to arrange a common timetable to assist parents as much as possible. The Standard Number, (which is the number of pupils that Hillesley C E Primary School is prepared to admit, subject to demand) has been set at 8 in consultation with the Local Authority and in accordance with legislation regarding the maximum size of Infant class. There will be 8 reception places available in September 2025. Consideration will be given to admitting more than this number in years of exceptional local demand, as long as numbers in adjacent year groups allow this without us exceeding statutory class size limits or a total of more than 30 in any two adjacent year groups. The Governors can decline to admit children in excess of this number, in which case the parents would be able to make an appeal.

In accordance with County Policy, children will be admitted to school at the beginning of the school year (1st September) after their 4<sup>th</sup> birthday, without reference to ability or aptitude. This is called the Reception Year which is part of the Early Years Foundation Stage. Parents are advised that children are permitted to enter school in any of the 6 terms. Deferred entry for infants - Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year. A child has to attend school the term after their 5<sup>th</sup> birthday.

The School acknowledges the updated advice from the Department of Education that occasionally, 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. 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.

In accordance with the Local Authority guidance, parents will be advised of the offer of a place at the school at the end of the Spring Term before admission in the following September. All applications to the school will need to be made by the given date in January preceding the September of entry.

The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children - “IAPLAC”.

If there are more applications for admissions than places available, the following criteria for admission will apply in this order to decide on the children to admit:

1. Looked After Children/Previously Looked After Children/Internationally Previously Looked After Children  
 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 (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5).  
 (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 section 12 of the Children and Families Act 2014.  
 (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).  
 (5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. A child who lives in the Parishes of Hillesley & Tresham and Alderley (map available <https://maps.walkingclub.org.uk/admin/gloucestershire/stroud/hillesley-and-tresham-parish.html>). Distance will be measured in a straight line from the Ordnance Survey Address Point of the child's home address, (including flats) to a central point of the school, using the Local Authority's computerised measuring system, with those living closer to school receiving the higher priority.
3. A child who has a sibling who will be attending the school at the time of admission. 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.
4. A child whose parents/guardians specifically request a Christian education and meet the following criteria:
  - Children who live in the ecclesiastical parish of Hillesley and whose parents are regular members\* of St Giles' Church, Hillesley (as confirmed by the priest using a SIF)
  - Children who live in the ecclesiastical parish of Hillesley and whose parents belong to another Christian denomination attending a local church where they are regular members\* (as confirmed by the relevant priest using a SIF)
  - Children who live in a neighbouring parish and whose parents are regular members\* of St Giles' Church, Hillesley

\*Regular members are defined as families who worship at St Giles' Church or another local Christian church at least once a month and for at least one year before the child starts school. This should be supported by a signed SIF from the Rector or Minister.

This (SIF) Supplementary Information Form (Appendix 1) must be received directly by the school by 31st January in the year in which the child is due to start school. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that

worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. A child who has particular authenticated medical and additional needs appertaining to the school. The school will need to be provided with medical evidence from a doctor that explains why Hillesley Primary is the **only** school that can meet the child's medical condition or additional needs. The written statement from the doctor must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school. As Hillesley is a voluntary aided school the Governing Body will decide if the child can be offered a place. Social needs, such as a child wanting to attend the same school as friends, or attend a school near to where relatives live are not to be considered as medical needs.

In the event of over subscription in the above criteria, places will be allocated by closest proximity to the school, measured in a straight line from the school's Ordnance Survey Address Point.

In the very unlikely event of a tie-break in the event that two or more children have the same distance measurement, and equally meet the criteria described in no 4, (*i.e. In the event of a tie between two or more children when applying the above tie-break*) where there are not enough places available to offer all children a place at the school, a lottery will be held by the Governing Body to allocate the remaining places.

#### Appeals Procedure:

If the Governors are unable to offer a child a place because of over subscription parents have a right of appeal. Parents should notify the Clerk to the Governors within 20 days of receiving the letter which will give the grounds for refusing a place. The parent will have an opportunity to submit their case to an independent appeals panel. The parent must set out their grounds for the appeal in writing. The parent will normally receive at least 10 days' notice of the time and venue for the appeal hearing where they will be able to present their case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

In accordance with legislation, the Governors will not refuse to admit a child because he or she is thought to be potentially challenging, or on the grounds that the child ought first to be assessed for an Educational Health Care Plan (EHCP). The school may be required to admit a child with a Statement of Special Educational Needs or Educational Health Care Plan that names the school, even if the school is full, providing the school is the most appropriate place for that child.

The date order in which applications are received prior to the given deadline in January does not affect the over-subscription criteria and all applications for admissions will be judged following the deadline for application.

The Code of Practice published by the DfE regarding the procedure for Appeals regarding admission is adhered to by the Governors of Hillesley CEVA Primary School.

#### **Timetable for 2025/2026**

Applications from parents to be received by 15<sup>th</sup> January 2025.

Allocation of places made on 16<sup>th</sup> April 2025

Appeals to be received by 30<sup>th</sup> April 2025

Appeals hearings June - July 2025

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**PART A****ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.</i>		
Contact telephone number:		
e-mail address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: right;">Telephone No:</p>		

**IMPORTANT NOTE**

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

**PART B****ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

**Church attendance criteria.** (4th criteria in the admissions policy)

A child whose parents/guardians specifically request a Christian education and meet the following criteria:

- Children who live in the ecclesiastical parish of Hillesley and whose parents are regular members\* of St Giles' Church, Hillesley (as confirmed by the priest using a SIF)
- Children who live in the ecclesiastical parish of Hillesley and whose parents belong to another Christian denomination attending a local church where they are regular members\* (as confirmed by the relevant priest using a SIF)
- Children who live in a neighbouring parish and whose parents are regular members\* of St Giles' Church, Hillesley

\*Regular members are defined as families who worship at St Giles' Church or another local Christian church at least once a month and for at least one year before the child starts school.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church attended:	
Address of Church:	
Name of Clergy:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR</b>	
Clergy signature:	Date:

*\*“ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.*