

A nurturing, inclusive, learning community that enables everyone to be their best



CALTON
PRIMARY SCHOOL



CALTON
PLAYGROUP

CALTON PRIMARY SCHOOL Admission Policy

**Approved by Committee
Full Governing Board - 9th October 2023**

Next renewal date: 24/25

Introduction:

At Calton Primary School there is a planned admission number (PAN) of 60 children. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety are not compromised, nor the quality of teaching and learning in the school adversely affected.

In Gloucestershire children start school in the September of the school year in which they become five. The school year starts on 1 September.

Applications for Reception places are dealt with by Gloucestershire County Council.

Further information regarding the application process is available on the Gloucestershire County Council website:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applyfor-a-primary-or-infant-school-place/> or you can contact Gloucestershire County Council's Coordinated Admissions on 01452 425407.

Oversubscription Admissions Criteria

In event of the numbers rising sufficiently and resulting in year groups becoming oversubscribed, the priority will be given in the following order:

- Children in public care from the local area (Looked After Children).
- Children who already have an older sibling in attendance at Calton Primary School.
- 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 Local Authority's Legal Services & Monitoring Team

The Head Teacher and Governors are responsible for maintaining manageable class sizes, within the levels established by the Government, Local Authority and Governors. Therefore, admission may be refused where it is considered that any further increase in class sizes would be detrimental to the education of those children already admitted.

IN YEAR ADMISSIONS

The procedure for Parents and Carers wishing for their child to start during the school year is as follows:

- Parents and Carers complete an **IN-YEAR ADMISSIONS APPLICATION FORM** and return this to the school with proof of residency of the Parent or Carer (i.e. council tax bill, utility bill, mortgage statement, rental agreement) and proof of the child's date of birth (birth certificate or passport)
- We will aim to process the application within fifteen school days
- We will notify the Parent or Carer either that a place is available or that the year group is full and no place is available
- If a place is available, the Parents or Carers will be invited into school with the child to have a look around and to obtain further information
- If the year group is full and no place is available, the child will be placed on the schools waiting list if requested. The waiting list will be considered and the child with the strongest claim on the space as detailed in the above criteria will be offered the place
- Prior to the child starting Calton Primary School, we will contact the previous school setting
- The child will start Calton Primary School at a date agreed by the School and Parents.