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Admissions 2023-2024

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This policy has been adopted by the Governing Body in the Autumn term 2021 to guide all our admissions from 1st September 2023. All admissions prior to 1st September 2023 will be governed by our previous policy. It supersedes all previous policies. At Berkeley Primary School the Governing Body is the Admissions Authority for the School. The Indicated Admission Number is 30.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers available from the County Council. If you have not received a letter containing this Guide and Form, by the end of November before the intended admission you should contact the Co-ordinated Admissions Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4th Birthday and before their 5th Birthday.

When the number of requests for places exceeds the number available, the Governing Body has decided to offer places to children ("applicants") as follows:

First Priority:

Looked after children and previously looked after children
(The highest priority for admission must be given to looked after children' (1) or children who were previously looked after but ceased to be so because they were adopted (2), or became subject to a residence order (3) or special guardianship order (4).

Second Priority:

Children with siblings attending the school where the sibling was admitted prior to the changes of the 2018 policy.

Third Priority:

Children for whom Berkeley Primary School is the nearest primary school by road and who will have siblings attending the school at the time when the youngest child is admitted

Fourth Priority:

Children for whom Berkeley Primary School is the nearest primary school by road.

Fifth Priority:

Children who will have siblings attending the school at the time when the youngest child is admitted for whom Berkeley Primary School is not the nearest primary school.

Sixth Priority

Children for whom Berkeley Primary School is not the nearest primary school.



If there is insufficient space for all children in any one of the above priorities then places will be allocated to those with the strongest geographical claim, measured by road using Google route planner. In the event of two or more applicants being the same distance from the school when insufficient places are available, the Local Authority measuring tool for admissions will be applied, using the as the crow flies principle. Those living closer to the school receive the higher priority.

Admission appeals

Parents/carers have a right to appeal against refusal, by the Governing Body, to admit their child(ren) to our school. Any appeal must be in writing and addressed to the head teacher as soon as possible after reconsideration. Appeals will be arranged in accordance with the Code of Practice on Admission Appeals. Further details about the appeal process are available from the Clerk to the Governors via the school office (01453 810254).

Admission of Summer Born Children for Reception Entry

The Governing Body acknowledges the updated 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. The Governing Body will make a decision on behalf of Berkeley Primary School. We follow the Local Authority 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. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term ‘normal admissions round’ refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. 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, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Other important information:

All letters offering places are sent out by Gloucestershire LA on a pre-determined date (you should check with the school office for this date).

- *Applications must be made by completing and returning a School Admissions Application Form by 15 January in the year the applicant is due to start school. A School Admissions Application Form can be obtained from the School Office. You must also complete and return a Gloucestershire Country Council Preference school.*
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Any decision to consider late applications made after the 15 January will be made by the Executive Director, Education or nominated officer as stated in the School Admissions Guidance Booklet' published by Gloucestershire County Council.

Children with EHCP naming the school shall not form part of the oversubscription criteria and will be allocated places outside the usual arrangements in this policy.

(i) The definition of "sibling" will be: a 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 by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address. Where a child spends equal amounts of time at more than one address, the address at which the child is registered for purposes of child benefit will be taken as the place where the child resides.

(ii) Exceptions to the KS1 requirement for infant class sizes to contain no more than 30 children now include:

- Previously looked after children to be included under the looked after children exception
- Twins and multiple births when one of the siblings is the 30th child admitted

The definition of "Primary School" is any "state maintained school that provides education for children in Key Stage 1 and /or Key Stage 2 age groups".

Distance criteria:

In the unlikely event that two or more applicants are the same distance from school when insufficient places are available, the tie break will be by random allocation. This will be carried out by an independent person.

Offers will only be made in writing. Letters of refusal will give reasons for the decision together with information on a parent's right to appeal.

The School will also apply the DFES Code of Practice on School Admissions.

As a result of the changes to the code, Gloucestershire County Council have updated their information to show that there is no requirement for local authorities to co-ordinate in-year applications for the offer year 2023/24 and beyond. For in-year applications only, the parent should apply directly to the preferred school in the first instance.

The address you give us telling us where your child resides must be the permanent home address, not a business address, nor the address of a friend, relative or child minder, nor a temporary address nor an address to which you hope to move. You must let us know if this permanent address changes after you have completed and submitted the application form to the School. Admission to the school must be based on our selection criteria based on your permanent address. If you are considering a move into the Berkeley area, whether from abroad or from elsewhere within the UK, the Governors will require from you firm evidence that you are intending to move before offering your child a place. This may be proof of exchange of contracts, or a signed rental agreement and deposit receipt.



If parents are moving back from a foreign posting to a previous permanent address in the Berkeley area and wish to apply for a place at Berkeley Primary School they should send their relevant details to the School in the first instance.

“The Governing Body reserves the right to request evidence of the child’s residency, at the date of application, in the year in which your child would enter school”.

Successful Applications which are found to be based on false information may lead to the offer of a place to be withdrawn.

Fair Access Protocols

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

Waiting List

If the school is oversubscribed, a waiting list will be held for the first two school terms (i.e. until the end of December). The waiting list will be prioritized according to the school’s over subscription criteria.

This policy will be reviewed in the Autumn Term of 2022
