



Admissions Policy

2025 2026

Approved by Governing Body: 08th Feb 2024

Reviewed by SLT on: Sept 2023 – Jan 2024

Next review due by: October 2024 - January 2025

Dissemination of the Policy: All staff and Governors, School Website

History of policy changes

Date	Version	Change	Origin of change e.g. change in legislation, request by TU	Changed by
4/8/21		Change to looked after children	GCC	LF
3/3/22		Page 1 clause 5 added to looked after children		

Purpose and aim of the policy and procedures

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of planned admissions into Year 7 for the year commencing 1st September 2025 will be 175.

Over Subscription

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 students to admit:-

- *Where the child is in public care (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).*

(1) 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 s.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.

- Children who have a sibling attending the school and who will continue to do so when the younger child is admitted i.e: a brother or sister, half-brother or sister, adopted

brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

- Children of full or part time salaried members of staff who have been employed at Pittville School for two years or more at the time of the application for admission, or of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Children with the strongest geographical claim, measured from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, with those living closer to the school receiving the higher priority.

In the Event of Oversubscription

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie involving two or more children when applying the 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.

Waiting Lists

If the school is oversubscribed, a waiting list will be held until the end of December in the academic year of admission. The waiting list will be prioritised according to the school's oversubscription criteria.

Admissions in Practice

Admission in Year 7 from Primary School is organised by the LA. At Pittville, we begin each year by sending brochures to all local Primary Schools, holding an open evening and arranging for parents to see the school during the working day.

The LA administers parental returns and keeps the school well informed at various stages in the process. Parents are notified of allocations in March. There then follows a period of appeals if we are full to our published admission number.

The transition/Y7 Manager will co-ordinate intake admissions, visits to Primary Schools and groupings into tutor groups. Induction evening is usually the evening before Induction Days in July of each year.

Right of Appeal

Parents/guardians have a right to appeal against refusal by the Governing Body to admit their child to the school. Any parents/guardians wishing to exercise this right must put their appeal, in writing, to the school. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the

Code of Practice on Admission Appeals. The closing date for any Year 7 appeals and further details of the appeals procedure are available on the website or by contacting the school.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list

In Year Admissions

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school. Where a place is available, an admission date will be agreed. New pupils will be assigned a “buddy” by the form tutor.

Where a place is refused the child will be placed on the waiting list, prioritised according to the school’s oversubscription criteria. The waiting list will be held until the end of the academic year. Parents/guardians have a right to appeal this decision. *

*Please note: When considering an application case under the School Admission Appeal Code 3.10 it states that appeal panels can consider ‘the impact on the organisation and size of classes, the availability of teaching staff, and effect on children already at the school.’

SEND/Children on a EHCP – Education Health Care Plan

The school is required to admit a child with an Educational Health Care Plan that names the school, even where the attendance of the child would not be compatible with the efficient education of others, or the efficient use of resources.

Monitoring, Evaluation and Review

This policy will be reviewed annually to ensure compliance. This policy review will be undertaken by the headteacher or nominated representative.

Linked Policies

Complaints

Equality and Diversity

Accessibility Plan