



**Robinswood Primary Academy**  
**Admissions Policy September 2019**

Robinswood Primary School is an Academy School and as such is responsible for its own admissions, however, the school co-operates with the Local Authority in co-ordinating the admission of pupils to schools in the area.

The aim of this is to ensure that as far as possible, parents obtain the school of their choice through a fair and transparent process.

Online application can be made using the website address – [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

For admission to a Reception class, parents must submit their Common Application Form by the date specified by Gloucester County Council.

Any initial queries should be directed to the Admissions and Transfers Team at Shire Hall, the telephone number is 01452 425407.

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday. Children are initially admitted on a part-time basis until they are ready to cope with all aspects of the whole school day. In this respect we will liaise closely with parents and carers on an individual school basis.

Attendance at Robinswood Pre-school does not guarantee a place at the school.

From September 2019 the school will operate with a PAN of 60 in reception.

All preferences in applications received on-time will be considered simultaneously and ranked in accordance with the admission criteria below. If the school is not full, all pupils for whom a valid application has been received will be admitted. Where the school is oversubscribed, places will be offered with regard to the priority order below.

1. As a statutory requirement any child with a statement of Special Educational Needs (SEN) or an Education Health Care Plan (EHC Plan) naming the school, will be admitted.
2. The following oversubscription criteria will be applied in making any such decisions and priority given to applications in the following order:
  - a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. *See Appendix 1 for a full definition.*
  - b) Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. *See Appendix 2 for a full definition.*
  - c) Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this school.
  - d) Children with the strongest geographical claim, measured in a straight line from the ordnance survey point centre of the child's home address (including flats) to the central 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 any particular category at points a-c above is oversubscribed, criterion d (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

### **Tie Breaker**

In the event of a tie breaker being needed, this will be the drawing of lots by an independent person in a supervised process.

### **Notes**

Where twins or children from multiple births are concerned they will be considered as one applicant when applying oversubscription criteria but counted separately towards the PAN. It is not our intention to split multiple birth children.

The straight line measurement from an apartment block is also taken from the ordnance survey point of the block. Apartments in the same block will be treated equally. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be in the form of a manual process which is overseen by an independent person

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the School Office for information on how to appeal. Information on the timetable for the appeals process is on our website at: [www.robinswoodpa.co.uk](http://www.robinswoodpa.co.uk)

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held by the school for (at least) the first school term (i.e. until end of December). The waiting list will be prioritised according to the school's oversubscription criteria. See *Appendix 3 below*.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **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**

In year admissions will be managed by the school in line with the criteria described here

### **Transport**

The LA has a statutory responsibility to provide transport in certain circumstances. To find out more and determine whether you will be eligible, you should contact Shire Hall at the number given above.

### **Summer Born Children**

Due to the changes within the School Admission Code 2014, we recommend that parents /carers look at the information located on the Gloucestershire County Council Website to view the options available to them: <http://www.gloucestershire.gov.uk/schooladmissions/startingprimary>

### **Admissions of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

### ***Appendix 1: 'Looked After Children'/'Previously Looked After Children'***

