



## Admissions Policy 2025-2026

Owner:	Executive Principal – L Bennett
Approved by:	School Development Board
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Callowell Primary School, Barrowfield Road, Stroud, Gloucestershire, GL5 4DG  
Tel: 01453 762962 email: [admin@cps.cbat.academy](mailto:admin@cps.cbat.academy)  
Part of Cotswold Beacon Academy Trust, registered in England and Wales  
No. 0769339. Registered office: Cainscross Road, Stroud, GL5 4HE  
[registeredoffice@cbat.academy](mailto:registeredoffice@cbat.academy)

Callowell Primary School Admissions Policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council.

If you have not received this Guide, you should contact the School Admissions and Transfer Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you. Further information is available from the website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the criteria set out below to determine whether a child is to be accepted or not.

Criteria for allocating children to Callowell Primary School if the number of children entering exceeds places available – Three levels identified below:

#### **1. Looked After Children/Previously Looked After Children Definition**

- a. 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).
- b. (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.
- c. (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).
- d. (3) Under the provisions of s.12 of the Children and Families Act 2014.
- e. (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).
- f. (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. Children who will have siblings attending the school** at the time the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted

brother or sister, stepbrother 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. Where a child lives with both parents on a 50/50 (equal) basis, the Governing Body will use the address of the parent who is in receipt of the child benefit for allocation purposes. The Governing Body reserves the right to request further information to clarify the child's permanent home address.

**3. Children with the strongest geographical claim**, measured in a straight line from the centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Parental & Carer Choice**

Parents and carers have a right to express their preference, but this does not guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department and should be returned by the date stipulated on that form. Applications can also be made online. The school will notify parents and carers of the decision as soon as all the applications have been considered.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins).

### **Twins and Children from Multiple Births**

Applications for twins and children from multiple births will be considered as individual applications. However, the Governing Body acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Infant Class Size restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Admission appeals**

- If we do not offer a child a place at Callowell Primary, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

## **Admission of Summer Born Children for Reception Entry**

The Governing Body of Callowell Primary School 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 Callowell 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. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of 31<sup>st</sup> March 2024 (to ensure that the child is not allocated a place in April for September 2024) with supporting evidence if appropriate. This can be done by contacting the Co-ordinated Admissions Team directly.

## **In-Year Admissions**

The Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Callowell Primary School, parents should therefore contact the school in the first instance. The school will consider the application within 10 school days and will send the parent confirmation of an offer or refusal by letter/email or telephone call, detailing the parent’s right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

The In Year team can offer advice and guidance and can be contacted by email at [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)

## **Children with an Education, Health and Care Plan (EHCP)**

Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child’s casework officer for any further information.

## **Admission of Children of UK Service Personnel or other Crown Servants**

The Local Authority’s Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised. This means that the child will take precedent over any other child on the waiting list.

### **Admission Number**

Each school has a set Published Admission Number (PAN). 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 is not compromised, nor the quality of teaching and learning in the school adversely affected. The 'standard number' is the number of children the LA considers the school can accommodate. The PAN for Callowell school is 30 children per year group. Total capacity of the school 210.

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. This number will only rise if overridden by a successful Appeal or in the case of twins / multiple births.

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed every year, or earlier in the light of any changed circumstances.