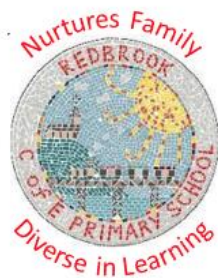


# Wye Forest Federation

Redbrook Church of England Primary School  
St Briavels Parochial Church of England Primary School



Name of Policy: Determined Admissions 2026 – 2027  
(Redbrook)

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	
Signed by:	(Executive Headteacher)
Signed by:	(WFF Chair of Governors)
Implemented:	
Review date:	September 2025

# **REDBROOK C of E PRIMARY SCHOOL**

## **Admission Policy 2026 - 2027**

### **Introduction**

Redbrook is a Voluntary Controlled Primary School, and as such, places great emphasis on encouraging Christian principles. However, this does not of course preclude non-Christian families from enrolling their children. It is important that parents are aware of the status of the school.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council with the Common Application Form. If you have not received a pack containing this Guide and Form, by the end of October 2025, you should contact the Schools Admissions Team (0-16), Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you.

The Indicated Admission Number for admission per year for this school is 7, making the school's maximum capacity in the seven age groups 49 pupils.

There are two classes at present. This means that we do have to split some age groups. We have Key Stage 1 pupils in one classroom, and Keystage 2 pupils in the other.

### **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 Criteria**

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. A list of the Published Admission Numbers for all Gloucestershire Community and Voluntary Controlled Schools for 2027 can be found at Appendix D (key; CO = Community School, VC = Voluntary Controlled).

In admitting pupils to this school the following ordered criteria will be applied:-

1. Children in Public Care (Looked After Children) The code now states that the highest priority for admission must be given to children in care or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (Children Act 1989). This priority is in order to admit children without delay, recognising the importance of re-establishing school stability for Children in Care.

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.*

2. Siblings: A sibling is defined as 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 of present pupils living outside the area described in (2.) above. The sibling must still be attending the school at the time of admission of the younger child.

3. 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

4. Children for whom only one 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 the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school.

### **Tie-breaker**

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing, will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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

Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority 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.

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

All Community and Voluntary Controlled Schools act in accordance with 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.

### **Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, but not beyond the point at which the child reaches the compulsory school age of 4, and not beyond the beginning of the final term of the school year for which it was made. However, places cannot be deferred until the next academic year.

### **Summer Born Children**

Admission of Summer Born Children for Reception Entry for Redbrook C of E Primary School The Governing Body of Redbrook 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 Redbrook 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. Any applications for admission to a school outside the normal year of entry must be made directly to the school.

### **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 a Community or Voluntary Controlled 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 an offer or refusal letter, 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.

Application forms for Community and Voluntary Controlled Schools can be found at <https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/>

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)

### **Fair Access Protocol**

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, including the Community and Voluntary Controlled Schools encompassed by these admission arrangements, 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 precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at <http://www.gloucestershire.gov.uk/education->

### **Exceeding PAN Protocol**

The County Council will act within the Schools Admission Code 2021 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2021 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The County Council, on behalf of all Community and Voluntary Controlled Schools will consider all applications for a school place in line with the school's admission policy, taking individual cases into account in line with its Exceeding PAN Protocol – which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system. Full details of the Exceeding PAN Protocol can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

### **Waiting Lists**

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of the academic year.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

Parents and guardians have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school.

### **Appeals Procedure:**

Where an application for a place in a Community or Voluntary Controlled School is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.

- For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2026 (i.e. Reception for Infant and Primary, Year 3 for Junior) should be made to the Democratic Service's Unit after Stage 2 of the admissions process detailed in the co-ordinated scheme for Gloucestershire. The Local Authority, as the Admission Authority for all Community and Voluntary Controlled Schools will publish an appeals timetable by 28th February 2026, which can be found at

[www.gloucestershire.gov.uk/schooladmissions/information-on-admission-appeals/](http://www.gloucestershire.gov.uk/schooladmissions/information-on-admission-appeals/)

The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

Parents may appeal for more than one school if they wish. Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (e.g. a change of address or a change in the school's circumstances).