



Norton Church Of England Primary School

ADMISSIONS POLICY

8Doc:	Admissions	Date Issued:	May 2026
Version:	8	Agreed by Staff:	May 2026
Category:	Policy	Agreed by Governors:	May 2026
Comments:	This Policy is due annual review May 2027		

Strive Think Act Respect Shine

AMENDMENT HISTORY

ADMISSIONS POLICY

INTRODUCTION:

The governing body of Norton Church of England Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school admissions code (Department for Education as of February 2012) ensures that the admission practices and criteria of authorities are fair, clear and objective. This code applies to admissions for all maintained schools in England. This policy conforms to the regulations that are set out in that Code.

AIMS AND OBJECTIVES:

We are an inclusive school that welcomes children from all backgrounds and abilities. The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

HOW PARENTS CAN APPLY FOR THEIR CHILD TO BE ADMITTED TO OUR SCHOOL:

In this authority, children enter school in the academic year they become five years old. There is one admissions date per year, early September (ie. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five years old should ensure that they complete the necessary preference form by the stated date.

The school determines the admissions arrangements in agreement with the LA. The LA is therefore the Admissions Authority for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained online from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

IN –YEAR ADMISSIONS

Any applications for a school place from reception (after the start of the academic year that admission is sought) to Year 6 will be treated in accordance with the in-year admission scheme.

Legislation demands that parents apply for a school place in writing using the In Year Application form (see Appendix 1) and that schools send a written decision. The decision will be made with regard to all the

8Doc:	Admissions	Date Issued:	May 2026
Version:	8	Agreed by Staff:	May 2026
Category:	Policy	Agreed by Governors:	May 2026
Comments:	This Policy is due annual review May 2027		
Strive Think Act Respect Shine			

authority's fair access protocols. If the school cannot offer a place, the parent and the Council In Year Team must receive a copy of both the application form and refusal letter (a telephone refusal is not acceptable), and the parent must be informed of their right of appeal, even where the school is full.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available we enforce the procedure set out in local authority guidance in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this may not always be possible, if there is excess demand on the school places available.

8Doc:	Admissions	Date Issued:	May 2026
Version:	8	Agreed by Staff:	May 2026
Category:	Policy	Agreed by Governors:	May 2026
Comments:	This Policy is due annual review May 2027		
Strive Think Act Respect Shine			

IN YEAR ADMISSIONS COMMON APPLICATION FORM You must complete this form and return to your preferred school to request a school place
--

	CHILD'S DETAILS	PERMANENT HOME ADDRESS Please supply proof of your address – see note 2.	
SURNAME			
FIRST NAMES			
MALE/FEMALE			
DATE OF BIRTH	Dd/mm/yy	If you are moving house , please give your new address and the date of your house move – see note 2 .	
Current Year Group			
Current or last school name			
Date school place is required		Date last attended school	
Date of application		Your Child's Nationality	

Preferred Gloucestershire School – Transport assistance is usually only given to your nearest school. If you move to a school further away from your current address you may lose any entitlement.

Name of school	Reason for preference

If your child has a **sibling** (a child's brother or sister, living at the same address) who is **already** attending a school which you are applying for, please give details below in order to clarify family connections.

Name of School	Brother or Sister (full names)	Date of Birth	Year Group	Date started

Does your child have a **Statement of Special Educational Needs?** Yes No
n.b. this does not include School Action or School Action Plus categories.

Is your child **in the care of a Local Authority?** If so, please give details below. Yes No

Does your child have a **Social Worker?** If so, please give details below. Yes No

Name of Social Worker and contact details.	Name of Local Authority responsible for your child's care

Date received by LA/School			
For school use only			
School place offered	Yes	No	Expected start date:

Please note; only people with parental responsibility, or professionals working with the family such as social workers, should be making this application. We cannot speak to family members (such as Step Parents or Grandparents) unless they have parental responsibility as assigned through the courts.

Does anyone else have joint parental responsibility for this child, such as a grandparent or another parent living at a different address? Yes No

Name..... Contact Number.....
Relationship.....

Please note; all parties should be in agreement to the application for this child.

If you would like us to liaise with a family worker or an interpreter please give their details:

Name.....Role/Position/Relationship.....
Contact Number.....

To be eligible for consideration of a grammar school place you must have sat the relevant selective test with the school in question.

If we are unable to offer your child a place, we will pass your details on to Gloucestershire County Council who will help you find another school. If you intend to stay at your current school should you be unsuccessful please tick here: ☐

A school may need to clarify if the pupil requires additional support to ensure the school can meet the needs of the child. The school reserves the right to contact the child's previous school.

Please ensure the details are correct and it is your child's permanent home address; **NOT** the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

Please read the Council's official guidance booklet, the schools admissions criteria and the Education transport leaflet, before completing this form – all available on the Council's our website. If you have any general queries, which are not answered in the published literature, please contact the In-Year Admissions Team for further advice and guidance inyear.admissions@gloucestershire.gov.uk Tel: **01452 425407**

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally with the school and the Council. If your application is for a school in another county we will also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the In-Year Admissions Manager at the address/telephone number at the head of this letter.

Notes and Information on the In Year Process

Further information may be found at www.gloucestershire.gov.uk/schooladmissions or by contacting **01452 425407**

1. Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.
2. Proof of address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.
3. If you are applying directly to us and have not been in the Gloucestershire Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.
4. If your child has a Statement of Special Educational Needs please contact the SEN team at Gloucestershire County Council **Tel: 01452 425033**
5. If a school holds a waiting list, positions can go up as well as down based on the oversubscription criteria of the school and the circumstances of children. School vacancies change on a daily basis.
6. You are advised not to remove your child from their current school until you have a confirmed place at another school.
7. Out of County applications are advised to apply to their own local authority, even if your preference school is in Gloucestershire.
8. If your preferred school is located in a local authority outside Gloucestershire, you must apply directly to Gloucestershire County Council - please state which local authority the school comes under.
9. Transport will usually only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucestershire County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request.