



Clearwater C of E Primary Academy

Admission Arrangements Policy 2024 - 2025

Status and review cycle: Statutory and annual

Responsible group: LGB

Implementation date: September 2022

Next Review Date: September 2023

Small steps to big dreams

Mark 4: 30-32

Vision

We aim to provide educational excellence inspired by the world around us. To grow curious, responsible and confident learners within a caring community, in partnership with our families, upholding our Christian Values.

Admission Arrangements Policy

Introduction

The vision of Clearwater C of E Primary Academy is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos. The academy seeks to enable every child to flourish by encouraging their gifts and talents and nurturing their development, socially, morally, spiritually and culturally so that they become resilient and curious life-long learners.

Christian values underpin the vision and work of the academy community, shaping daily life, behaviours and practice in the school. The academy seeks to serve the local community in and around Quedgeley, extending hospitality and welcome to families who express a preference for the academy.

The admissions authority for the academy is the Diocese of Gloucester Academies Trust.

Admission Number

Clearwater Church of England Primary Academy has a published admission number (PAN) of 60 for entry in the reception year.

The academy will admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the academy to all those who have applied.

Application process

The Local Authority will process applications for the school. Applications should be sent to the Coordinated Admissions Team at Shire Hall, Gloucester, GL1 2TP.

The application form can be obtained from either admin@clearwateracademy.co.uk or from the LA website at www.gloucestershire.gov.uk/schooladmissions.

The closing date for applications is 15 January 2024.

Offers will be made on 16 April 2024.

In-Year Applications

If you would like to request a place at Clearwater Church of England Primary Academy for your child to transfer within the school year, you should complete an application form which can be obtained from either admin@clearwateracademy.co.uk or from the LA website at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

Completed forms should be returned to Clearwater C of E Primary Academy, Clearwater Drive, Quedgeley, Gloucester, GL2 4GH.

We will offer in-year places up to the overall capacity of the year group and we cannot guarantee a place at the academy if the number of children has reached the overall capacity. All in-year applications will be considered, depending on the availability of places and prioritised according to the oversubscription criteria below.

Children with Special Educational Needs

Children who have an Education, Health and Care Plan (EHCP) will be allocated a place at Clearwater Church of England Primary Academy if the school is named in their Plan. If the EHCP has been applied for but not yet confirmed, an application should still be made in line with the admissions process. Once an EHCP reaches the formal proposed stage, the child will be given a place in the Special Education Need and Disabilities (SEND) Process which is outside the co-ordinated scheme.

Oversubscription criteria

In the event that there are more applications than there are places available, after the admission of pupils with an EHCP naming the school, the Trust will admit pupils according to the order of priority outlined below.

1. Looked After Children/Previously Looked After Children. See definition below¹.
2. Children for whom only the academy is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported at the time of application by a written statement from the child's doctor. This should be addressed to the Chair of Governors. The letter of support must demonstrate that there is a very specific connection between the medical need(s) of the child and the facilities or resources of the academy.
3. Children who have siblings attending Clearwater Church of England Primary Academy when the younger child is admitted. For the purposes of this policy, siblings are defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.

¹ **Looked after Children and Previously Looked after Children**

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. Previously looked after children are children who were looked after but immediately after being looked after became subject to an adoption under the Adoption Act 1976 (see section 12 adoption orders) or the Adoption and Children's Act 2002 (see section 46 adoption orders), became subject to a child arrangements order (Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order) or became subject to a special guardianship order (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).

Looked after children, including those children 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.*

*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.

4. 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)² to the Ordnance Survey address point of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.

Tie Break

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. This will be administered by the Local Authority. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. The Trust will also take into account the views of the Principal of the academy.

It is important to note that applications made under the Main Admissions Round must be made by the published deadline with all supporting evidence attached. Any application from a parent of a child outside the normal age range will be considered by the Local Governing Body, on behalf of the Trust. Parents will be notified in writing of the outcome of their request. Application for admission outside of the normal age group should be submitted to Clearwater C of E Primary Academy, Clearwater Drive, Quedgeley, GL2 4GH by 15th January 2024. There is no deadline for In-year applications.

Parents' statutory right to appeal against the refusal of a place at the academy does not apply if the Trust has offered the child a place at the academy, but not in their preferred year group.

² Home will be where the child lives for the majority of the school week. Where parents have shared responsibility for a child and the child lives part of the week with each parent, the address where the child is registered for his or her GP will take precedence.

Waiting lists

Clearwater Church of England Primary Academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term on 31 December 2024. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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 the waiting list.

Appeals

In the event of over-subscription, parents of children not offered a place will be advised of their right to appeal. The school uses Gloucestershire County Council to administer the appeal process. Details of the process can be found at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>. Parents who wish to lodge an appeal should contact clerk@clearwateracademy.co.uk.

Key Dates for Admissions during 2024-2025

Beginning of November 2023 - Letters sent out to parents with children eligible to start school in September 2024, explaining the application process

3 November 2023 to midnight 15 January 2024 – online application facility open

15 January 2024 – Deadline for returning applications

16 April 2024 - National Offer Day

23 April 2024 - Closing date for return of reply forms accepting a place at the academy or requesting reconsideration

After 14 May 2024 - Outcome of reconsideration known

21st May 2024 - Closing date for return of reconsideration reply forms

June-July 2024 – Appeals heard.

Fair Access Protocols

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

School Transport

School Transport is not available at this academy.