



## GATLEY PRIMARY SCHOOL

# ADMISSIONS POLICY

This policy outlines the regulations on admissions applied by Gatley Primary School fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000, and later revised in the Education Act of 2002. The following is compliant with the Department for Education's School Admissions Codes of Practice 2014 and Appeals Code of Practice 2012. These arrangements are in line with the School Admissions Code 2021 and designed to ensure there is a fair admissions procedure for all applicants.

September 2027/28

## VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
24.07.2017	1.0	Adoption of policy ratified by Education Learning Trust on 28.06.2017.	M Murray
11.10.2018	2.0	Review of Policy by Governing Board	V McManus M Chow
21.05.19	3.0	Review of Policy by Governing Board	
16.07.19	4.0	Review of Policy by Governing Board	
21.09.20	4.1	Review of Policy by Governing Board	V McManus M Chow
September 2021	4.2	Review of Policy by Governing Board – formal change to PAN	G.Norman
September 2022	4.3	Review by AGB (October 2022) updated with changes in legislation.	G.Norman
October 2023	4.3	Policy approved at AGB	L.Dennis
September 2024	5	Policy updated with new oversubscription criteria	G.Norman
06.11.24	5.1	Policy approved by Governors	L.Dennis
September 2025	6.0	Update to Policy – equality statement and nursery allocation plus dates for 2025-2026	Y Wilson/J Marchi/ GNorman
December 2025	6.1	Update dates for public consultation	G.Norman

Signed:



Gemma Norman, Headteacher

## Equality Impact Statement

Gatley Primary School is committed to ensuring that its admissions arrangements are fair, transparent, and fully compliant with the Equality Act 2010. We celebrate the diversity of our community and welcome applications from all families, regardless of background or circumstance.

This policy has been developed and reviewed in accordance with the Equality Act 2010, which protects individuals from discrimination on the basis of any protected characteristics outlined in the Equality Act.

In operating its admissions arrangements, the admissions authority (The Governors) for Gatley Primary School will:

1. **Promote equality of opportunity** for all applicants and their families.
2. **Eliminate unlawful discrimination, harassment, and victimisation** and any other conduct prohibited by the Equality Act 2010.
3. **Ensure decisions are based solely on published admission criteria**, applied consistently and without bias.
4. **Advance equality of opportunity** between people who share a protected characteristic and those who do not.
5. **Foster good relations** by promoting understanding, respect, and inclusion within the school community.
6. **Regularly assess and monitor** the impact of admission practices to ensure they do not directly or indirectly disadvantage any individual or group.
7. **Make reasonable adjustments**, where appropriate, to ensure that applicants with disabilities or other protected characteristics are not placed at a disadvantage.

The admissions authority for the school does the above in commissioning Stockport Local Authority Admissions Services to act as the commissioning authority for the school.

This policy is reviewed through an equality lens to ensure that:

- It does not directly or indirectly discriminate against any pupil or family;
- It actively promotes inclusion, accessibility, and fairness in all admissions decisions; and
- It reflects Gatley Primary School's commitment to equality, diversity, and compliance with statutory obligations under the Equality Act 2010 and the School Admissions Code.

## Legal Compliance

This policy is underwritten using the statutory frameworks and guidance provided in:

- School Admissions Code 2021
- The Schools Admission Appeal Code 2022

And other relevant legislation including: Education Act 1996, School Standards and Framework Act 1998 and the Equality Act 2010

This policy is coordinated by Stockport Local Authority in conjunction with their Admission Procedures which can be found at: <https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

# Admissions arrangements

## Introduction

The admission authority for Gatley Primary School is Gatley Primary Governing Board who work in partnership with the Stockport Admissions Support and Advice Team. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2021) and designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements will apply to all admissions from September 2027 including in-year admissions.

Closing date for applications for school year 2027/2028: [15 January 2027]

Any applications received after this date will be considered after those applications received before the closing date.

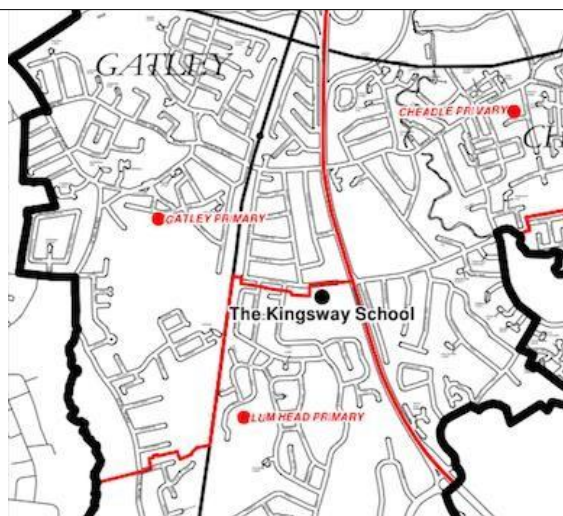


Figure 1: Gatley Primary Catchment Map

## Admissions procedure

For the school year commencing September 2027 the planned admissions number (PAN) is 40 for entry into Nursery, 90 for entry into Reception with all other year groups set at 90.

## Applying for a place

Gatley Primary School welcomes applications. We have two main intake levels; Nursery/Reception. We encourage entry at these times so as to aid the progression of the child academically without interruption; however, children are welcome to applications for entry in any year. Entry criteria is different for Nursery to the rest of the school and does not guarantee a place in Reception.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a number of open days during the year. Arrangements for visits outside of these dates can be made through the school office.

Children are admitted to the school using the criteria outlined in this document. In no way does the academic ability of the child come into consideration when places at the school are being allocated. Parents are invited to express a preference for the school, but it is up to the Stockport Admissions Support and Advice Team to advise\* on which children will be given a place in accordance with this policy.

**\*Note:** Please see Stockport's Admissions Explained Guidance for further information on this:

<https://www.stockport.gov.uk/documents/school-admissions> including information for late applications, how they are handled and deadlines for submitting changed information.

## Oversubscription

Where there are more applications than places available and, after the admission of children with an Education Health & Care Plan (EHCP) that names the school, applications will be prioritised with the following oversubscription criteria:

NB: Categories A – H refer to applications received by the closing date: 15th January 2027

- A. Looked after children, and all previously 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\*
- B. Children considered to have 'highly exceptional medical/social reasons'\*
- C. Children in catchment with a sibling at Gatley Primary School at the time of admission
- D. Children in catchment with a sibling at The Kingsway High School at the time of admission
- E. Children in catchment
- F. Children outside catchment with a sibling at Gatley Primary

G. Children of staff who have been employed at the school for two or more years at the time at which application for admission to the school is made and/or the member of staff is directly recruited to fill a vacant post for which there is a demonstrable skill shortage\*

H. Any other applicants, in order of straight- line distance measured between home and the school

I. Applications received after the closing date ordered by A – H above

The admissions authority will not consider supporting information from any other educational setting to determine a place within the oversubscription criteria unless this supports consideration of criteria A and B in conjunction with other educational or health care professionals. Staff at Gatley Primary School are not able to write supporting statements for any school admissions processes.

**\*Note:** Please see the Stockport Admission Page: <https://www.stockport.gov.uk/documents/school-admissions> for definitions and information on children who may fall within criteria A and B and the Schools Admissions Code [https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf)

## Choice Preference

Parents are strongly encouraged to use all 6 options to express a preference. The statutory equal preference system is used to allocate school places. This means that: All your preferences are initially looked at individually, regardless of the order in which you have ranked the schools. The order you have ranked your preferences becomes important when it is possible to allocate a place for your child at more than one of your preferred schools. In this instance you will be offered a place at the available school you have ranked the highest. Please note, Gatley Primary School has historically been oversubscribed and therefore the oversubscription criteria has been utilised to allocated places. Please note the waiting of catchment within the oversubscription criteria in the event of the oversubscription criteria being applied.

**\*Note:** Please see the Stockport Admission Page: <https://www.stockport.gov.uk/documents/school-admissions> for definitions and information on tie breakers, siblings and principal parental address. *Also see the School Admissions Code 2014 paragraphs 1.10–1.40 for ‘commonly used criteria’*

## Late Applications

Any applications received after the closing date for primary admissions, will result in the application being placed under criteria ‘I’ on the Oversubscription Criteria and will be processed in line with Stockport LA’s late application processes: <https://www.stockport.gov.uk/documents/school-admissions>

## Waiting Lists

If you are not offered a place on 16 April 2027, if you wish, your child's name will be added to the waiting list. Your child's name will be kept on the waiting list until 31 December, after which the normal in year admission process will take over and any parents/ carers wishing to have their child's name remain on the waiting list for the remainder of the academic year will need to re-apply. The waiting list is prioritised based on the school's oversubscription criteria. If you are offered a place it will be based on fact a place having become available and your child being at the top of the waiting list.

## Children with special educational needs or a disability (SEND)

The school must admit all children who have a EHCP where this school is named.

Children who have special educational needs, but who do not have a EHCP, will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. See our Inclusion, Equality and Diversity Policy/SEN Information Report for details of special educational provision provided by the school. Please see Stockport's Admission page for further support and information on providing detail on this during the application stage.



## Admission of children below compulsory school age and deferred entry to school

When making an offer of a place at the school, Gatley Primary School is offering a full time place from the September for the Reception year group. Within our Reception we follow the Early Years Foundation Stage Curriculum and our staff are skilled in identifying and creating bespoke provision which meets each and every child's needs.

In addressing points 2.17 in the Admission Code of Practice, we set out the following arrangements. Parents of a summer born child (being a child born from 1 April to 31 August), may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted to the school outside of their normal age group (to reception rather than year 1). Before making this request, we strongly encourage families to consider the DFE advice on this request <https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>. If a request to admit outside of the normal group is received, a panel of governors will convene and will base its decision on the specific circumstances of the case and in the best interests of the child concerned. The governors will include taking account of:

- a) the parents' views;
- b) information about the child's academic, social and emotional development;
- c) where relevant, their medical history and the views of a medical professional;
- d) whether they have previously been educated outside of their normal age group;
- e) whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and
- f) the views of the head teacher.

The governors will provide parents with clear reasons for its decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group the governors will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible and on the basis of the determined admission arrangements set out in this policy. Please note that the statutory right to appeal does not apply if your child is offered a place at the school but not in your preferred age group.

## In-year admissions

The process for in-year admissions is the same for admissions at the start of the academic year.

If you live in Stockport and wish to change school during the school year, all in-year admissions applicants should contact Stockport School Places, Admissions and Transport Team. In-year admissions usually take place after a half term.





If you are moving into Stockport from another area or moving house within Stockport, you may be asked to provide evidence that you live at the address indicated on your application.

If you are applying to transfer to a school in another Council area (including Manchester), you'll need to contact the Council that the school is located in to discuss their process for changing schools during the year.

<https://www.stockport.gov.uk/changing-schools-during-school-year>

Places offered within the academic year to children must be taken without undue delay. Where children start with the school within the academic year, the school will coordinate a transition process to ensure essential information is shared to support a successful transition. Equally, where children move out from the school during an academic year, we will share relevant information to support a successful transition.

### ***In-year fair access protocol***

Gatley Primary School participates in the Fair Access Protocol which is implemented by the Stockport Admissions Support and Advice Team.

The governing board has the right to refuse the admission of children who have been permanently excluded from two or more schools, if the last time was less than two years ago.

## **Offers**

**Note:** *Places cannot be guaranteed at Gatley Primary School and residing in the catchment area for the school does not guarantee your child a place at the school.*

After the closing date of the 15 January 2027, the Stockport Admissions Support and Advice Team apply the Published Admission Policy Oversubscription Criteria to decide which children can be offered places at the school. Parents will receive an email in April and notification letters will also be sent out by post.

If you are offered a place in our Reception classes this is for a full time place. If you are offered a place in our Nursery class, this is for a place for 15 hours in the first instance, with scope for consideration for addition hours if you meet the criteria for 30 hours provision.

Should circumstances change then parents/carers must inform the Stockport Admissions Support and Advice Team immediately. Places which are subsequently found to have changed without notifying the team will be subject to reassessment and, if necessary, withdrawn.

The Admissions Support and Advice Team request documentary evidence from parents/carers. This is to prove the validity of the principal parental address. Documentary evidence provided needs to prove ownership/tenancy/residency at an address and in the case of house moves; disposal of the previous property. In addition to this, the admission authority (Governing Board) at Gatley Primary School reserves the right to seek evidence to be presented at the school prior to admission.

The school may withdraw its offer of a place if it is found that the place was offered based on a fraudulent or intentionally misleading application. The offer may also be withdrawn if the Stockport Admissions Support and Advice Team has not had a response from the parent or carer of the child in writing within the 20 days' acceptance period. The Stockport Admissions Support and Advice Team will always communicate with the parent in writing for a response and seek consultation with Gatley Primary Governing Board, prior to withdrawing the offer.

Where an offer has been made, and others believe this to have been made on the basis of misrepresented information, we urge those to contact the school and the local authority on: [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk).

## Allocation of 30 Hours for Nursery Admissions

Following the allocation of hours for the 15 hours placement for a child in our Nursery, we will then aim to process any applicants where parents can provide the 30 hours allocation code (via <https://www.gov.uk/30-hours-free-childcare>) we can begin to process the criteria for the 30 hours allocation in our setting.

We then apply the following criteria for the allocation of the additional Nursery 30 hours:

1. Child lives in catchment of school, both parents work between the hours of 8:45am – 3:30pm and the child has a sibling in the school.
2. Child lives in catchment of school and both parents work between the hours of 8:45am – 3:30pm
3. Child lives in catchment of school, both parents work and the child has a sibling in the school.
4. Child lives in catchment of school and both parents work
5. Both parents work between the hours of 8:45am – 3:30pm and child has a sibling in the school
6. Both parents work and the child has a sibling in the school
7. Child lives in catchment
8. Child has a sibling in the school

Once 15 hours allocations have been confirmed, parents will need to write to the school to demonstrate how they fulfil the criteria above. Hours will only be considered upon receipt of 30 hours codes and in accordance with the space capacity available within sessions.

Where children are spending all day in Nursery there is a £4.50 charge per lunchtime period to pay for staff supervision between the AM & PM session times. This is billed each half term directly to families. If you qualify for a 30 hour code and do not use all of your hours with us or another provider, you can use remaining hours to offset this lunchtime charge.

If there are additional hours available, **once all 15 and 30 hour requests are accommodated, and there are no children on the waiting list for Nursery**, the school will communicate to all parents: the available hours, the criteria for allocation of these top-up hours and the charges that will be processed for these top-up hours.

## Appeals

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. The independent appeal panel will act in accordance with the framework set out in the School Admission Appeals Code 2012. In order to ensure a fair appeals process, the members of the panel are independent from the local authority.

Please note: you can only appeal once per academic year to the same school. For more information, call the School Appeals Team on 0161 474 3216 or email [admission.appeals@stockport.gov.uk](mailto:admission.appeals@stockport.gov.uk)

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

## 2. Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2014. There will be an opportunity for consultation in accordance with the Code.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents must decide which address to give.

## 3. Contacts

[office@gatleyprimary.com](mailto:office@gatleyprimary.com)

<https://www.gatleyprimary.com/>

<https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>