



## 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 2023



## 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 2022	4.3	Policy approved at AGB	L.Dennis
October 2023	5.0	Policy Updated	G.Norman

Signed:

Gemma Norman, Headteacher

Lisa Dennis, Chair of Governors

Date: 19.10.2023

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# 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 2024 including in-year admissions.

Closing date for applications for school year 2023/2024: [15 January 2024]

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

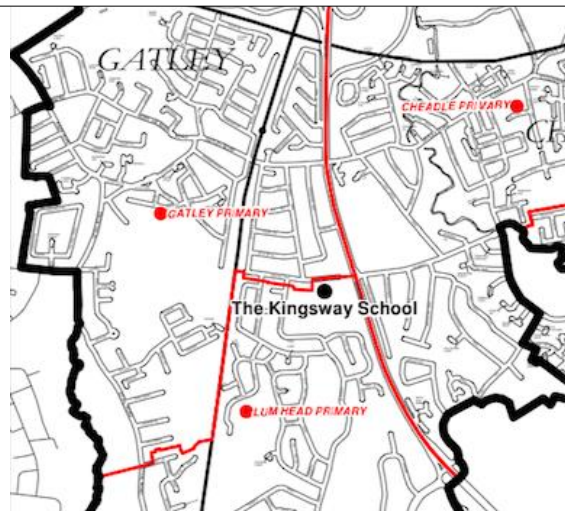


Figure 1: Gatley Primary Catchment Map

## 1. Admissions procedure

For the school year commencing September 2024 the planned admissions number (PAN) is 40 for entry into Nursery, 90 for entry into Reception with all other year groups set at 60 (Except Y1,2, 3 and 4 where the PAN is 90).

### 1.1 Applying for a place

Gatley Primary 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 apply 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/admissions-explained> including information for late applications, how they are handled and deadlines for submitting changed information.

## 1.2 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 – F refer to applications received by the closing date: 15th January 2024 A.

- A. Looked after children and previously looked after children
- B. Children considered to have 'highly exceptional medical/social reasons'
- C. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission
- D. Children who live in the catchment area of the school
- E. Children who live outside the catchment area of the school and have a sibling at the school at the time of admission
- F. Any other applicants, in order of straight-line distance measured between home and the school
- G. Applications received after the closing date ordered by the criteria detailed at A-F above

**\*Please note that the above criteria is not applicable to application for the Nursery and that a place at the Nursery does not guarantee a place in Reception. A separate application must be made. Further information for admissions criteria for the Nursery can be found at: <https://www.stockport.gov.uk/admissions-explained/nursery-policies>**

**Note:** Please see the Stockport Admission Policy for information on tie breakers, siblings and principal parental address. [Stockport Admissions Policy and Procedures](#)  
Also see the School Admissions Code 2014 paragraphs 1.10–1.40 for 'commonly used criteria'

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

The school must admit all children who have an EHCP where this school is named, following a period of consultation on the EHCP and once the final EHCP has been received by the school.

Children who have special educational needs but who do not have an 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.

### **1.5 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.

We strongly advise parents to read the Department for Education's 'Summer Born Children Starting School: Advice for Parents' <https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>. This will support parents in considering all the options and implications of a deferred or delayed start to school.

Before the application for a 'deferred entry' is made, we encourage parents to visit the school and request a meeting with our Early Years Leader where we can outline the nature of our provision in line with the Early Years Foundation Stage Curriculum in more detail.

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). Where a request to admit outside of the normal group is received, the governors 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 admissions authority (the governors) request that applications of this nature are made in good time to: arrange and convene a panel, read all supporting documentation and write to parents with the outcome from the panel meeting. It is anticipated that this can take up to 6 weeks. To support parents in understanding their options of a school place, it is requested that applications of this nature are done so, considering the above timeframe, before the 15 January 2024.

In convening a panel and discussing all supporting documents, including the parent's request, 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 agreeing with the request, governors are agreeing to consider the application as part of the main admission round and that it is not a guarantee of a place within the admissions round.

## 1.6 In-year admissions

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

In-year admissions applicants should contact Stockport Admissions Support and Advice Team. In-year admissions usually take place after a half term. <http://www.stockport.gov.uk/schooladmission>.

For children who attend a Stockport school currently, parents should request the 'In-year admissions' forms from their current school. This will then be issued to our school once the reasons for the request for moving are clear.

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.

### ***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.

## 2. Offers

**Note:** Places cannot be guaranteed at Gatley Primary School.

After the closing date of the 15 January 2024, 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.

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 heard back 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 chase the parent in writing for a response and seek consultation with Gatley Primary Governing Board, prior to withdrawing the offer.

Offers of a place in Reception is for a fulltime place. If parents wish for this start to a Reception year to look different, in accordance with section 1.5 of this policy, this must be discussed with the school.

The allocation of places for the Nursery is 18 May 2024. The offer of a place in the Nursery is for 15 hours as a minimum which may be able to be topped up with additional hours in accordance with the 30 hours childcare entitlement code. There is a separate criteria for the fair allocation of these additional hours which is shared with parents once the place has been offered.

If the Nursery fills its PAN for the September of 2024, there will be no further admission rounds during the academic year (January or April intakes).

### **3. 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.

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.

### **4. Waiting list**

The Stockport Admissions Support and Advice Team operates a waiting list which is maintained until at least the July of the year of entry. Parents may request that their child is placed on the waiting list. The list is periodically review by Stockport Admissions, who may ask if you wish to remain on the waiting list a various points throughout the year. The



list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children request a place on the waiting list, the list will be re-ordered in line with the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified by letter and will have the option of accepting or rejecting the place within 20 days.

## 5. 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.

## 6. Contacts

[Stockport Admissions Policy and Procedures](#)

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