



## 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 2024



## 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

Signed:

*G.Norman*

Gemma Norman, Headteacher

Date: 09.09.24

Lisa Dennis, Chair of Governors

Date: 06.11.24

# 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 2025/2026: [15 January 2025]

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

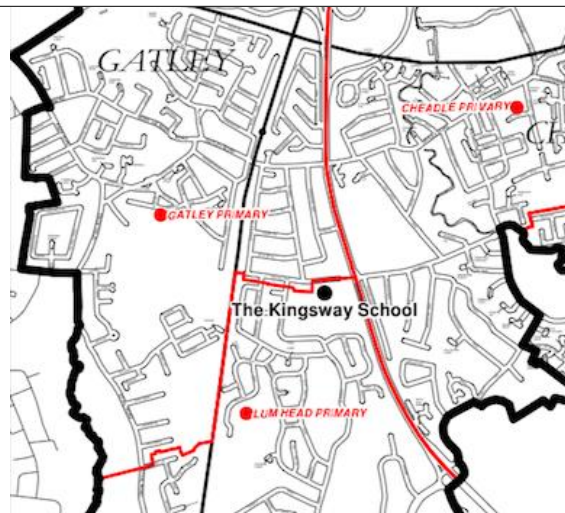


Figure 1: Gatley Primary Catchment Map

## 1. Admissions procedure

For the school year commencing September 2025 the planned admissions number (PAN) is 40 for entry into Nursery, 90 for entry into Reception with all other year groups set at 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/documents/school-admissions> 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 – H refer to applications received by the closing date: 15th January 2025

- 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 Kingsway 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 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

### 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'*

### Waiting Lists

If you are not offered a place on 16 April 2025, 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.

### 1.4 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.

## 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.

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.

## 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. <https://www.stockport.gov.uk/changing-schools-during-school-year> 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 2025, 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.

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).

## **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. 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.

## 5. 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>