



*St. Paul's
C of E
Primary School*

New Street, Gloucester, GL1 5BD
Tel: 01452 521872
Email: admin@st-pauls.gloucs.sch.uk
Web: www.st-pauls.gloucs.sch.uk
Headteacher: Mrs S Matthews

Admissions Policy

Date Issued: January 2023

Issue Number: 2023/01

Signed:

Chair of Governors

Signed:

Headteacher

Next Review by: January 2024

Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated on merit, and in a sensitive manner. The only restriction we place on entry is that of number. Our standard pupil admission number (PAN) is 30. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made on a form that can be obtained from the Gloucestershire County Council, and should be returned by the date stipulated. GCC will notify parents and carers of the decision as soon as all the applications have been considered.

Visit the GCC website [School admissions - Gloucestershire County Council](#) or contact on 01452 425407 for more details.

All Community and Voluntary Controlled Primary and Infant Schools use the following criteria to admit children into Reception Class:

1. Children in Public Care (Looked After Children).
2. Children who have a statement of special educational needs.
3. Children who will have siblings attending the school at the time the applicant child is admitted.
4. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*
5. Children with the strongest geographical claim, measured in a straight line from the centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

Starting School

Children are admitted to the Reception Class in the September prior to their fifth birthdays.

The usual admission arrangements are for all the reception children to begin full-time from the beginning of the autumn term.

Parents who would like to visit the School or who are considering entering their children for admission are asked to get in touch with the school office and an appointment can be made to show parents around and answer any questions that they may have.

In Year Admissions

If a child joins St Paul's C of E Primary School at some other stage, e.g. because of a house move, they will be admitted to their respective year group if there is space.

If more than one application is received for a particular year group, the criteria described above will be applied.

If a particular year group is full, a waiting list will be kept.

New parents and their children are always welcome to visit the school prior to the agreed start date and meetings can be arranged as required.

Monitoring Arrangements:

This policy will be reviewed annually and approved by the governing board.