



Admissions Policy 2026 - 2027

Governor Committee Responsible:	Full Governing Body	Governor Lead(s):	Headteacher
Status	Statutory	Review Cycle	Annual
Last Review	September 2025	Next Review Date	September 2026
Date policy ratified	Ratified by FGB 12 th September 2026		

Document Version Control:

Issue No.	Issue Date	Summary of changes
1	September 2026	Review and update Admissions Policy to ensure full compliance with the Admissions Code and to support families in understanding the admissions process.

This policy should be read in conjunction with the *Guide for Parents and Carers*, issued by the local authority (LA).

The LA encourage online application at www.gloucestershire.gov.uk/schooladmissions

The Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

The Published Admission Number for the school is set at 93. Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (c) or special guardianship order (d). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (e).

Notes:

- a) 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.

- b) *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*
 - c) *Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
 - d) *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).*
 - e) *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.*
2. Where the child has been attending the Charlton Kings Infants' School at the time of their application.
 3. Where the child has an older sibling currently attending the school and who will continue to do so at the time of their admission.
 4. Children who have siblings attending Charlton Kings Infants' School at the time the applicant child is admitted.

Siblings are defined 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.

5. Children with the strongest geographical claim, measured in a straight line from the **ordnance survey point** of the child's home address (including flats) to the central ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving 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.

In the event of a tie between two or more children when applying criterion 5 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This is a manual process which is overseen by an independent person from the Legal Services and Monitoring Team.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals arrangements, which will be published each year.

Special Educational Needs

The school is required to admit a child with an Education Health Care plan that names the school, even if the school is full.

Children of UK Service Personnel or other Crown servants

The school implements the Local Authority's Fair Access Protocol for the children of UK service personnel or other Crown Servants. This protocol ensures that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code so that their procedures or criteria do not prejudice these children if they arrive in the area outside the normal admissions round and that the challenges for these children are minimised. For further information on the Service Families Protocol please refer to the appropriate GCC Guidance Booklet: <http://www.gloucestershire.gov.uk/schooladmissions>

Waiting Lists

If the school is oversubscribed, a waiting list for Year 3 entry in September of that academic year will be held until the end of the second school term, based on the 6-term school year (i.e. until the December holiday break). The waiting list will be prioritised according to the school's oversubscription criteria.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

In Year Admissions

If you wish to apply for a place during the school year, this is known as an In-Year Admission. In-Year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Year 3 through to Year 6.

How to Apply

Parents and carers should complete the Gloucestershire County Council In-Year Application Form: <https://www.gloucestershire.gov.uk/media/zinj2yxs/in-year-application-form.pdf>
Completed forms should be emailed directly to the school: **admissions@ckjs.org.uk**
We aim to respond to all In-Year applications within 10 school days.

If You Are Offered a Place

If your application is successful, you will receive a written offer from the school.

The letter will include:

- confirmation of the place offered,
- the date by which you must accept or decline the offer,
- any next steps required (such as completing admission forms or arranging a start date)

Please ensure you respond within the stated time frame so that the place can be secured. If we do not hear from you, the offer may be withdrawn in line with the School Admissions Code.

If Your Application Is Unsuccessful

As an Own Admission Authority, the Governing Body is responsible for making decisions on applications. If we are unable to offer a place, you will receive a written refusal explaining the reason(s) why.

Your Right to Appeal

If the school is already full when an in-year request for admission is received, this request will be refused but, parents and carers have the legal right to appeal the decision to an Independent Appeals Panel. Having a sibling already in the school whether older or younger, may be considered by an independent appeals panel but will not give priority or an automatic right for a place to be offered.

The school is responsible for:

- informing you of your right to appeal,
- providing details of how to submit an appeal,
- ensuring the appeal is arranged in line with the School Admissions Appeals Code.

Appeals are completely independent of the school and the Governing Body. The panel will consider your case and the school's case before making a final decision.

School Admissions Code

All admission authorities must comply with the statutory School Admissions Code (2021).

School Admissions Code – GOV.UK:

https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf