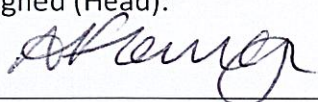
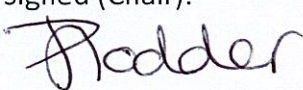




Oldbury on Severn CEVC Primary School

Admissions Policy

Signed (Head): 	Name: A FLANAGAN	Date: 30/3/26
Signed (Chair): 	Name: P.J. Hodder	Date: 30.3.26
Ratified by: Governing Board	Date: 30.3.26	Next Review: September 2026

INTRODUCTION

Oldbury on Severn CEVC Primary School is a Voluntary Controlled Primary School and the published Admission Number is 11.

NB: Throughout this document, the word 'parent' also covers legal guardians and other persons with parental responsibility.

PUBLISHED ADMISSION NUMBER (PAN)

The Published Admission Number (PAN) for the Reception cohort is **11**. This means that 11 places are available in Reception for the relevant academic year. In accordance with infant class size legislation, the Governors cannot exceed the statutory limit of 30 pupils in a Reception or Key Stage One class.

The only permitted exceptions are:

- Multiple births, where refusing admission would result in siblings being separated because one child would become the 31st pupil.
- Children of UK service personnel who are posted to the area after the application deadline, provided appropriate official documentation is supplied and places can be accommodated within reasonable capacity.

ADMISSION

Most children start Reception full-time in the September after their fourth birthday.

For example, if a child turns 4 in June, they'll usually start school in the September of that same calendar year.

DEFERRED ADMISSION

If a parent thinks their child is not ready to start school in the September after their fourth birthday, they can start later. For example, if a child only turns 4 in August, their parent might decide to wait before sending them to school. The pupil must be in full-time education by the time they reach 'compulsory school age' however.

The child can start:

- part time
- part-way through the year
- in the next school year, in the September after they turn 5

A parent still needs to apply for a school place at the same time as everyone else. The parent can ask for a later start when they apply. In accordance with the 2014 Admissions Code, where a place has actually been offered, a parent can request that the date their child is admitted to school is deferred until later in the academic year.

This deferred admission date cannot be after the point at which the child reaches compulsory school age, which is when they must start full-time education. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date. For example, if a child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (the summer term of that year).

This deferred admission date must also not be after the beginning of the final term of the school year for which the application was made. Deferred admissions will follow South Gloucestershire Council's formal statement. A Parent seeking such a deferment should make this clear at the time of applying for a place.

ADMISSION OUTSIDE OF THE NORMAL AGE GROUP (Retained or Accelerated Entry)

If a child starts in the September after they turn 5, then that child will go into Year 1. The parent must contact the local council if they want their child to start in Reception instead. The local council and the school do not have to agree to this request.

A parent of a child born in the summer who does not wish them to start school until the term after their fifth birthday will have to make a separate in-year application if they want their child to start in Reception rather than Year 1 when aged 5 at that time. This is known as an “outside of normal age group” request for the following academic year.

This is necessary unless there is a professional agreement that joining a different year group is in the best interests of the child, in which case a common application form will have to be completed for admission to Reception in that academic year.

There is no guarantee of a place within a different year group if a parent decides to defer their child starting school – all applications would be subject to a place being available within the requested year group and will be determined by South Gloucestershire Council Admissions Department.

PART-TIME ATTENDANCE

A parent / carer can also request that their child attends part-time until the child reaches compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week, or as agreed with the school.

MAKING AN APPLICATION

In accordance with the national arrangements and the local scheme of coordination, applications for a place in Reception must be made by a parent / carer on a common application form and submitted to South Gloucestershire Local Authority (LA) by 15th January. The form for completion by residents of South Gloucestershire is on the Council’s website (for on-line applications go to www.southglos.gov.uk/admissions) and it is also included in the booklet for a parent / carer, available from South Gloucestershire Primary Schools and South Gloucestershire Student Access & Support Team, from the beginning of the academic year.

After the agreed Local Authority deadline, the South Gloucestershire Admissions and Transport Team will allocate the spaces, and inform the school of all applications.

IN-YEAR ADMISSIONS

In the event of a request for an In-Year Admission (an application for a place during the academic school year), an application has to be made via South Gloucestershire Council using an on-line application form.

Places will be allocated by South Gloucestershire Council, having regard to those children living closest to the school. The distances from the home address* to school will be measured in a direct line between the address point of the child’s home and a central point within the main school building, using the Local Authority’s computerized mapping system.

Children with a Statement of Special Educational Needs or Education Health Care Plan (EHCP).

These children take priority. The Local Authority is responsible for issuing the Statement or EHCP, and for consulting with parents.

(*Home address- a child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer.)