



**Drybrook School**  
**FINAL DETERMINED ADMISSIONS POLICY 2025-2026**

Approval Date:	Agreed by Trustees: 10th October 2023
Review Date:	Date for review: October 2024
Member of staff responsible:	Stephen Brady/Tom Henesey
Status	Statutory
Responsibility:	It is the Trustees responsibility to monitor the implementation and effectiveness of this policy. It is the Head teacher's responsibility to ensure that the policy is followed throughout the school on a day-to-day basis.

**Note:**

Where the term family is used this can mean same sex relationships and civil partnerships. Where the term Parent is used this can mean Carers or Guardians.

**Visits**

We welcome visits to the school. 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 Headteacher. We are always willing to show parents around and to answer any questions that they may have.

**Normal Admission Rounds**

The term "normal admissions round" refers to all applications for admission to the main year of entry of the school i.e. Reception for Drybrook Primary School. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school.

**Reception Year Starting School**

Children are usually admitted to our school in the reception class in September prior to their fifth birthday. The school has a Pupil Admission Number (PAN) of 20. This means that 20 children start school in a year group and each year group (cohort) has 20 children in it. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected.

Gloucestershire County Council admission's team will deal with all the applications for places at Drybrook School for reception children. Please use the following link to the school admissions page and links to the admissions forms.

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primaryor-infant-schoolplace/>

**In Year admissions(other than reception entry)**

For applications which are made outside of the normal year of entry to the school, our school is responsible for offering places using the categories stated below and will inform parents their child/children have a place at the school. Please use the in-year admissions form by using this link

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primaryor-infant-schoolplace/>

[ol place.](#)

### **Education Health Care Plan**

Pupils with an Education Health Care Plan naming Drybrook Primary School will be offered a place prior to the oversubscription criteria being used to fill additional places at the School and, in the case of in-year admissions, even if the school is full.

### **Fair Access Protocols**

A vulnerable child within the Local Authority Protocols Requiring a place in school will take precedence over any child on the waiting list.

### **Oversubscription Criteria:**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

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1. 'Looked After Children' (1) or children who were previously looked after but immediately after being looked after became subject to adoption including those 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\* (2) a child arrangements order (3) or special guardianship order (4). including those 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 (5)

(1) A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) 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.

(2) 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's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders.

(4) 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).

(5) 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.

1. Children who have siblings attending the school and who will continue to do so at the time of their admission. We use the Local Authority's Standard definition of 'sibling': '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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.' (Twins and children from multiple births will be considered as individual applications).
2. Pupils with the strongest geographical claim based on straight line distance proximity of the child's home - those living nearer being accorded priority. This link shows last distances offered for each school:  
<https://www.gloucestershire.gov.uk/education-and-learning/school-admissionscheme-criteria-and-protocol/all>

### **Oversubscription**

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the Ordnance Survey Address Point of the child's home address (including flats) to Reception at the School, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If necessary, if two or more children live at a precise equitable distance from the school, a further tie-break of random allocation based on names being drawn in a lottery at a specified time by our admissions team will be applied, although we will endeavour to treat twins and children from multiple births jointly.

### **Appeals and waiting list**

If the school is oversubscribed a formal appeals procedure exists. Parents are invited to lodge an appeal in writing, addressed to the School, and their case will be heard by an Independent Appeals Panel. The waiting list will be prioritised according to the school's oversubscription criteria above. GCC currently holds our waiting lists (but not for in year admissions).

### **Admission of Summer Born Children for Reception Entry**

The Local Governing Body acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Local Governing Body will make a decision on behalf of the schools. We follow the

Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.

### **Children's home address**

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

### **Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received late, i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Admissions and Transport Manager.

\* 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.