

# Sherborne C of E Primary School – Admissions Policy

Created by: John Moore  
March 6, 2017

Date of next review:  
September 2023

Version	Date	Page	Description of Change	Origin of Change
1	06/03/2017	All	Created new Admissions Policy	John Moore
2	17/09/2018	Review	Updated Page 2 to include new admissions guidance for September 2019	John Moore
3	16/09/2019	Review	Updated and content added on Page 2	Flora Ellis
4	16/09/2020	Review	Updated policy	John Moore
4	16/09/2020	Review	Updated dates Page 2; school administrator name Page 3	John Moore

## Monitoring and Evaluation

The Headteacher is responsible for updating this policy in line with any new developments in the school and new government guidance. All staff are expected to follow the policy and the Leadership Team will be responsible for ensuring the effectiveness of practice across the school, reporting to the Governing Body.

Discussed by the Governing Body: November 2023

Signed: \_\_\_\_\_

## Sherborne - For LIFE!

At Sherborne CofE Primary School, all stakeholders are expected to know and promote the school's aims and ethos. Our motto, Sherborne – For LIFE!, represents these aims and provides a reminder of our core purpose:

- Our school nurtures a [Love of Learning](#)
- Our school promotes [Independence and Individuality](#)
- Our school is [Fun and children leave with a sense of Fulfilment](#)
- Our school expects [Excellence from pupils and staff, and Enjoyment fills every classroom](#)

The school's motto is taken from John 10:10, where Jesus said, "I have come that they may have life, and have it to the full." We believe that having life to the full means that children receive an excellent, broad and balanced learning journey which recognises the importance of good mental and physical health. The school is clear that all children are unique, with different talents and learning needs. Each child is valued equally as a part of the school community.

All pupils, both current and past, will always be welcome at the school. Once a Sherborne pupil, children are Sherborne – For LIFE!

## Section 1: Children Starting in Reception in September 2023

Children start school in the September after their fourth birthday. We aim to manage the transition to school as smoothly as possible through providing sessions of increasing length throughout September. During this period, staff will meet with parents to discuss and demonstrate the school's approaches to assessment, phonics and reporting.

Sherborne C of E Primary School is a Local Authority (LA) maintained school and operates the admissions policy determined by the LA. As such, admissions for those children starting school for the first time are now handled by the LA to whom applications are made. The admission arrangements can be accessed at:

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

In the event of places being oversubscribed, the following criteria is used by the LA to decide to whom a place may be offered:

- Children in care
- Medical reasons
- Siblings in school already
- Distance from school

Parents have the right of appeal to the LA in the event of their child not being offered a place at Sherborne C of E Primary School.

The Local Authority's 'Admission Scheme', which includes details of the application process together with a timetable for applications, can be found at:

<https://www.gloucestershire.gov.uk/media/2094987/gcc-admission-scheme-2021-22-determined.pdf>

### Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order, or became subject to a special guardianship order

## Section 2: All Other Admissions

All other admissions to the school are referred to as 'in-year' admissions. An in-year admission may be the result of a child moving house or a child leaving their previous school. Prospective parents and their children are welcome and warmly encouraged to visit the school. During the visit, the Headteacher will show you around the school and answer any of your questions. Appointments can be made with the school administrator, Mrs Carla Pether.

You can apply for a place for your child at any time outside the normal admissions round. An application form for in-year admissions can be found on the school website, or at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

As Sherborne C of E Primary has mixed-age classes, where places are full in a year group, admission will still be considered if there is availability within the class group.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group.

## De-registration

Where a pupil is removed from the school's register, the school is unable to 'hold' the place open for the pupil to return. The child may be re-admitted to the school following the in-year application process as detailed above, but re-entry is not guaranteed. Additionally, parents should not expect an end of year report from the school if a child is no longer in attendance.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. In cases of admission to Reception, if you wish to appeal, you must set out the grounds for your appeal in writing and send it to: Gloucestershire County Council. In other cases, your appeal must be addressed to the Chair of Governors. The School cannot represent a particular family or become involved in the appeals process, which is heard independently.