

# Admissions Policy

Created by: John Moore  
March 6, 2017

Date of next review:  
January 2026

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
5	16/09/2022	Review	Updated dates Page 2; school administrator name Page 3	John Moore
6	25/05/2023	Review	Page 2 – clarified the transition process Page 2 – updated links to GCC admissions	John Moore
7	29/04/2024	Review	Updated policy	John Moore
8	18/04/2024	Review	Updated policy	John Moore
9	24/01/2025			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.

## 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!

Staff and Governors recognise that starting school is a big step for children, as well as their families. The school aims to support prospective pupils and their parents by providing a bespoke, warm and welcoming first impression which reflects its wider commitment to a more personal, inclusive learning experience. Before starting at the school, parents are encouraged to visit the classrooms, meet the children and the staff to see for themselves how truly unique the school is!

### Section 1: Children Starting in Reception in September 2026

Children start school in the September after their fourth birthday. The school aims to manage the transition to school as smoothly as possible through providing transition sessions during the previous Summer Term, along with a meeting for parents.

When the children start in Reception, sessions of a shorter length are provided during the first week of September, where attend school for half a day. From the second week, children attend school full-time.

During the first term, staff will meet with parents to discuss and demonstrate the school's approaches to assessment, phonics and reporting.

Sherborne CofE Primary School is an academy within the Corinium Education Trust. Despite this, admissions to the school for Reception-aged children are governed by that determined by Gloucestershire Local Authority. As such, admissions for those children starting school for the first time are handled by the Local Authority to whom applications are made.

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 CofE 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/schooladmissions/>

### 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, this being for Reception Class at the beginning of September. An online application form is provided by Gloucestershire 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 not being happy at 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.

### **How to apply for an in-year admission**

Parents should complete an in-year application form and send this to the school. The form will be emailed to you on request, or Mrs Pether can provide a paper copy for you to complete when you visit us.

Once you have applied directly to the school, we will contact the parents of the child with the decision within 10 school days.

Parents who have been refused a place at the school have a legal right of appeal. Parents will also be referred to the County Council for further assistance in securing a school place.

All schools must advise the County Council of each application received, and the outcome.

As Sherborne CofE Primary has mixed-age classes, 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 an in-year application process as detailed above, but re-entry is not guaranteed. Additionally, parents should not expect to continue to receive information from the school about their child, such as end of year reports.

## Appeals

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