



'The small school with BIG ideas'

PARKEND PRIMARY SCHOOL

FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

Admission Policy 2025 - 2026

Ratified: September 2025

Signed by:

Executive
Headteacher

Chair of Governors

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Statement of intent

At Parkend Primary School, we welcome all pupils. Places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Community School	Gloucestershire County Council	The LA - GCC

1 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school documents:

- Equality Statement
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2 Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

The governing board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Executive Headteacher is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

3 Admissions arrangements

The published admissions number (PAN)

The current standard admission at Parkend is 10. This indicates the maximum number of children per year group who may be admitted without going to appeal.

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the LA, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

Oversubscription Criteria:

Where a Community School is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with their admission criteria. The admission criteria for Parkend Primary is described below:

In the event that there are more applicants than available places, the LA has applied the following oversubscription criteria, in order of priority given:

- 1.** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) 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.** Children who will have siblings attending the school at the time the applicant child is admitted.
- 3.** 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 the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (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 3 (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 will be in the form of a manual process, which is overseen by an independent person from the Council's Legal Services. Where twins or

children from multiple births are part of a random allocation process they will be considered as one applicant.

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day or a full day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

4 Consultation, determination and publication

Consultation

The LA will consult with the governing board on any proposed changes to the admissions arrangements.

Determination and publication of admissions arrangements

September 2025 Intake

To apply for a Reception/ Junior place in a school from September 2025, or any other years groups, you will need to apply to the school directly using the In Year Admissions process. Please see the [In Year Admissions page](#).

September 2026 Intake

Applications for 2026 intake will need to be submitted between 3rd November 2025 and 15th January 2026. Please see the Guidance and Information Booklet 2025 for guidance on the application process.

Key dates

From November 2025	Letters sent out to Gloucestershire residents explaining how to apply for a school place
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From 3 November 2025 to Midnight 15 January 2026	Application Window. Closing date for school applications is Midnight on 15 January 2026
Wednesday 16 April 2026	Allocation Day
Wednesday 23 April 2026	Closing date to return reply form accepting the School/Academy place or requesting to be put on waiting list/s
After Wednesday 14 May 2026	Outcome of Waiting List Requests
Midnight Wednesday, 21 May 2026	Closing date for return of reply forms
Late June 2026 to July 2026	Appeals

5 Applications and offers

Applications

Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where

an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The Executive Headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

6 In-year admissions

If you move to the area during the school year or your child needs to move school for other reasons, you will need to apply for a school place by contacting the school directly using the forms below.

Please note: An application is not an in-year application if your child is due to:

- Start school in reception for the **first time** in September 2026

In these circumstances, please refer back to the [School Admissions page](#) and follow the instructions to apply for a school place.

How to apply for an in-year admission

Parents and Guardians should complete an in-year application form and send this to their preferred school for consideration of a place. We encourage families to visit the school and have a tour before applying. *If Parkend School is full, we encourage you to also consider visiting and applying for Yorkley School, our other partner school within our Federation.*

Please apply directly to each school as Gloucestershire County Council do not coordinate In Year Admissions for any school.

To view your nearest school, please enter your chosen postcode into the address search at www.gloucestershire.gov.uk/education-and-learning/find-a-school/. There are options to show nearest primary, infant, junior or secondary school on the map. Click on the school you are interested in and you will find the contact details for each school listed under the heading "Booklet Page"

You will need to complete an [In-year application form - AUG 2021 V3 \(DOCX, 53.2 KB\)](#) (DOCX, 53.2 KB) for each child. Alternatively you can complete a PDF version of the [In-year application form - AUG 2021 \(PDF, 272.5 KB\)](#) (PDF, 272.5 KB). This can then be posted or taken into the school you have chosen.

Alternatively, you can complete and send the form directly to the school by email.

Once you have applied directly to the preferred school(s), each school will be responsible for liaising with the parent in relation to their decision within 10-15 school days.

Parents who have been refused a place at their preferred school must be advised of their legal right of appeal. In addition, parents will 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, ideally within 2 school days of the decision.

If your preferred school does not have any places, we can advise you on how to appeal and how to apply for other schools in the area.

For more information contact us:

Email: inyear.admissions@gloucestershire.gov.uk

Phone: 01452 426015

7 Waiting lists

For admissions at the start of the academic year, the school will operate a waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list. If a child on the waiting list is offered a position at the school, the parents will be notified by letter.

8 Admissions appeals

Primary School Admission Appeals

It is very important that a fair and independent process is in place for parents to appeal against decisions made by an admissions authority.

Parents can also ask for their child to be admitted to any school in any school term. For example if a family has recently moved home. However, only one appeal per child for a particular school is allowed in each school year.

If you are looking for schools in the local area, then please follow the link below to see what school(s) are closest to your home address (using a straight line distance)

[Find a school | Gloucestershire County Council](#)

Types of appeal

There are 2 types of school admission appeal: 'Infant Class Size' appeals and 'Efficient Use of Resources' appeals.

The independent Appeal Panel considers 'Infant Class Size' appeals differently from other year groups. 'Infant Class Size' restrictions are rules that apply to all appeals for Reception, Year 1 and Year 2. These rules apply if your child's admission has been refused because the class has reached its legal limit of 30 children per school teacher.

There are extremely limited grounds on which an 'Infant Class Size' appeal may be upheld.

For 'Efficient Use of Resources' appeals, the independent Appeal Panel will weigh up whether or not your circumstances outweigh the admission authority's circumstances.

Please see Questions and answers about appeals for more information:

[Information on admission appeals | Gloucestershire County Council](#)

The appeal process for Community and Voluntary Controlled Secondary, Infant, Primary and Junior Schools

The appeal process we use follows strict national guidance. You will receive information on the appeals process with the letter from Gloucestershire County Council. This will explain why your child has not been offered a place at your preferred school. If it has not been possible to offer you a place at a school you prefer you will now be offered a place for your child at the nearest school with places available.

The appeal process following a decision by the Governors of a Voluntary Aided, Foundation School or Academy

If you want to appeal against a decision by the Governors of a Voluntary Aided, Foundation School, Trust or Academy you will need to contact the school directly. These schools are responsible for organising their own appeals and setting their own timetable.

Schools outside of Gloucestershire

Appeals for schools outside of Gloucestershire should be made in accordance with the published admission arrangements of the local authority concerned.

Special Educational Needs

If you want to appeal against the provision of Special Education for your child, contact Gloucestershire County Council's Special Educational Needs Team for information and advice on 01452 427895 as this comes under a different process.

If you have any questions about the school named in your child's Education, Health & Care Plan (EHCP), please follow this link to find information, as this comes under a different process:

Special Educational Needs and Disability (SEND)

If you have any queries about school admission appeals please contact us at school.appeals@gloucestershire.gov.uk

Further advice

For further advice on making an appeal for reception 2026 entry, please contact the Co-ordinated Admissions Team:

Email: school.admissions@gloucestershire.gov.uk

Telephone: 01452 425407

For further advice on making an appeal for an In-Year place, please contact the In-Year Team:

Email: inyear.admissions@gloucestershire.gov.uk

Telephone: 01452 426015

9 Monitoring and Review

This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

10 Useful links

www.gloucestershire.gov.uk/education-and-learning/school-admissions/

You can [find out how to apply on our school transport pages](#).

11 Links to other Policies

Attendance

Behaviour, Rewards and Sanctions

Child in Care

Special Educational Needs and Disability

Safeguarding and Child Protection

Suspensions and Exclusions

Supporting Children with Medical Conditions

Uniform