



Admissions Policy

April 2025

Document control and record of amendments

Version	Reason for amendment	Sections amended	Amended by/date	Reviewed by/date	Approved by /date
1.0	New document	All	CG November 2018	Staff November 2018	Governors 13.11.18
2.0	Annual revision	Introduction – link to admissions website updated	CG November 2019	Curriculum Committee 10 th December 2019	Governors 10.12.19
3.0	Annual revision	Update on the admissions link in the introduction	LS January 2021	Staff January 2021	Governors 8.2.21
4.0	Annual Revision	Introduction – DOB range	LS January 2022	Staff 2022	Governors 7.2.22
5.0	Annual Revision	Introduction – DOB range	LS February 2023	Staff 2022	Governors 7.2.22
6.0	Annual Revision	None	LS February 2024	Staff March 2024	Governors 18.3.24
5.0	Annual Revision	Introduction – DOB range	LS April 2025	Staff	Governors 7.4.25

Date for review: April 2026

Introduction

At Elmbridge there is a planned admission number (PAN) of 90 children each year. In Gloucestershire children start school in the September of the school year in which they become five. For children due to start in September 2025 the child's date of birth falls between 1 September 2020 and 31 August 2021. The school year starts on 1 September.

Applications for Reception places are dealt with by Gloucestershire County Council. Further information regarding the application process is available on the Gloucestershire County Council website <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/> or you can contact Gloucestershire County Council's Co-ordinated Admissions on 01452 425407.

Oversubscriptions 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:

- 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.
- Children who will have siblings attending the school at the time the applicant child is admitted.
- 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 points 1 and 2 are 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 is a manual process which is overseen by an independent person from the Local Authority's Legal Services & Monitoring Team.

In-Year Admissions

If you are moving into the area during the school year or your child needs to move school for other reasons, you are welcome to make an appointment to visit our school. You will need to complete an [In-year application form \(DOCX, 52 KB\)](#) for each child and return to the school with proof of residence and proof of your child's date of birth.

Our office staff will be happy to answer any questions you may have or further information regarding the in-year application process is available on the Gloucestershire County Council website <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

Elmbridge Primary School is a member of the Gloucester Schools Partnership (GSP), which is an alliance of primary, infant and junior schools in the City of Gloucester. Should a Pupil transfer to another school, which is also a member of the GSP, Elmbridge Primary School reserves the right to share the details outlined on the 'Standardised School Transfer Form' (see appendix 1). Elmbridge Primary School may also receive information from another GSP school as outlined on this form.

Appendix 1 – GSP Standardised School Transfer

Please select one:	IN YEAR TRANSFER <input type="checkbox"/> Date of transfer:	SECONDARY TRANSFER <input type="checkbox"/>			
From:	<i>[Your school name]</i>	To:	<i>[School which pupil will transfer to]</i>		
Pupil name:		Class/teacher:			
D.O.B		Gender:			
Attendance:	100-95%	94-90%	89-85%	85-80%	Indicate a reason if <90%: (M=medical I=illness U=unauthorized)

Pupil's ability: (complete those applicable to year group)						
	Working below the expected standard:	Working towards the expected standard:	Working at the expected standard:	Working at greater depth within the expected standard:	Working above the expected standard:	Statutory Assessment Results:
EYFS: PHONICS						
EYFS: NUMBER						
EYFS: SHAPE, SPACE, MEASURE						
READING						
WRITING						
MATHS						
SCIENCE						

Pupil's needs: (complete as applicable)					
Child Protection Plan	Y/N	Safeguarding concerns:	Y/N		
Pastoral Support Plan	Y/N	EAL	Y/N	<i>[Specify Pupil's first language]</i>	
Looked after child / SGO	Y/N	Early Help Support:	Y/N/Previously		
Eligible for Pupil Premium:	Y/N	In receipt of Free School Meals:	Y/N		
SEND code (e.g. MLD, SEMH):					
	MyPlan	Y/N	MyPlan+	Y/N	EHCP Y/N
Principal area of need:		No. of identified hours:			
Lead professional:					

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Pupil's needs <i>continued</i> : (complete as applicable)	
External Agencies involved:	
Other information e.g Young Carer, Traveller, Armed Forces:	

Pupil's Personal Qualities: (complete those applicable to year group)					
	A (Excellent)	B (Good)	C (Satisfactory)	D (Cause for concern)	E (Major cause for concern)
Effort					
Attitude					
Behaviour					
Previous Exclusions:					
Peripatetic Music Lessons:	Y/N		Instrument(s):		
PMFL Studied:	French:		German:		Spanish:
Length of time PMFL studied:					
Sporting Talents	<i>[Please specify]</i>				
Other Talents	<i>[Please specify]</i>				
Any other relevant information:					

List of records enclosed: (complete as applicable)			
School to school transfer form	Y/N	Attendance print out	Y/N
EHCP	Y/N	My Plan / My Plan +	Y/N
Medical information	Y/N	Safeguarding information/records	Y/N
Pastoral Support Plan	Y/N	School Reports	Y/N
English and Maths Books	Y/N	Reading Record	Y/N
Does your school use CPOMS?	Y/N	Can data be ported from your school's tracking system?	Y/N
TRANSFER BETWEEN GSP SCHOOLS: Serial, unreasonable or vexatious complaints	Y/N	School tracking information	Y/N

Received by: (print name)	
School:	
Signed:	
Date:	