



St Gabriel's Church of England Academy

Admissions Policy

2025-26

1. Introduction

This document sets out the Policy of **St Gabriel's Church of England Academy** with respect to Admissions. Houlton Church of England Multi Academy Trust is the Admission Authority for the academy. The Local Governing Body is delegated to act in respect of admissions on behalf of the Trust. This policy has been created with due regard and compliance with the [School Admission code](#).

Recognising its Church of England Foundation, the academy will develop and preserve its religious character in accordance with the principles of the Church of England and in partnership with the church at local and diocesan level.

The academy aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the Trust Board consults with the Diocesan Board of Education, the Local Authority, other local schools, parents and other relevant persons in respect of its admissions arrangements.

2. Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/carers in our area. It should be simple to use and assist parents/carers to make the best decisions for their children.

3. Published Admission Number (PAN)

Every year the Governing Board will review and publish information concerning the academy's admission policy. This will confirm the maximum number of children to be admitted to the academy for the year of intake. The academy's published admission number for year **2025 is 60**. If the number of applications is lower than the academy's published admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

4. Priority area

The priority area for the school is the area designated for a sustainable urban extension for up to 6,200 dwellings in Rugby known locally as **Houlton. St Gabriel's Church of England Academy** has a priority area for admissions currently identified as living in the development of Houlton and Houlton Meadows, a map of the priority area for St Gabriel's [can be found here](#).

5. Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the academy fulfilling class size legislation, the following priorities shall apply in order: *(after consideration given in Note 1 below)*

a) Looked After Children, Previously Looked After Children and IAPLAC

A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children are children who were looked after but ceased to be so

because they were adopted (or became subject to a child arrangements order or special guardianship order).

The definition of previously looked after children includes children 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 - children who are internationally adopted, previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. 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.

When applying oversubscription criteria, IAPLAC are treated in the same way as children previously looked after in England (PLAC).

Responsibility for determining whether a child is eligible for IAPLAC priority rests with the admission authority. If an admission authority is in any doubt about whether evidence provided by a parent is acceptable, advice will be requested from the virtual school head (VSH).

b) Siblings* who live in the priority area of the academy

A child is considered in this category if a sibling* is attending the academy at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year and where the child lives within the priority area at the same address* as the sibling. *See note 2 below * See note 3 below

c) Other children who live within the priority area of the academy* *See note 3 below

d) Siblings* who live outside the priority area of the academy* *See note 2 below. * See note 3 below

e) Children of staff who work at the academy* *See note 6 below

f) Other children who live outside the priority area of the academy *See note 4 below

Note 1

Children with an Education, Health Care Plan that names **St Gabriel's Church of England Academy** as the placement school will be offered a place.

Note 2

The definition of sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children have one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister.
- The children must be living permanently in the same household.
- Priority is **not given** if the brother or sister attends the nursery class.

Note 3

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Note 4

If the academy is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the academy (priority being given to the shorter measurement).

Note 5

The Admission Authority will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

Note 6

Children of staff who work in a contracted position at the academy.

6. Distance

Distance will be calculated by the straight line measurement from the centre of the applicant's home address location to the centre point ('centroid') of **St Gabriel's Church of England Academy**.

If two or more children with the same priority for admission live an indistinguishable distance from the academy, but cannot both be admitted, then the places will be decided by the drawing of lots. This process will be independently verified.

7. Starting at the Academy

An academy place in the Reception class is available for children from **the September following their 4th birthday**. Where a place has already been allocated, parents can defer the date their child is admitted to the academy until later in the academic year but not beyond the point at which they reach compulsory school age* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory academy age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory academy age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the admissions authority. Parents should also discuss their wishes with the Headteacher of the Academy.

*compulsory school age – a child reaches compulsory academy age on the prescribed day following his or her 5th birthday (or on his or her 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Applications for children to be admitted into a class outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is progressing at a significantly different rate to their typical age group. In addition, the parents of a summer born child* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1.

* The term summer born children relates to all children born from 1 April to 31 August.

These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Parents should contact the Headteacher of the Academy to discuss any such request with all relevant information available to discuss. Parents may wish to submit information in support

of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis.

In such cases, the following process should be followed in order:

a) Parents should make the request by 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date given by the Local Authority for coordinated admissions.

b) Parents should submit to the admission authority their reasons for wishing to defer applying for a school place. This should include confirmation of the discussion and response from the Headteacher of **St Gabriel's Church of England Academy**.

The Admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

If the request is agreed, the admission authority will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:

- i) Whilst **St Gabriel's Church of England Academy** has agreed to the deferral, there is no guarantee that the child will be allocated a place at the school the following year;
- ii) Should it not be possible to allocate a place at **St Gabriel's Church of England Academy** the following year, in the coordinated admission process, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this.
- iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.
- iv) Attention will also be drawn to the fact that when the child moves to a different school (e.g. primary to secondary, or due to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

- c) If the request is not agreed, the parent will receive a letter detailing the reasons why.
- d) A copy of the letter sent to the parent will be sent to the Headteacher of **St Gabriel's Church of England Academy**.
- e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received, then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:
 - i) Their child starts school in the September following their 4th birthday;
 - ii) They can consider deferring the child's start date in Reception until later in the school year;
 - iii) They can discuss part-time arrangements with the allocated school, as detailed above.
- f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the published closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher of the allocated school. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

8. Normal admissions round application process

Application for the normal admissions round is via a Parent Portal which can be accessed and submitted online through **Warwickshire County Council** ([LINK](#)). There is a timetable with relevant dates published which families should pay close attention to.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority. Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. **St Gabriel's Church of England Academy** cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

9. Waiting Lists

Offers of places will be made by the Local Authority on the school's behalf in the normal admissions round.

If the academy is oversubscribed following the normal admissions round, a waiting list will be maintained, until 31 December of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

10. Multiple Births

If possible, places will be offered at the academy to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an excepted pupil) will be a legal exception to infant class size limits.

11. Equal Opportunities Policy

The admissions policy of **St Gabriel's Church of England Academy** is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

12. In-Year Admissions

Parents should apply directly to the admission authority (via the school) who co-ordinate admissions through the course of the year. If there are more applications than places available in the year group concerned, the admission authority will apply the oversubscription criteria to all the applications and inform parents if a place is available.

13. Fair Access (In-Year Fair Access Protocol - IYFA)

The admission authority recognises its duty to work with the Local Authority during the course of the year to provide fair access for 'hard to place' children, even where the academy has already reached its published admission number (except where the infant class size limit of 30 pupils would be breached by doing so). These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

14. Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Admission authority to refuse application for an academy place. An Independent Admission Appeals Panel will be arranged by the academy with details of the appeals procedure available if needed.

15. Objections to the admission arrangements

Enquiries or comments about this policy should be addressed to:

The Chair of Trustees
St Gabriel's Church of England Academy
Houlton Way
Houlton
Rugby
CV23 1AN

Objections to these admission arrangements can be made to the Schools Adjudicator by 15th May 2024.

Appendix 1 - Priority area – Houlton

