Gainsborough Primary and Nursery Academy

Admissions Policy

For approval by the Local Governing Body	Autumn 2025
For Review Annually	Autumn 2026

Signed J Sercombe (Chair of Governors)

Dated 3.2.2026

Gainsborough Primary and Nursery Academy

Admissions Policy for entry 2027-28

Introduction

Gainsborough Primary and Nursery Academy is part of the Alexandra Academy Trust, which is the admissions authority. The Academy is required by its funding agreement to comply with the Schools Admissions Code 2021 and all relevant legislation, including that on EYFS and KS1 class sizes and equal opportunities.

Admissions to the Reception Year

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. Gainsborough Primary and Nursery Academy has an agreed admission number (the published admission number or PAN) of 60 for entry in Reception. The school will accordingly admit up to 60 pupils. No child will be admitted over the PAN of 60 unless there are exceptional circumstances.

Places will be allocated by the Alexandra Academy Trust on the basis of applications received through the Cheshire East Local Authority admissions system. This allows parents/carers to apply for entry to any Cheshire East Primary School by means of the Cheshire East Primary School Common Application Form (CAF) available in the 'Applying for School Places' document published by Cheshire East Local Authority and online via their website.

Cheshire East Local Authority follow the DFE guidelines for admissions, which includes the use of an equal preference system meaning that **the order in which parents/carers/guardians rank the schools will not be considered.** Each child will be put on the list for every school they have applied to.

Children are entitled to a full-time place in the September following their fourth birthday. Places will be offered on a full-time basis from the start of the Autumn Term.

In-Year Admissions

Admissions into year groups other than Reception will be on an in-year transfer application basis. Applications can be made on the Cheshire East Local Authority on-line form, but they will be directed to the Academy for processing. No child will be admitted over the PAN of 60 unless there are permitted exceptions.

Oversubscription Criteria for all types of Admissions

When children with any Health Care Plans naming Gainsborough Primary and Nursery Academy, have been admitted, then places are allocated in accordance with the order of the following oversubscription criteria which apply when there are more applications than places available:

1. **'Looked-After-Children' and Children who were previously 'Looked-After' including those 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".**

   A 'looked after child' is a child who is in the care of a local authority or being provided with accommodation by a local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school. Children previously 'looked after' are children who were looked after as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements, or special guardianship order.

   An adoption order is an order under section 46 of the Adoption and Children act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

   Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. **Siblings**

   Children with brothers or sisters, step-brothers or step-sisters, foster brothers or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters, living together as part of one household, already attending Gainsborough Primary and Nursery Academy (in years Reception through to Year 5) and expected to continue attending the school in the following academic year (i.e. at the time of admission).

Multiple Births –

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number.
This is to ensure that, as far as possible any twins, triplets or children from multiple births can attend the same school.

3. **Children of Staff at the Academy and Nursery**
   Priority will be given to children of members of staff who are currently employed at Gainsborough Primary and Nursery Academy, and have been for two or more years (at the time of application) and for new staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. **Children attending Gainsborough Primary and Nursery Academy**
   Priority will be given to children who attend the Nursery of Gainsborough Primary and Nursery Academy on a regular basis (15hrs a week or more) commencing the autumn term of the admission period preceding their year of entry to reception.

5. **Children resident within the Designated Catchment area of the Academy**
   Children will be classed within this criterion if they and their parents/carers/guardians are resident within the area served by Gainsborough Primary and Nursery Academy.

6. **Children Living Nearest to the Academy**
   Children living nearest to **Gainsborough Primary and Nursery Academy,** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

An Admissions Panel, including two Governors not employed by Gainsborough Primary and Nursery Academy, will validate that the oversubscription criteria has been applied fairly.

Tie Breaker

In the event that two applications cannot be separated using the above criteria, admission will be decided via random allocation (ie: names in a hat). This will be carried out by an independent body.

Fair Access Protocol

Gainsborough Primary and Nursery Academy participates in the Cheshire East Local Authority Fair Access protocol.

Right of Appeal

In the event of an unsuccessful application, parents/carers/guardians have the right to appeal to an independent appeals panel against non-admission.

The appeal must be made in writing by completing an Appeals Form within **20** school days from the date of notification of the decision not to offer a place. Appeals will be handled by the appointed appeals service adopting the Cheshire East Authority Admissions Appeals process.
Appeal Forms can be obtained from Gainsborough Primary and Nursery Academy's main office (see **Appendix A**).
Where an in-year application and subsequent appeal are unsuccessful, the Admissions Authority will not consider a repeat application within the same academic year, unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available at Gainsborough Primary & Nursery Academy.

Waiting List

Gainsborough Primary and Nursery Academy only holds a waiting list for the Reception intake until the end of the autumn term. This will be ranked in accordance with the oversubscription criteria, and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. It is the responsibility of parents/carers/guardians to keep in contact with Gainsborough Primary and Nursery Academy to find out if a place has become available after this time.

Late Applications

Late applications will be considered after all on-time applications have been received, unless Gainsborough Primary and Nursery Academy considers that there are good reasons for the application being late, which must be stated at the time of the application, e.g. exceptional medical reasons preventing an earlier application etc.

Supporting documentation must be provided by the cut-off date which is the same as that used by the Cheshire East Local Authority Co-Ordination Scheme.

Accepting and Declining Places

All parents /carers/guardians will be required to accept or decline Gainsborough Primary and Nursery Academy place offered by the published dates as stated on the school's website.
Gainsborough Primary and Nursery Academy reserves the right to withdraw places not accepted by this date.
Gainsborough Primary and Nursery Academy reserve the right to decline places where parents/carers/guardians have used threatening or abusive behaviour towards staff or children.

Further information detailing the key dates for 2027/28 admissions can be found on the Cheshire East Website in the 'Applying for school places' document.
https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx

Deferred entry and part-time attendance in reception year

All children are entitled to a full-time place in Reception in the September following their fourth birthday. Where a place has been offered:

a) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

b) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place contact the school to discuss.

Delayed entry for summer born children

Children born between 1 April and 31 August are considered "summer born" children under the School Admissions Code and do not reach compulsory school age until 31 August on / following their fifth birthday. Parents may decide to send their summer born child to school a year later than usual. The child would be admitted into their normal age group (Year 1) unless agreed otherwise. Parents should consider that their child will have missed Reception Year and there may not be a place available in Year 1.

Parents may also request their child is admitted one year later than usual, outside their normal age group, to Reception. If the choice is made to delay entry until the following September (A year below the normal age group) the following should be considered:

- Any secondary school the child moves to will not be obliged to continue to educate them outside of their normal year group.
- If the child does remain out of their normal year group in secondary school, they will reach statutory school leaving age before they have completed their secondary education.

Parents are advised to read the Department for Education Guidance for parents:https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents

Parents do not have a right to decide that their child will be admitted outside their normal age group and requests to place a child outside their normal age group must be put in writing to the Principal.

The decision of whether to approve/deny requests for admission outside the normal age group will be made by Trustees based on the individual circumstances of each case and in the best interest of the child concerned.

In accordance with the School Admission Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- The child's medical history and the views of medical professionals, where relevant
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they apply for admission. Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above. Applications will not be treated as lower priority if parents have made a request for a child to be admitted outside the normal age group. If parents are offered a place at the school that is not within their preferred age group, they do not have the right to appeal; however, parents will be informed of the reasons for any decision.

Outcomes

This policy ensures that the correct procedures for admissions into all year groups are followed in order to comply with the Schools Admissions Code 2021 and all relevant legislation.

This policy should be read in conjunction with the following policies:

- Trust Cared-For-Children Policy
- Gainsborough Child Protection and Safeguarding Policy
- Trust Complaints Policy
- Trust Equality Policy
- Trust Special Educational Needs and Disabilities Policy
- Trust Whistle-Blowing Policy

APPENDIX 1

GAINSBOROUGH PRIMARY AND NURSERY ACADEMY ADMISSION

Please ensure you read the Admission Policy before completing this Appeal Form.

1. The Child's Details	
Surname/Family Name: Legal: Known as:	Forename (Given Name):
Date of Birth (DD/MM/YY):	Male/Female (please circle)

2. The Family/Carer/Guardian Details	
Title: Mr/Mrs/Dr/Other (Please Circle)	
Surname (Family Name):	Forename (Given Name):
Relationship to child:	Preferred contact telephone numbers:
Your current address:	Your child's current address (if different):
How long has your child been resident at this address?	
Are you moving house? Yes/No (please circle) If Yes, please provide your new address below: Please enter 'exchange of contract date' or 'rental agreement' start date:	

3. Sibling Details			
Full Name	**Date of Birth**	**Current School**	**Year Group**

4. Parent/Carer/Guardian Statement

Please enter any information you feel is relevant to support your appeal for a school place. Should you require more space, please continue on an additional sheet and enclose with this Appeal Form.

Are there any dates the Appeal Hearing should avoid?	
Are you intending to attend the Appeal Hearing? (We recommend that you do).	
Please state the name of anyone accompanying you to the Appeal Hearing.	
Please help us to meet your needs by stating any requirements that you have for access into and around buildings, access to materials (e.g. print size) or access to spoken language (e.g. induction hearing loop/ interpreter).	
Please state the role in which the above person is attending e.g. family member, friend, legal representative, Family Support Worker, Social Worker etc.	

- ☐ I agree for the original school place application form and any supporting evidence submitted for the child named above to be presented to Gainsborough Primary and Nursery Academy panel.
- ☐ Please note I wish to waive my right to 10 school days' notice of my hearing date.
- ☐ I hereby confirm that I am the parent/carer/guardian of this child and/or have the parent/carer/guardian's permission to complete this Appeal Form.

Signed……. Date…….....

This Appeal Form will not be accepted unless fully completed and signed. Any incomplete forms will be returned and this will cause a delay to your appeal being scheduled.

You must complete this form in English. Someone can help you with the form or complete it for you, but you must sign it. In signing the form, you are certifying that the information you have provided is true and accurate to the best of your knowledge. Your appeal will be acknowledged within a week.

1. **The Requested Academy**
   The appeal must be about a decision to refuse admission to Gainsborough Primary and Nursery Academy. You must have a letter from the admission authority (Cheshire East or the school) refusing a place. You cannot appeal unless you have first applied for a place at the Haslington Primary Academy and Nursery **and been refused in writing.**
   You are only allowed to have one appeal for a child to be admitted to Gainsborough Primary and Nursery Academy, in each academic year. Further appeals for the child to be admitted to that year group will not be accepted.

2. **Additional Documents**
   You can accompany this form with other papers that you think may help your appeal. If you send originals of any documents, please make it clear if you want them to be copied and returned. If you feel you have medical reasons which you wish the Panel to take into account, it is your responsibility to obtain any supporting documents from either your doctor or the hospital (if treatment is given there).

3. **The Hearing**
   A Panel will consider your appeal at a hearing. If you want to attend the hearing (we strongly advise you do) you will be told the date, time and venue for your appeal. If you do not want to attend, you will be told the date of the hearing but not the time or the venue.

4. **Attending the Hearing**
   It is not always possible to arrange a convenient date and time that is suitable for you. If you want to attend but are unable to make the day arranged for your hearing then you can ask for the appeal to be deferred to a later date, but you cannot normally request a particular date or time.
   The hearing will be conducted in English. If you need an interpreter to help you, please state what language you speak. If you have any other special requirements (e.g. visually or hearing impaired) please include the details. The venue for the appeal will be accessible.

   It is better if you attend the hearing so that you have the opportunity to explain to the Panel why you want your child to attend Gainsborough Primary and Nursery Academy. If you do not want to, or are unable to attend the Appeal Hearing then the Panel will consider your appeal based on the information you provide on this form and any other accompanying information. The Panel will reach a decision in your absence.

5.GDPR
The information you provide for this appeal will be held and processed in confidence by Gainsborough Primary and Nursery Academy. Please note, Gainsborough Primary and Nursery Academy is required to keep your details securely and use them to allow the appeal to be decided and the admission to be processed. We might also have to share this information with the Local Government Ombudsman or the Education Funding Agency if you subsequently make a complaint to the Ombudsman or the Agency about this appeal. We will retain the information after the appeal has been decided for as long as required to by the Government.