



South Gloucestershire Council
St Chad's Patchway CE VC Primary School

'Learning to love, loving to learn'

ADMISSIONS POLICY

Rationale

The aim of this policy is to provide parents and carers with the information on the school's decision making on how the school is organised and its admissions.

1. The school follows the South Gloucestershire Council Admission Policy for Primary Education (4 - 11 age range) as set by the DfE. We follow the national admissions code. Please follow this link to the South Gloucestershire Council website admissions information <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=GLu6GUIMkpw>
2. Every child whose fifth birthday falls in the school year of admission is allowed under South Gloucestershire's present policy to be considered for a school place at the beginning of that year, provided that the total number of applicants does not exceed the school's Standard Number of 30.
3. The admission level applies to the year group as it proceeds through the school. Admission for other year groups will be considered, unless the Standard Number for the year group has been reached.
4. The admission policy enables Reception children to benefit from a full three year infant education.
5. Reception children should be registered with South Gloucestershire Council on an official registration form before the deadline stated (currently mid-January) prior to joining. The online application form can be found by clicking on this link https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=4vPD_KfmtZs&familychannel=2-2&channel=family Alternatively, a paper application form can be downloaded and printed from the South Gloucestershire Council website and submitted to them at the address detailed on the form.
6. Should the Reception year group be over-subscribed. Parents will be informed by South Gloucestershire Council later that year (on national offer day), whether their child has a place or not.
7. Admission of Reception children will be phased by the school during Term 1.
8. Admission to school normally occurs at the beginning of a school term, unless there is incoming movement from other schools and house moves.
9. When a year group's Standard Number has been reached, a parent can make an appeal for admission to the Admission Officer of South Gloucestershire Council. Details of the process can be found here <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=bLdBbTaIG2k>
10. As we have mixed aged classes (as of September 2026), the determination of which class children are placed in depends on the birth date of the child. This may change depending on the dates of birth of each child in the year group and the number in the classes, so to make them more equal. In exceptional circumstances, it may also benefit some children with special educational needs to be

placed in the class best suited to their needs and requirements. Therefore, there may be children who become out of sync with their peers in terms of chronology. We will also consider parental requests to either keep twins, triplets or higher order multiples together or separate the children in consultation with parents. This, therefore, may have one sibling out of sync with chronological birth order.

(Refer to South Gloucestershire Council's criteria for admission booklet 'South Gloucestershire Primary Schools Admission Guide'). The latest version can be found by following this link <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=GLu6GUIMkpw>

Please note that if a Reception place is being applied for for a child whose home address is outside of South Gloucestershire, the application should be made via the local authority in the area which you live.

This policy will be reviewed by the Full Governing Body in line with the overall policy timetable which is every three years.

Policy Agreed - 17/3/26

Due for review – 17/3/29