



# QUEEN MARGARET

PRIMARY ACADEMY



**Cabot**  
Learning  
Federation

Academy Admissions  
Policy for the  
2025/2026 academic  
year

---

## Admissions for 2025/2026

Whilst we are part of the CLF for this academic admissions  
we are still governed by Gloucestershire County Council  
Admissions Policy.

## Equalities Impact Assessment

An equalities impact assessment for this admissions policy has been completed and can be obtained from the Operations Manager.

## Contents

Contents .....	2
1. Policy Statement .....	3
2. The Admissions Timetable .....	3
3. Process of Application .....	4
4. Published Admissions Number .....	5
5. Consideration of Applications .....	5
6. Pupils with Special Educational Needs .....	5
7. Oversubscription Criteria .....	5
8. Late Admissions .....	7
9. In Year Admissions .....	7
10. Waiting Lists .....	7
11. Deferred Entry .....	7
12. Admissions of children outside their normal chronological year group .....	8
13. Consideration of Applications and Allocation of Places .....	9
14. Offer of Alternative School Places .....	9
15. Appeals .....	11

## Annex A Notes /Definitions to the oversubscription criteria for Gloucestershire Local Authority

## 1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Queen Margaret Primary Academy . Whilst part of the Cabot Learning Federation for 2025/26 the policy adheres to Gloucestershire County Council for this year due to the time of transfer.
- 1.2 Queen Margaret Primary Academy adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE 2021], which all academies are required to adhere to via the Funding Agreement between Queen Margaret Primary Academy and the Secretary of State.

## 2 The Admissions Timetable

### 2.1 Consultation

- 2.1.1 Queen Margaret Primary Academy sets out admission arrangements annually. Where changes are proposed to admission arrangements, the Academy will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years. This will be for the academic year 2026/27.
- 2.1.2 For admission arrangements for entry in September 2025 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
- 2.1.3 When consultation is required, Queen Maragaret primary Academy will consult the following parties on the proposed admission arrangements:
  - 2.1.4
    - a. Parents/carers of children between the ages of 2 – 18;
    - b. Gloucestershire LA;
    - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Gloucestershire I LA;
    - d. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
    - e. Affected admission authorities in neighbouring local authority areas.

### 2.2 Determination

- 2.2.1 Once feedback from the consultation has been considered Queen Margaret Primary Academy must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

### 2.3 Offers and Acceptance of Offers

- 2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

\*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

### 3 Process of Application

3.1 Applications for places at the Academy will be made in accordance with Gloucestershire Local Authority's co-ordinated admission arrangements, <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-schoolyear-3-junior-school/>

A copy of these admission arrangements can be found on the Council's website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions). Alternatively please contact the Access to Education Team at Shire Hall, Westgate Street, Gloucester, GL1 2TP  
Email: [admissionpolicy@gloucestershire.gov.uk](mailto:admissionpolicy@gloucestershire.gov.uk) or Tel: 01452 42517

	<b>Admission in September 2023</b>	<b>Admission in September 2024</b>	<b>Admission in September 2025</b>
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2021 and 31 January 2022	6 weeks between 1 October 2022 and 31 January 2023	6 weeks between 1 October 2023 and 31 January 2024
Admissions arrangements by	28 February 2022	28 February 2023	28 February 2024
The appeals timetable to be published by	28 February 2022	28 February 2023	28 February 2024
Queen Maragret Primary Academy must notify the LA of the arrangements and publish them on the website by	15 March 2022	15 March 2023	15 March 2024
Applications from parents/carers close	Secondary: 31 October 2022 Primary: 15 January 2023	Secondary 31 October 2023 Primary: 15 January 2024	Secondary 31 October 2024 Primary: 15 January 2025
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2023 Primary: 16 April 2023	Secondary: 1 March 2024 Primary: 16 April 2024	Secondary: 1 March 2025 Primary: 16 April 2025
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

#### **4 Published Admissions Number**

- 4.1 Queen Margaret Primary Academy has a PAN of 30 places in Reception Year (Year R), leading to a total number of 210 places across Years R to 6 when at full capacity.

#### **5 Consideration of Applications**

- 5.1 The Local Authority will consider all application for places. Where fewer than 30 applications are received, the Local Authority will offer places to all those who have applied.
- 5.2 Children of UK Serving Personnel are excepted pupils for Infant Class Size outside the normal round of allocations.

#### **6 Students with Special Educational Needs or Disabilities**

- 6.1 Children with an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with an EHC Plan that names the Academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with an EHC Plan should contact their child's lead professional for any further information.

#### **7 Oversubscription Criteria**

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in Annex A – page number 12

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

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.

Late applications will be dealt with in accordance with the procedures set down by Gloucestershire Local Authority as part of their coordinated scheme.

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.

1. Geography – Out of the area children. Children living closest to the school as measured in a direct line from the home address to the school (see notes on measurements).
2. Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

## 8 Late Admissions

- 8.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Gloucestershire Admission Scheme.

## 9 In Year Admissions

- 9.1 The Local Authority is not responsible for offering places to children on behalf of all schools, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire.
- 9.2 'In Year' admissions refer to children starting at Queen Margaret Primary Academy at a time other than the start of their Reception year (Early Years Foundation Stage)
- 9.3 Information about this process is available from <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>
- 9.4 If you are interested in your child moving to Queen Margaret Primary Academy please first contact our Operations Manager Ms Watts on 01684 292198 to enquire if we have places available in the year group that you are seeking.

If we have places available and you wish to apply for your child, you will need to complete an application form available from the county council's website (see above).

## 10 Waiting List

- 10.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.
- 10.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.
- 10.3 Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

## 11 Deferred Entry [primary academies only]

- 11.1 - If applicants so wish, their child's entry can be delayed until the term after their fifth birthday but not beyond the beginning of the final term of the school year. Any Reception places applied for during the normal primary admission round must be taken-up by the child by the beginning of Term 5 (April 2026). Places will be held if parents have applied for a place during the normal primary admission round but parents should inform the allocated Primary School they will be delaying their child's start date.
- 11.2 Summer Born Children (Those children born between 1 April 2021 and 31 August 2021) i) The parents/carers of a summer born child may request not to send their child to school until the September after their fifth birthday, and may ask that they are placed out of their normal age group – to Reception instead of Year 1. Please note that if parents of Summer Born Children want to place their children into Reception in September 2026 instead of September 2025, this request/application must be made to the admissions authority of the

preferred school(s) by the deadline of 31 March 2025 with supporting evidence if appropriate. This is to ensure that the child is not allocated a place for September 2025. ii) Following the request for a child to be placed out of their normal age group, admission authorities must make decisions on the circumstances of each case. This will include taking note of the applicants' views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They must also take note of the views of the head teachers of the preferred schools. Please refer to the Summer Born factsheet found at <http://www.gloucestershire.gov.uk/education-and-learning/schooladmissions/application-for-a-primary-or-infant-school-place/>

iii) Applicants' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred age group.

## **12 Admissions of children outside their normal chronological year group (delayed or accelerated entry)**

12.1 Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

12.2 In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

12.3 Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- 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;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

12.4 The admissions authority must also take into account the views of the head teacher.

12.5 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

12.6 For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

12.7 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the



agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group

### **13 Consideration of Applications and Allocation of Places**

All preferences will be given equal consideration in line with the equal ranking system. More detail about this can be found on page 5 of the Primary Information Booklet available to view at Appendix 1 3 <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

Attending a nursery setting linked to a school does not give any child priority for a place at this school. Notification of the outcome of the application will be given via the County Council on 16 April 2025. Late applications or changes of order of preference received after the closing date of 15 January 2025 can be considered as part of the first stage only in exceptional circumstances, (i.e. where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.

All schools must admit up to their published admission number if they receive enough applications for places.

### **14 Offer of Alternative school places**

Where it has not been possible to offer a Gloucestershire child a place at a preferred school/s, the County Council will offer the nearest maintained school to the child's home address which has places available. The County Council will work in conjunction with all schools and academies when offering an alternative school place.

i) Where there are more children than places remaining at the nearest available school, priority will be given to those children living closest. Any remaining children will then be given the next nearest school with a place available. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or

other named point of the school, using a computerised measuring system, with those living closest receiving the higher priority.

ii) Where possible, the County Council will endeavour to provide children with a place at a school within a reasonable travelling distance from their home address (within 2 miles).

Stage 2 - Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria, or offered alternative schools if necessary. There is no guarantee that late applications will be dealt with before 16 April 2025.

- i) It is at this stage that applications from parents who have moved into the area after the closing date of 15 January 2023 and those who did not submit their preference forms on time, will be considered.
- ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by 23 April 2025. The waiting list will be held in accordance with the oversubscription criteria of the school which will incorporate original, new or late preferences. If any offers can be made, we will do so in writing to the applicants after 14 May 2025.
- iii) After 21 May 2025 individual admission authorities will manage their own appeals. The County Council continues to be responsible for the co-ordination of offers and waiting lists until the end of the Summer Term.
- iv) At the end of the summer term any waiting lists will be handed over to schools who are then required to keep these waiting lists until at least the end of December 2025 or

a later date in line with their admission arrangements and must be maintained in accordance with their admission criteria.

## 16. Appeals

All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e. the admission authority of the school.

- i) The results of all appeals must be forwarded to the County Council by parents and schools, as this may affect the availability of places for other applicants.
- ii) Appeals should be heard within 40 school days of the deadline for lodging appeals.
- iii) For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- iv) Admission Authorities must publish their appeals timetable on their website by 28<sup>th</sup> February each year for parents to view.

## Annex A Notes/definitions to the oversubscription criteria

### Gloucestershire Local Authority

#### 1. A 'Looked After Child'

(1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2), Child Arrangements Order (Residency Order) (3) or Special Guardianship Order (4) .

(1) A 'Looked After Child' is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see Adoption Act, Section 12, Adoption Orders), children who were adopted under the Adoption and Children's Act 2002 (see Adoption and Children's Act, Section 46, Adoption Orders) and 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

(3) Under the provisions of Section 12 of the Children and Families Act 2014, which amends Section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders.

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

3. Unless otherwise stated in the individual school criteria sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner as well as children brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

4 Home address – Gloucestershire Local Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Gloucestershire Local Authority will determine the address be used for allocating a school place.

5. Distance measurement (Admissions) Distance will be measured in a straight line from the Ordnance Survey point of the child's home to an Ordnance Survey point of the school/academy using the Local Authority's computerised measuring system, with those living closer to the school/academy receiving the higher priority.