



Huntley C of E Primary School

Admissions Policy 2026-2027

To be read in conjunction with:

The School Admissions Guidance Booklet.

Huntley C of E School

Our Living Values

Thankfulness
Friendship
Creativity
Service
Generosity
Wisdom
Peace
Justice
Forgiveness
Compassion
Truthfulness
Responsibility

Courage
Respect
Perseverance

Swimming Together
Towards Success

Nurtured individuals, learning together with God's love, to live life to the full.

Ratified at full governing body meeting 03-10-2024

Huntley C of E Primary School Admissions Policy 2026-2027

The number of intended admissions for the year commencing September 2026 will be 12. The policy and criteria should be read in conjunction with the School Admissions Guidance Booklet. This can be found at www.gloucestershire.gov.uk/schooladmissions

If there are more applications than places, the Governors have agreed the following order of priority for admission.

1) Children in Public Care

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) including those who appear to the admission authority to have been in state care outside of England and ceased to be in the state care system as a result of being adopted. (5)

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 section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
3. Under the provisions of s.12 of the Children and Families Act 2014.
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).
5. 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.

2) The admission criteria for Huntley C of E Primary School offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, sibling refers to 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 who are 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.

3) Any student whose parent is a member of staff.

- a) If the member of staff has been employed at the school for 2 or more years at the time of the application being made
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 4) Children who live within the Church of England Parish Boundary of Huntley with May Hill. See Appendix 2 for map of catchment area.
- 5) Children living outside the parish boundary whose parents want specifically a church school and can demonstrate active participation in Christian worship e.g. attended the principal act of worship on a Sunday at least once a month on average during the two years prior to consideration of the application. Send in the signed Supplementary Information Form (Appendix one) from the priest in charge of Huntley Church or your local Christian minister to: The Chair of Governors, Huntley C of E Primary School, Ross Road, Huntley, Gloucestershire GL19 3EX by 15 January 2026.
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- 6) Children for whom only this particular school is appropriate due to an exceptional medical condition.
Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this school.
- 7) 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. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

The Right of Appeal

In the event of a child being refused a place there is a right of appeal to an independent appeal process.

In 2026, places will be offered to those qualifying. Where requests for admission exceed the standard number, parents will be notified if a place is not available for their child, and of their right to appeal.

When a parent wishes to appeal against the refusal to admit a child to an aided school, an independent appeals committee will be set up. Letters of appeal should be sent to The Chair of Governors at Huntley Primary School by 30th April 2026.

The Governors of Huntley C of E School agree that the process will be managed by Gloucestershire Education Authority, in compliance with the advice given by the Diocese of Gloucester.

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The school is required to admit any child with an Educational Health Care plan (EHCP) that names the school in their plan even if the school is full.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the second school term (i.e. until end of December term). The waiting list will be prioritised according to the school's oversubscription criteria.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

Admission of Summer Born Children for Reception Entry for Huntley C of E School

The Governing Body of Huntley C of E School acknowledges the advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

In Year Admissions.

For in-year applications only, the parent should apply directly to the preferred school in the first instance.

Transport.

There is no school transport available to Huntley C of E School.

PART A**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p>Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Church attendance criteria: Children living outside the parish boundary whose parents want specifically a church school and can demonstrate active participation in Christian worship e.g. attended the principal act of worship on a Sunday at least once a month on average during the two years prior to consideration of the application.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH DURING THE TWO YEARS PRIOR TO CONSIDERATION OF APPLICATION.	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH DURING THE TWO YEARS PRIOR TO CONSIDERATION OF APPLICATION.	
Clergy signature:	Date:

**" In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".*

Appendix Two: Map of school catchment area

Huntley C of E Primary School Catchment Area

