

Policy adopted: June 2021  
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Designated SLT Link: Kieron Smith  
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Resources Committee



## **Admissions Policy**

### **Adherence**

Archway School adheres to the Local Authority's Admissions Policy. Any admission decision for community schools must be agreed by the County Council as the admission authority. Details of the admissions scheme and protocols can be found via the LA website: <https://www.gloucestershire.gov.uk/media/2094987/gcc-admission-scheme-2021-22-determined.pdf>

### **In-Year Admissions**

Archway School follows the guidance for in-year admissions found here: [https://www.gloucestershire.gov.uk/media/2937/in-year\\_admissions\\_guidance\\_for\\_schools-67287.pdf](https://www.gloucestershire.gov.uk/media/2937/in-year_admissions_guidance_for_schools-67287.pdf)  
The process for in-year admissions is summarised in the appendix below.

### **Offset Admissions**

Note: From the guidance in 2.0 *"A school and parent can agree for a child to be offset (taught out of year group). A school must still offer or refuse the space based on the correct National Curriculum Year of the child."*

Archway School will be unable to process applications from offset children unless they fulfil one or more of the following criteria.

- They are already offset in Year 6 and are transitioning to Year 7 (admissions are dealt with by the LA)
- They have insufficient language skills to be able to access the curriculum in their appropriate year due to English not being their first language, eg unaccompanied asylum seeker children. In this case, in exceptional circumstances, an offset by no more than one academic year can be considered.

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### **Appendix – Archway School process for in-year admissions**

In the first instance prospective parents/carers contact the Headteacher's PA to make an initial enquiry to establish whether or not a place exists in the year group for their child based on their date of birth and to discuss any additional needs their child may have. The Headteacher's PA explains the application process to the parent/carer and sends them the Gloucestershire County Council In-Year Admissions application form.

Upon receipt of the completed application form, the Headteacher's PA confirms that all parties with legal Parental Responsibility for the child are in agreement to the application. (If parents are not in agreement then the Headteacher's PA will inform the parent/carer that the application cannot be processed, in accordance with Gloucestershire County Council guidance.)

The Headteacher's PA then arranges a meeting between a pastoral leader (and the SENCO if required), the parents/carers and the child. A tour of the school is organised during this visit. A mutually convenient start date is agreed and an official offer letter is sent to the parent/carer as soon as possible. The Headteacher's PA sends a copy of the completed application form and offer letter to the In-Year Admissions Team at Gloucestershire County Council.