



Innsworth Schools Partnership

ADMISSIONS POLICY

Ratified: October 2025

Review: October 2026

This policy should be read in conjunction with:

**SEND Policy
Equalities Policy**

Innsworth School's Partnership is made up of Innsworth Infant School, a community school for children aged between 4 and 7, and Innsworth Junior School, also a community school but for children aged 7 – 11. Our agreed Pupil Admission Number (PAN) for both schools is currently set by the LA at 60, giving the Infant School a capacity of 180 children and the Junior School a capacity of 240 children. As Service Families are part of our school catchment area pupil numbers can fluctuate.

Please visit the Gloucestershire County Council website for information about School admissions including:

- Admission to our Reception/Year 3 group at the beginning of the September following your child's 4th birthday – How to apply, when to apply and key dates.
- Applying for a place in our school during the school year (in-year admissions).
- Appeals if you are not offered a place in our school. The Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) can be contacted for further details.

Waiting Lists

If the school is oversubscribed, a waiting list for Reception or Year 3 entry in September of that academic year will be held until the end of the second school term, based on the 6-term school year (i.e. until the December holiday break). The waiting list will be prioritised according to the school's oversubscription criteria:

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.

In-Year Admissions

Please note the following advice regarding in-year admissions:

- ✓ The Published Admission Number for the school is set at 60. Where applications for admission exceed the places available, the County Council's Admission Criteria will be applied.
- ✓ You will need to complete an in-year application form for each child. Alternatively, you can complete a PDF version of the form which can then be posted or taken to the school office. You can also complete and send the form directly to the school by email: Innsworth Infants – admin@innsworth.gloucs.sch.uk or Innsworth Juniors – office@innsworth-jun.gloucs.sch.uk
- ✓ When applying for a school place you will need to provide proof of your child's permanent address and will also need to provide a Birth Certificate.
- ✓ By signing the declaration on the in-year form you are confirming all details are correct and accurate at the time of the application. A school place can be withdrawn if the application is found to be fraudulent.
- ✓ We strongly advise parents not to remove children from their current school until a place has been secured at the new school of your choice, in case the new school is unable to offer your child a place.
- ✓ Once we've received your application form, we will contact you within 10-15 days to let you know whether we can offer your child a place. If you have been refused a place, we will advise you of your legal right of appeal and also refer you to the County Council for further assistance in securing a school place.
- ✓ Parents may only hold one offer of a school place at a time. If you do not wish to take up the offer made to you, please advise us as quickly as possible so that we may offer the place to another child.

Children of UK Service Personnel or other Crown servants

The school implements the Local Authority's Fair Access Protocol for the children of UK service personnel or other Crown Servants. This protocol ensures that all admission authorities in

Gloucestershire comply with the requirements of the School Admission Code so that their procedures or criteria do not prejudice these children if they arrive in the area outside the normal admissions round and that the challenges for these children are minimised. For further information on the Service Families Protocol please refer to the appropriate GCC Guidance Booklet: <http://www.gloucestershire.gov.uk/schooladmissions>