Admission Policy 2026-2027

Designation	Name	Date	Signature
Chair of Governors	Adam Coates		
Headteacher	Jemma Southgate		

Governor Committee Responsible:

Status:

Last Review: October 2026

Staff Lead: SLT

Review Cycle: annually

Next Review Date: October 2027

Admission Policy

The Local Authority (LA) is the admission authority for Dinglewell Infant School. The school's Governing Body has a duty to implement LA decisions on individual applications and to act in accordance with the LA's admission arrangements.

An application must be made to the County Council for every child starting school in September. Parents can apply online 24 hours a day, seven days a week at https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/ or by completing a paper form which can be downloaded from the same site or requested from the County Council's Co-ordinated Admissions Team on 01452 425407 or email: school.admissions@gloucestershire.gov.uk

Parents/carers must make a separate application to transfer from Dinglewell Infant School to the junior school.

The school gives equal opportunities to all children, this includes children with Special Educational Needs and children who may live in another LA area. The Published Admission Number (PAN) is currently 90. In the event of an in-year application (after the 1st September in which a child is in Reception) for a year which is full, a family can either appeal for a place and/or place their child on a waiting list.

As a Community Infant School the LA allocates places according to the following criteria:

1. First priority is given to Looked After Children (LAC) 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.
2. Second priority is given to children who have siblings attending the school (or companion Junior School) at the time the application is admitted.
3. Third priority is given to children with the strongest geographical claim (measured in a straight line from the ordnance survey address point of the child's home address to the ordnance survey address point of the school, using the LA's computerized measuring system) with those living closest to the school receiving the higher priority.

Admission Appeals

In the event of over subscription; parents of children not allocated a place have the right of appeal to the LA.

Transition arrangements for pre-school children

Aim – To provide both formal and informal opportunities for new admission children and their parents/carers to become familiar with the school and the

staff so that admission and integration in the autumn term is a natural and exciting step forward.

- Children are admitted in the Autumn Term of the school year in which they will become five years old.
- The school strongly believes that the needs of the child are paramount at the introduction of their school life.
- Meetings are held with local pre-school settings to discuss the children that will be transferring in September.
- Reception staff may undertake a home visit before a child starts in September, when they can discuss any specific individual needs of the child (dietary, physical, mental or social) in confidence.
- Reception children are admitted to school in small groups to help them adjust to their new surroundings. During the first half term children attend school on a part time basis. At the beginning, they go home for lunch and remain home in the afternoon. All children attend school on a full-time basis by the beginning of October unless special arrangements have been made following discussions between the parents and class teacher.
- Deferred or part-time attendance of children under five can take place by agreement between the parent and the school where the child's particular needs make this appropriate.
- Prospective Parent visits will be held throughout the Autumn term. This gives parents/carers the opportunity to see the school and meet the Headteacher before deciding which school they wish to select for their child.
- All parents/carers of new Reception children are invited to a meeting in the summer term to explain the induction procedure, receive information about the school and meet their child's teacher and teaching assistant.
- The children will be given the opportunity to visit their new classroom and meet their new teacher and teaching assistant before they start school in September. Each Reception class will have a full-time teaching assistant to support the class teacher, parental involvement is also actively encouraged.
- Social and moral aspects of life and awareness of all kinds of religious culture is emphasised in school.

In-year admissions:
If parents/carers wish to apply for a school place during the school year they should request an in-year admission form from the school office. Once a completed application has been received school will respond within 15 school days. If we do not have any places available we will advise parents/carers of the appeal procedure.

For further information regarding in-year applications contact the school admissions team via email at inyear.admissions@gloucestershire.gov.uk, or telephone 01452 426015, or visit:-

https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/