OSBASTON
Church in Wales School

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Admissions Policy

REVIEW DATE	**August 2026**
DATE AGREED	**September 2026**
NEXT REVIEW DATE	**September 2027**

Osbaston Church in Wales School Admissions Policy

Introduction

The Governing Body of Osbaston Church in Wales School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions in September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the Statutory Appeals Code of Practice.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. In conjunction with the Local Authority, all applications will be treated on merit and in a sensitive manner.

The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the LA enforce the procedure set out in this policy in order to determine whether a child is accepted or not. It is our joint wish to allow parents the right to have a place at the school of their preference. However, this is not always possible, due to the excess demand on the school places available.

How parents can apply for their child to be admitted to our school

The Local Authority is the 'Admissions Authority' for our school. The regulations for entry to each school are published and handled each year by the LA. Parents can receive a copy of these regulations directly from the LA. (www.monmouthshire.gov.uk)

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the School Access Department of the LA https://www.monmouthshire.gov.uk/applying-for-a-school-place/ (Tel:01633 644508) and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admission date per year, early in September. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the stipulated date in January.

Admission Details for 2026-27 are below:

Admission Phase	Admission round commences	Closing Date	Local Authority Allocation Period	Parents informed by
Primary to Secondary	18th September 2026	31st October 2026 at 16:00	01.11.26 – 28.02.27	1st March 2027
Reception	13th November 2026	15th January 2027 at 16:00	16.01.27 – 15.04.27	16th April 2027

The Standard Number

The standard number is the number of children the school can accommodate. The standard number for our school is 210 (7 classes of 30 pupils).

The Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. The legal requirements confirm that parents can delay the admission of their child until the term following their 5th birthday; however, it is a Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission into the Reception year group as part of the admission round, parents should be aware that attendance at a nursery provision within the preferred School does not exclude the need for parents to make an application for a Reception place. The Local Authority is unable to guarantee that children within the nursery can be guaranteed a place in Reception.

When the number of applications received for a preferred School is less or equal to the number of available places, all children will be admitted assuming that the school concerned can meet the needs of the children concerned. However, when there are more applications than places in a school, the admission number is exceeded, the over-subscription criteria will be applied to select which children are to be offered places at the School concerned. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement. When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences

will be considered equally and allocated in line with the criteria below. The highest preference school, as listed on the application form, will be offered in the event that one or more preferences can be met.

Over-subscription Criteria

Priority Rank	Criteria
Children in receipt of a Statement of special educational needs / Individual Development Plan (IDP) (statutory requirement for admission)	
1	Children looked after (CLA) or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-8 below
2	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-8 below
3	Children residing within the catchment area for the preferred school who have relevant siblings will be afforded priority over those fulfilling points 4-8 below
4	Children residing outside of the catchment area for the preferred school, but with relevant siblings who will continue to be in attendance at the preferred school due to being unsuccessful in their application for a place at their catchment school will be afforded priority over those fulfilling points 5-8 below
5	Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 6-7 below
6	Children residing outside of the catchment area for the preferred school, with a relevant sibling (who will be in attendance at the preferred school at time of admission) that does not meet criteria points 4 and 5 above
7	After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories priority will be based on closeness to the preferred school, measured using the shortest safe walking route.

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. For example, if there are more applications than places available after applying point 6 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

If the LA does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children per class to exceed 30.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Signed: *Osbaston Church in Wales Governing Body*

Review Date: September 2027