Admissions Policy 2026-27

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Cranham Church of England Primary School has a distinctive Christian ethos which is at the centre of school life. Our school vision "Sowing the seeds of learning, through courage, compassion and community" is underpinned by the Parable of the Sower (Matthew 13: 1-9 and 18-23). We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. At Cranham Church of England Primary School we value highly our Christian ethos, as well as our close links with our local church and with the Diocese of Gloucester. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school and its importance to our whole school community.

The governors have made every effort to ensure that our admissions arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

ADMISSION ARRANGEMENTS TO THE RECEPTION YEAR IN SEPTEMBER 2026

At our school, pupils are normally admitted at the beginning of the school year (1st September – 31st August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2021 and 31 August 2022 may apply for them to be admitted to the Reception Year in September 2026. There are 8 places (the published admission number or PAN) available.

Parents of a child whose fifth birthday falls between 1 September 2026 and 31 March 2027 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2026/27), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2027 and 31 August 2027 (summer born children) who do not reach compulsory school age until September 2027, parents who do not wish them to start school in school year 2026/27 but to be admitted to the Reception Year in September 2027 should proceed as follows: They should apply at the usual time for a place in September 2026 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2027. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be

clear before the national offer day (16th April 2026), and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15th January 2027) for a Reception place in September 2027. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2026 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2027 for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2026/27 Reception Year group. NB agreement by the school in 2026 to defer does not guarantee a place in September 2027 – the normal over-subscription criteria apply.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2026 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15th January 2026. Applications received after this date will normally only be considered after all those received on or before the cut-off date Offers and refusals of places will be sent by the home LA on 16th April 2026.

INDICATED ADMISSION NUMBER

The School's indicated admission number for each year group is 8.

OVERSUBSCRIPTION CRITERIA

Should the number of children requesting places at this school be greater than the number of available places than the following criteria will be applied in this priority order:

1. Children in Care (Looked after child).

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 state care 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).

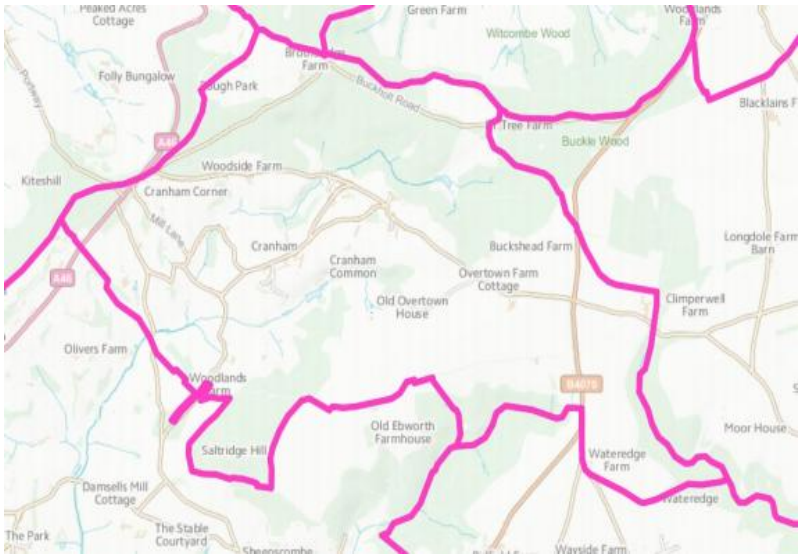
(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Siblings

Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. We define siblings as a brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

3. Cranham Parish

Where the family lives in the parish of Cranham, as shown on this map.



4. Regular worship in Cranham

Children from families who regularly worship at St James the Great Church, Cranham. The governing body consider regular to be at least once a month. A completed SIF (Supplementary Information Form – appendix 1), signed by the Minister or member of the PCC (or equivalent) would be required. This should be submitted to the Headteacher, no later than 5 working days before the deadline for Admission applications. However, where a family has moved into the area within the two years, consideration will still be made on the application, providing regular attendance at the parish church can be verified through a SIF.

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.

5. Exceptional Medical Conditions

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 a doctor. This must demonstrate that there is a very specific connection between the medical needs and Cranham School.

6. Regular Worship Outside of Cranham

Children from Christian families who regularly worship outside the boundary of the parish of Cranham. (Being a member of the Churches Together in England) The governing body consider regular to be least once a month. As in section 4, a completed SIF signed by the Minister or member of the PCC would be required. This should be submitted to the Headteacher, no later than 5 working days before the deadline for Admission applications.

7. Strongest Geographical Claim

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.

Where any particular category at points 1-6 is oversubscribed, criterion 7 will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 7 where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

APPEALS:

The appeal process used in Gloucestershire follows strict national guidance. You will receive full information on the appeals process with the letter from Gloucestershire County Council. This will explain why your child has not been offered a place at your preferred school.

IN YEAR ADMISSIONS

If you wish to apply for a place during the school year, this is known as an in-year admission. Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 8 places. Applications must be made directly to the school on a form available from the school.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the oversubscription criteria above), a place will be offered. In year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

HOW TO APPLY

Parents and cares should complete the Gloucestershire Council In-Year application form: Apply for an In-Year School Place:

https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/

Completed forms should be directly emailed to the school: admin@cranham.gloucs.sch.uk

We aim to respond to all In-Year applicatins within 10 school days.

If parents are moving house, the school will ask for evidence of the move at entry when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

SERVICE FAMILY ARRANGEMENTS

For Service family arrangements please see the GCC Guidance Booklet: (http://www.gloucestershire.gov.uk/schooladmissions)

WAITING LISTS

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until December half-term). The waiting list will be prioritised according to the school's over subscription criteria.

MULTIPLE BIRTHS

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births)

even if this meant exceeding the agreed admission number of 8 for Reception 2026/27 or the number of places 8 in other year groups.

SUMMER BORN CHILDREN

For summer born children please see the GCC Guidance Booklet: (http://www.gloucestershire.gov.uk/schooladmissions)

IF YOU ARE OFFERED A PLACE:

If your application is successful, you will receive a written offer from the school. The letter will include:

- confirmation of the place offered,
- the date by which you must accept or decline the offer
- any next steps required (such as arranging a start date and completing admission forms).

Please ensure you respond within the stated timeframe so that the place can be secured. If we do not hear from you, the offer may be withdrawn in line with the School Admissions Code.

IF YOUR APPLICATION IS UNSUCCESFUL

As an own admission authority, the Governing Body is responsible for making decisions on applications. If we are unable to offer a place, you will receive a written refusal explaining the reasons why.

YOUR RIGHT TO APPEAL:

If you want to appeal against a decision by the Governing Body of Cranham Church of England (VA) Primary School, you will need to contact the school direct. The school is responsible for organising its own appeals.

The school operates an appeals procedure for unsuccessful applicants, which is administered by Democratic Services on behalf of the Dioceses for VA primary schools. Information about school admissions appeals is available from the school office. This details the appeals system, when to appeal and how to appeal, the arrangements for the appeal hearing and the appeal hearing itself. Any appeal in writing should be addressed and returned to the school. An outline of the appeals procedure is set out as follows:

1. You are entitled to appeal for every child who is refused a place, should you wish to do so.

2. You will be advised by Democratic Services in writing that if you wish for a place at Cranham Church of England (VA) Primary School, you should write to the Governors of the school.

3. All completed appeal forms should be returned to the school.

4. When we receive your completed form, we will send it to: Gloucestershire County Council, Democratic Services, GCC, Shire Hall Gloucester GL1 2TG.

5. Democratic Services will set up an appeal date, or allocate a time if a date is already set, in consultation with the school, checking that you are able to attend.

6. The school will send Democratic Services the school's written case for refusal, and our current admission criteria. We will organise the persons to represent our case.

7. Democratic Services Team at Shire Hall organise your appeal hearings which are held virtually.

8. Democratic Services always aim to give notice of the appeal date and location to all two weeks ahead.

9. Democratic Services aim to send out all the paperwork - both the case for the family and for the Governing Body to both parties and the independent panel 5 working days before the appeal.

CHILDREN WITH AN EDUCATION HEALTH & CARE PLAN:

We are required to admit a child with an Education Health & Care Plan into our school, even if the school is full.

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.

TRANSPORT:

At the current time, there is no transport provided to attend the school.

VISITING THE SCHOOL:

All prospective pupils are invited to visit the school with their parents during a normal school day. They are able to see around the school, meet the staff and in particular the children's future teacher. Arrangements are made during the summer term for children to spend sessions in school making friends with their teacher and getting used to the atmosphere of school.

We have found, by experience, that four and five year old children suffer less from physical and emotional exhaustion if they commence school on a part-time basis. Our policy is to offer a staggered entry leading to full time schooling after the third week in school. Older children transferring from other schools are placed in the class of their year group.

Cranham Church of England (VA) Primary School
Admissions Policy 2026-27
Appendix One – Supplementary Information Form

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: *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.*		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
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. Name of priest/minister: Address: Telephone No:		

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:

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 from families who regularly worship at St James the Great Church Cranham. The governing body consider regular to be at least once a month for at least one year prior to an application for a place.
Children from Christian families who regularly worship outside the boundary of the parish of Cranham. (Being a member of the Churches Together in England).

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 FOR A MINIMUM OF ONE YEAR. ***	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH **AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR ***	
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"