Harewood Junior School: Admission Arrangements for September 2028

This document sets out the admission policy and admission number for the academic year 2028/29 for Harewood Junior School, part of the South Gloucester Learning Trust. It is written in line with the School Admissions Code 2021, the School Admission Appeals Code and the Gloucestershire County Council (GCC) co-ordinated admission scheme for 2028/29.

Admission Number

The school has a Published Admission Number (PAN) of 90 for Year 3 in September 2028. This is the number of children the school must admit into the year group if applications reach it. The number is based on a capacity assessment of teaching and non-teaching space, so that health and safety, and the quality of teaching and learning, are not harmed.

Children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan (EHCP) are placed through the arrangements in the SEND Code of Practice, not through the admission criteria. Section 324 of the Education Act 1996 requires the school to admit a child whose EHCP names it. A child whose EHCP names the school is allocated a place before other applicants are considered, even if the school is full. Parents should contact their child's SEND casework officer for further information. No application is needed for these children.

Looked After and Previously Looked After Children

Looked after children (1) and all previously looked after children get the highest priority. This includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted (2). Previously looked after children are those who were looked after but ceased to be so because they were adopted (3), or became subject to a child arrangements order (4) or a special guardianship order (5). In Gloucestershire these children are called Children in Care.

1. A looked after child is in the care of a local authority, or is provided with accommodation by a local authority in the exercise of its social services functions (Section 22(1) of the Children Act 1989), at the time of making an application to a school.
2. A child is regarded as having been in state care outside England if they were in the care of, or accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.
3. This includes children adopted under the Adoption Act 1976 (section 12 adoption orders) and under the Adoption and Children Act 2002 (section 46 adoption orders).
4. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. They replaced residence orders, and any residence order in force before 22 April 2014 is deemed a child arrangements order.
5. A special guardianship order appoints one or more individuals as a child's special guardian (section 14A of the Children Act 1989).

Sibling Definition

Children with a sibling at the school get a higher priority, provided the sibling will still be attending when the applicant child is admitted. A sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, including children brought together as a family by a civil partnership. In every case the child must be living in the same family unit at the same address at the time of application.

Home Address

The home address is the child's permanent address on the closing date for applications, 15 January 2028. This is the residential property where the child normally and habitually lives with their parent or legal guardian. Only one address is used. Where a child lives at more than one address, the address used is where the child lives for the majority of the school week, either by private arrangement or as set by a child arrangements order. Where a child lives equally with both parents, the parents are asked to agree which address to use. If they cannot agree, the Local Authority decides by a random draw supervised by someone independent of the school. The address of a business, relative, friend or childminder is not a home address. Proof of address may be requested, and a place can be withdrawn if the address given is not the child's permanent home.

Twins and Children from Multiple Births

Applications for twins and children from multiple births are considered individually. The school recognises the difficulty for families if one child is offered a place and the other is not, and will aim to admit all of them where there is capacity.

Medical Condition

Priority under the medical criterion goes to children for whom only this school is appropriate because of an exceptional medical condition. The application must be supported by a written statement from the child's doctor, submitted with the application. The statement must show a very specific connection between the child's medical need and the facilities or resources at this school.

Children of UK Service Personnel and Other Crown Servants

The school follows the Local Authority's Fair Access Protocol for children of UK service personnel, as required by the School Admissions Code 2021. Families posted to the area do not have to wait until they arrive: the school will allocate a place in advance, using the address the family is moving to, where the application comes with an official government letter. Acceptable evidence is posting orders, or written confirmation from the Unit Clerk or Commanding Officer. The same applies to other Crown servants, including diplomats.

Normal Admission Round

The normal admission round is admission to the school's main year of entry, Year 3. Applications are made before the academic year in which the child is due to start. Gloucestershire families apply to the Local Authority on the Common Application Form, naming up to five schools in preference order. Places are offered under the equal preference system: the school ranks all applicants against its criteria without knowing where it appears on a parent's list, and where more than one school could offer a place, the parent's highest ranked preference is offered. Families living outside Gloucestershire apply to their own local authority and name Harewood Junior School as a preference. Applications must be made even if the child already attends Harewood Infant School.

Step	Date
Online applications open	1 November 2027
Closing date for applications	Midnight, 14 January 2028
Offer (allocation) day	14 April 2028
Closing date to accept a place or ask for a waiting list	Midnight, 21 April 2028
Waiting list outcomes sent	By 17 May 2028
Closing date for return of reply forms	Midnight, 24 May 2028
Appeals	Late June to July 2028

Children due to join Year 3 in September 2028 were born between 1 September 2020 and 31 August 2021.

In-Year Admissions

For admission to any year group outside the normal admission round, parents apply directly to the school in the first instance.

Late Applications (Normal Admission Round Only)

An application received after the closing date of 14 January 2028 is late. It is considered only after all on-time applications have been allocated a place, unless there are exceptional circumstances agreed by the Local Authority. Examples are where legal paperwork must be obtained before a parent can state a preference, an emergency care order, or the hospitalisation of a child's only parent or carer. Parents who think this applies should contact the Local Authority before the closing date.

Fair Access Protocols

Gloucestershire County Council has protocols to secure education quickly for children who do not have a school place, and to give schools an equitable share of vulnerable or hard to place children. The school has signed up to these protocols. A vulnerable child placed under them will take precedence over any child on the waiting list. The protocols are set out in the Gloucestershire co-ordinated schemes for Reception, Junior, Secondary and in-year admissions, available on the GCC school admissions pages (www.gloucestershire.gov.uk/schooladmissions).

Waiting Lists

Where the school is oversubscribed in the normal admission round, a waiting list is held until at least 31 December 2028. Children are not added automatically: parents must ask for a waiting list place on the reply form by 21 April 2028 to be considered in the second round of allocations. The Local Authority manages the list until the end of the summer term and then hands it to the school, which keeps it until 31 December 2028. Parents who want their child to stay on the list after that date should contact the school.

The waiting list is ranked by the oversubscription criteria, not by the date an application was made or the time a child has spent on the list. It is re-ranked each time a child is added. A place that becomes available is offered to the child at the top of the list.

Where an in-year application is unsuccessful, the child's name is kept on a waiting list for one term only (based on a six term year), until the day before the next term starts. Parents who want their

child considered in later terms must ask the school at the start of each term to keep them on the list.

Appeals

Parents whose application is unsuccessful have a legal right to appeal, and are told how when they receive the outcome. Appeals are heard by an independent appeal panel under the School Admission Appeals Code. Requests for an appeal, for Year 3 entry or in-year admission, are made to the Clerk to the Governors at the school address. Parents should accept the place offered even if they appeal for another school, as this does not affect their right to appeal.

The Appeals Code sets these timescales:

- The deadline for lodging an appeal is at least 20 school days from the date parents are told their application was unsuccessful.
- Normal round appeals are heard within 40 school days of the deadline for lodging appeals.
- Appeals about late applications are heard within 40 school days of that deadline where possible, or otherwise within 30 school days of being lodged.
- In-year appeals are heard within 30 school days of being lodged.

The school and parents must send the results of all appeals to the Council, as they may affect the places available to other applicants.

Transport

The school does not provide transport. Some children may be entitled to help with travel from Gloucestershire County Council. Parents should read the Council's home to school transport policy at www.gloucestershire.gov.uk/applyforabuspass before choosing a school, as most children are not eligible.

Criteria for Admission if the School Is Oversubscribed

Harewood Junior School is a trust foundation school and is responsible for its own admission policy. The Local Authority applies it on the school's behalf. Infant schools in Gloucestershire teach Reception to Year 2, so children transfer to a junior school or a primary school for Year 3. To apply for Year 3 at Harewood Junior School, parents must submit the Common Application Form, naming their preferred schools, to the Local Authority by midnight on 14 January 2028. For any other year group, parents apply directly to the school.

Children with an EHCP naming the school are admitted first, as set out above. If there are more applications than places, the following criteria are applied in this order:

1. Looked after children and children in care, and children who were previously looked after but immediately after that became subject to an adoption order, a child arrangements order or a special guardianship order, including children who appear to have been in state care outside England and ceased to be so as a result of being adopted.
2. Pupils attending Harewood Infant School.
3. Children who will have a sibling attending Harewood Junior School when the applicant child is admitted.
4. Children who will have a sibling attending Harewood Infant School when the applicant child is admitted.
5. Children for whom only this school is appropriate because of an exceptional medical condition. The application must be supported by a written statement from the child's

doctor, submitted with the application, showing a very specific connection between the medical need and the facilities or resources of the school.

6. 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. Children living closer receive higher priority.

Where any category from 1 to 5 is oversubscribed, criterion 6 decides which children are offered a place.

Tie-break

If two or more children live the same distance from the school under criterion 6 and there are not enough places for all of them, places are decided by random allocation. The draw is supervised by a person independent of the school, and a fresh draw is made each time a place is offered from the waiting list. Twins and children from multiple births who are part of a random allocation are treated as one applicant if the number of places allows.