



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Admissions to School Policy – January 2026

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	January 2026
Position	Headteacher	Date ratified	5 February 2026
Document status	Reviewed	Next review date	Spring 2029
EIA approved by	FGB	Reviewing committee	FGB

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation

Introduction

South Gloucestershire Council is the admissions authority for Alexander Hosea Primary School and deals with all admissions to the school.

Aims

- To give prospective parents as much information as possible about Alexander Hosea School and the education we provide.
- To make each child's transition into the school a happy and successful one.
- To begin to build a lasting partnership with parents.

Procedures

Children are admitted in reception up to a maximum of 30. If this number is exceeded then the places are allocated by the Local Authority based on the criteria published in their 'Primary School's Admission Guide' <https://www.southglos.gov.uk/education-and-learning/schools-and-education/school-admissions/>

Children of UK service personnel

The Local Authority and school ensures the needs of these children are taken into account. Children of UK service personnel will be offered a place but taking into account the admission number for our school.

Appeals

If a place is not offered at the Parents'/Carers' preferred school there is the right of appeal via South Glos Admissions – see website.

Procedures for Reception Year Group Admissions

At Alexander Hosea Primary School children start school in the September before their fifth birthday.

Parents are able to express an interest in their child joining Alexander Hosea at any time (this does not mean a place has been offered). However applications have to be submitted to the Local Authority (LA) by January of the year they are able to start school. These may be done either on-line at www.southglos.gov.uk/admissions or by completing the application form printed at the end of the 'Admission to Primary Schools in South Gloucestershire – A guide for Parents / Carers' document.

Prospective parents/Carers are invited to visit the school for an open day or parent tour in the autumn term.

There is a separate form if a child has an Education Health Care Plan (EHCP), which will be provided by the relevant Case Officer.

Parents / Carers will be informed of offers of a school place in April, either by email (if applied on line) or post (if applied using the paper application).

Parents / Carers must reply to offers made, by the end of April. Replies must be sent directly to South Gloucestershire Council.

If a place is not offered at the parents'/carers' preferred school there is the right to appeal to an independent appeal panel. If this is the case, you will automatically be sent details of how to appeal from South Glos Admissions. Pending your appeal, your child will be offered a school place at a lower named preference, if possible, or at an alternative school with a place available. If an appeal is unsuccessful, there is no automatic right to a further appeal.

Parents / Carers must respond to the offer within the given time period. Failure to respond may result in the offer of a place being withdrawn.

Parents/Carers who have been offered and accepted a place are invited to attend a New Parents' Information evening in the summer term. At this time they are also issued with a welcome pack providing relevant information to support their child's induction into school.

Procedures for In-year Admissions and Admissions in other circumstances

Parents/Carers wishing to apply for a place at any time during the academic year are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. Parents are provided with information about the school and are referred to the school's website.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

An in-year admission application form is available from the South Gloucestershire website www.southglos.gov.uk/admissions or the Contact Centre on 01454 868008 and should be returned to South Gloucestershire Council's Admissions and Transport Team. Your application will be considered using the South Glos admission criteria

Children with special educational needs

Children with an Education Health Care Plan are placed in schools through the arrangements set out in the SEND Code of Practice and associated regulations and not the general admission arrangements.

Vulnerable children

South Gloucestershire's Fair Access Protocol will be used (available on the Council's website at www.southglos.gov.uk/admissions) to admit vulnerable pupils or those who are hard to place.

Parents are asked to complete a personal information sheet for their child, in addition to other relevant school documentation, prior to admission. The children are provided with a Welcome Pack (available from the school office).

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the school administrator requests records from the previous school, including any Child Protection records.

Conclusion

This policy should be read in conjunction with the most recent edition of 'Admission to Primary Schools in South Gloucestershire – A guide for Parents / Carers'.

<https://www.southglos.gov.uk/education-and-learning/schools-and-education/school-admissions/>

Significant dates for each academic year's applications and offers are published on this website too.