

## **ADMISSIONS POLICY 2027-2028**

### **1. Introduction**

Parents considering our school for their children are welcome to telephone to make an appointment to meet the Headteacher and visit the school.

The Admissions Authority to Fladbury C.E Voluntary Aided Primary School and Preschool is the Governing Body; however, the Governing Body participates in the Co-ordinated Admission Arrangements of the Local Authority ("LA").

Parents are legally allowed to access full time education in the September following their child's fourth birthday. Parents can request their child attends part-time until the child reaches compulsory school age (the term following their fifth birthday).

Parents seeking a place for children at our school at the normal age of admission should make an application to the Governing Body of the school by completing the LA School Admission Application Form available from Worcestershire County Council on line.

All decisions reached on applications are delegated by the Full Governing Body to the Resources Committee and minuted appropriately, at the normal point of entry and for in-year applications

Parents seeking a place other than at the normal time of admission (in year transfers for example) should complete a CA1 form (available from the school office and WCC). In both cases they should attach/include any relevant information which parents wish to be considered in the admissions process.

For parents seeking a place for children outside of their normal age group (in the year group below or above their chronological age group) should make their request in writing or via email to the Headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The Headteacher will share their views on the request with the Governing Body, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision of the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

The completed application forms for school admission at the normal age should be submitted on-line, by the date each year announced by the LA.

The school will accept late applications up to the date announced by the school each year with the details of the co-ordinated admissions arrangements. Late applications will be treated as being on time in the following circumstances:

- a. Where a family have recently moved address into the catchment area of this school, or
- b. Where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

The school has had regard to the current DfE Statutory Schools Admissions Code ("the Code") in

setting this policy. Where the Code sets out matters which “must” or “must not” be followed, this policy should be read so as to comply with these requirements. Where the Code sets out matters which “should” be followed, this policy should be read so as to comply with the requirements, unless this policy is clearly in conflict with the advice in the Code, in which case this policy takes precedence.

Where any future revisions to the Code conflict with the terms of this policy, mandatory requirements of the revised Code will take precedence. The school will seek to give effect to the LA’s Fair Access Protocol, which it has adopted. The school will have regard to advice from the Local Admissions Forum. The Governing Body does not discriminate between first, second and third preference applications. All application preferences are treated equally. This means, for example, that priority is not given to a pupil on the basis that our school is his/her parents’ first preference on the application form.

The school has a Pupil Admission Number (“PAN”) of 15 and will seek to admit pupils into each class up to this number.

There are two reasons why an application might have to be refused:

- c. The school is oversubscribed.
- d. Information provided by the parents is found to be fraudulent or intentionally misleading.

The school does not rely on tests for aptitude or ability, interviews, financial circumstances, or any other family information in making decisions on pupil entry except as expressly provided for in this policy (significant reasons for admission as part of over-subscription criteria). The school does not require parents to fill out a supplementary information form. Parents are not asked to enter into any agreements, or give expressions of willingness to enter into any agreement, as a condition of entry into the school. Proof of address may be asked for in connection with the application of the over-subscription criteria.

It is the Governor’s intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed and that the school should reflect the diversity of the local community. Therefore **All** children admitted will be assured of an inclusive education, which respects all religious traditions

The school does have a uniform policy. However the school does not wish parents to be discouraged from applying for a place at this school by the requirement to wear uniform. We operate a scheme for remission of the cost of items of uniform embroidered with the school logo for children eligible for free school meals, and children whose parents are entitled to the maximum level of Working Tax Credit. The scheme is administered discreetly so that no parent should be embarrassed to ask for help.

## **2. Admission during the normal admission round**

For our school, the “normal admissions round” is for entry into the Reception Class at the start of an academic year. The timing of the round each year is as announced by the LA. Unless the school is over-subscribed, the school will admit all pupils seeking a place.

## **3. What happens if the school is oversubscribed?**

At the time of the “normal admission round” and for our Key Stage 1 Class, the Governing Body will not exceed the PAN of 15 unless directed to do so by an appeals panel or in order to admit a child where the school is named on an Education Health and Care Plan.

A child with an Education, Health and Care Plan (EHCP) will be offered a place at the school if it is named in the EHCP.

Where there are more applicants than places that fall to be allocated at any one time, children will be admitted on the basis of the following order of priority:

- a. Looked after and previously \*‘‘Looked after’ children" and children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.
- b. Pupils who would have a sibling in the School at the time of application and admission. Where such a connection is to be relied on it must be clearly stated on the application form. A sibling includes full brothers and sisters, half brothers or sisters, legally fostered/adopted children and other children living permanently in the same household. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.
- c. Children living within the school’s catchment area agreed with the LA (this can be seen in the school office, at the end of the policy and is available from the LA <http://www.worcestershire.gov.uk/schoolsearch>). Children will be regarded as “living” within the catchment area in the following circumstances:
  - It is their full-time place of residence.
  - It is the full-time place of residence of one parent where the parents share responsibility for the child and where the child lives for a part of a week in term-time.
  - Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil’s address, which must be the same address as the preference school has registered.
  - Where a contract for the purchase of a property / land has been exchanged that will become a full-time place of residence (see (1) and (2) above).
  - Where a lease is signed in respect of a property that will become a full-time place of residence (see (1) and (2) above).
  - Where a license is signed in respect of a Gypsy/Traveller plot that will become a full-time place of residence (see (1) and (2) above).
  - Where the parents of a child of UK Service Personnel or Crown Servants are returning to live in the catchment area under an extant posting order.
- d. Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on / appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the Governing Body. We cannot take more than 30 children in a Key Stage 1 class (legal requirement). To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school, and that legal limits on class sizes are not being exceeded by this admission. Parents /carers should attach any medical certificates or any other appropriate information from independent sources to their application form.
- e. Pupils who live nearest to the school by the shortest straight-line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point for the School. The Governing Body will utilise the Local Authority software package called ArcView GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).

- f. In the event that two or more applicants are impossible to separate under sub-paragraph e, then places will be awarded by a ballot supervised by someone independent of the school (ie random allocation).
- g. Children of any member of staff employed at Fladbury Church of England Primary School and Pre School on a permanent contract for a period of at least two years at the date of application or recruited to fill a vacant post.

Where there are too many applications to offer all children within a particular over-subscription criterion a place, places will be offered according to the subsequent criteria.

Where there are insufficient places in a class for siblings of multiple birth (twins or triplets applying where there is only 1 place, for example) one place will be offered and child chosen on a lottery basis.

Prospective parents who would like to discuss the over-subscription criteria, either because they do not understand them, or to find out (based on experience in previous years) whether they have a realistic likelihood of being offered a place at this school are welcome to contact the Headteacher.

If the child is currently attending Fladbury Pre-School, the application must still be made for entry into the school and applicants should note it **does not** guarantee a place in our school.

#### **4. Applications for in-year places and those outside the normal admissions round**

In-year applications will be co-ordinated on behalf of our school by School Admissions, for the Local Authority. The Co-ordinated Scheme can be viewed at the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

In dealing with such applications, the school will seek to comply with parental preference unless:

- a. Entry is sought to an infant class and the statutory infant class size restrictions would thereby be exceeded, unless a statutory exception applies.
- b. Entry is sought to any other class and the class size would exceed the PAN and the prejudice to the child caused by refusing admission is outweighed by prejudice caused to the school by admitting the child, unless a statutory exception applies. In considering the balance of prejudice, the school will have regard to the Code and to the LA's Fair Access Protocol.

<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/school-admissions-policies>

- c. Where at any one time the number of applications exceeds the number of places, vacancies will be filled by applying the over-subscription criteria applied in the normal admissions round (see paragraphs 13 to 16 above).

#### **5. Accepting places and deferred entry**

Parents are asked to accept an offer of a place for their child within 14 days of the date of the letter offering a place.

Once a place is accepted, parents may defer the pupil's entry into the school so long as the place is not to be deferred to the following academic year, and only:

- a. Where the child is below compulsory school age and then only until the child reaches compulsory school age, otherwise
- b. Until the start of the next half-term, or
- c. As exceptionally agreed with the Governing Body.

Parents of children with a date of birth in the summer term wishing to start school in the September after their fifth birthday, can determine whether they want to apply for a place in the Reception year group or in Year 1.

## **6. Waiting lists**

If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31<sup>st</sup> December 2027

The school also operates a waiting list system for Years 1 to 6. Where an application for admission to Years 1 to 6 is refused a child may be placed on the waiting list for that class by contacting the school office.

On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. The school can tell parents at any time where their child is ranked on a waiting list but cannot give any indication of the likelihood of being offered a place. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list change. There is no formal appeal against a ranking on a waiting list, but the school is willing to discuss a child's position on the list against the oversubscription criteria so as to satisfy itself that the position allotted is correct.

As a place becomes available, the vacancy will be filled by an offer to the child at the top of the waiting list. Places offered from a waiting list should be accepted within 5 working days or it will be offered to the child next on the list.

Unless other arrangements with the school are agreed (and subject to any right to deferred entry set out in the Code) any child offered a place from a waiting list should join the school within 20 school days or the place may be lost.

## **7. Appeals**

Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made in writing to the school office, should be returned to the school (addressed to the Chair of Governors) within twenty school days of the date of the letter refusing a place. The school will indicate (in the left column) on the appeal form the circumstances that led the place being refused before the form is issued.

Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2009 issued by the DfE (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals and the procedure is as follows:

When a parent contacts the school indicating they would like to appeal against the decision of the School not to award a place:		
Step	Action	Person Responsible
	Families not prioritised under the admissions criteria are informed that we are full and what the relevant appeal process is.	Mrs Heather Edwards
	Record the child's name on the waiting list in the admissions file	Mrs Heather Edwards
	Parents write a letter to the Chair of Governors Mrs Elaine Mather setting out their case for appeal	Parents
	Chair of Governors contacts clerk to governors who: Informs the school office so that they can start an individual appeals file in which copies of all relevant documentation is collected Acknowledgement of receipt of the appeal request, an outline of the process and a copy of the school's admissions policy is sent to parents by return of post	Mrs Elaine Mather Chair of Governors/Mrs Sue Headley Clerk to the Governors
	On completion of step 4 parents are notified in writing of the location, time and date of hearing.	Independently managed
	Hearing occurs	Independently managed
	Details of appeal logged in admissions file recording Date Name of child and details Panel members and clerk Outcome with reasons	Mrs Heather Edwards
	Letter of outcome setting out reasons for the decision is sent to the parents the day following the hearing. If appeal is unsuccessful the child's name is retained on the waiting list	Independently managed
	Individual appeal file retained for one full year and then destroyed	Mrs Heather Edwards

NB: This section does not form part of the Policy. It is updated each year.

### **CO-ORDINATED ADMISSION ARRANGEMENTS – 2027/28**

The Governing Body has agreed to the LA timetable:

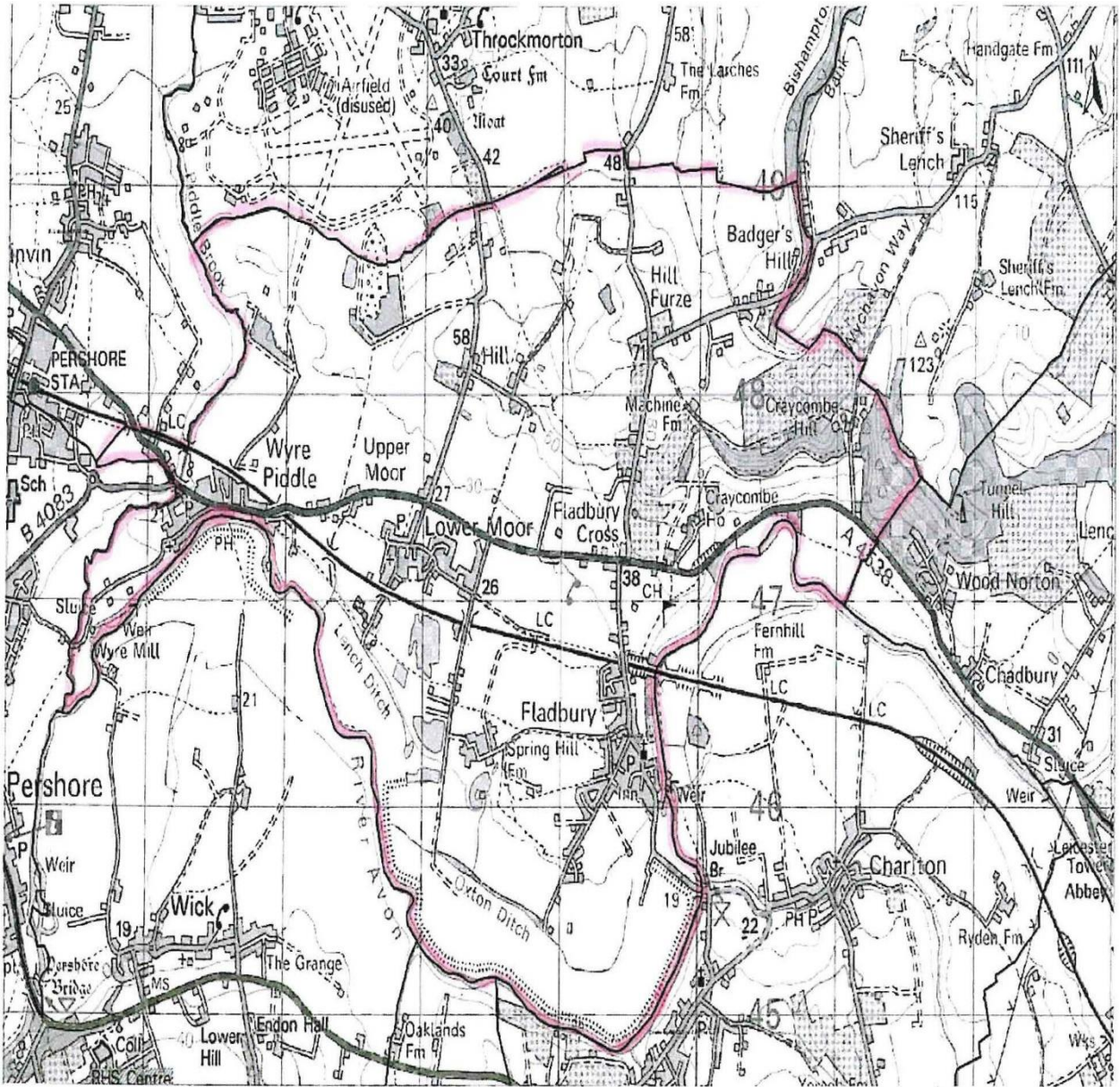
- a. The closing date for online applications for admissions in the school year 2027/28 will be 15<sup>th</sup> January 2027. There is then the opportunity to consider applications received from 16<sup>th</sup> January to 28<sup>th</sup> February and still consider them as “on time” in the following circumstances:
    - a. Where a family have just moved address
    - b. Where it is agreed by the Governing Body, that individual circumstances apply and the delay was reasonable given the circumstances of the case.
- In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after 28<sup>th</sup> February 2026, late

applications (including late changes to on time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

- b. Thereafter, the Governing Body will notify the LA of the order of priority for the admission of all applicants by 3<sup>rd</sup> March 2027.
- c. The Local Authority, having taken parental preference into account, will write to all parents on behalf of the Governing Body with notification of outcomes from applications on 16<sup>th</sup> April 2027.
- d. Late application dates are determined by the admission authority.

## Catchment Area Map

Fladbury Church of England VA Primary School and Preschool serves the surrounding areas as marked on the school's catchment map:



[ctma:;  
CL:30/1gJ  
Sp:rdP:R:m  
WX:0:dtT  
:IR2NP

## Fladbury Church of England School VA Primary School and Pre School

This map is reproduced from Ordnance Survey maps with the permission of Ordnance Survey and the Secretary of the Education Standards Office of the Government of the United Kingdom. It is provided as a guide only and is not intended to be used for any other purpose. For more information see the website: [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)