

Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School  
Main Street, Pinvin, Worcestershire WR10 2ER  
Executive Headteacher Mrs Judith Tinsley



## Admissions for Pinvin C of E First School:

### Oversubscription Criteria

1. **\*‘Looked after’** and **previously \*‘Looked after’** children
2. **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in the Academy. To find the catchment school for a postcode visit School Catchment Search In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area
3. Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in the Academy. To find the catchment school for a postcode visit School Catchment Search
4. Pupils living **outside of the catchment area** but who would still have a **sibling** connection (see below for definition) at the school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission
5. **Children of all staff** at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
6. Pupils who live **nearest** to the school by the shortest **straight-line distance as set out by the Local Authority**. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Academy Trust 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 Academy Trust will supervise this process).

Tel: 01386 554196

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The Pinvin Federation of Schools is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at The Old Palace, Deansway, Worcester, Worcestershire, WR1 2JE.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan.

“A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

## Late Applications

Pinvin First School will accept late applications and treat them as being on time, if received by 28th February only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Academy Admissions, 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 the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

## Waiting Lists

Waiting lists for Pinvin CE First School, are maintained by the Academy, and parents need to apply, in order to be included. **Only on receipt of an acknowledgement letter from the Academy will that child be on the list.**

## Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

## ‘In Year’ transfer arrangements

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided Academy in Worcestershire or an Academy in another Local Authority must fill in the relevant form and forward this application to the individual Academy.

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However, in line with the Code of Practice, all own admission authority Academies must, on receipt of an in-year application, notify the relevant Local Authority of both the application and its outcome and inform parents of their right to appeal against a refusal of a place. This is a statutory duty placed on all own admission authority schools.

Following full public consultation, the Cabinet of the County Council has approved, for Worcestershire Residents, a Scheme for In-Year Admissions, which is applicable for any in-year admissions for September 2021 onwards. Those applications will now be co-ordinated on behalf of all schools by School Admissions, Diocese of Worcester Multi-Academy Trust The Old Palace Deansway Worcester WR1 2JE The Diocese of Worcester Multi-Academy Trust is a company registered in England and Wales with company number 10390487. Registered Office: The Old Palace, Deansway, Worcester, Worcestershire, WR1 2JE on behalf of the Local Authority. The Co-ordinated Schemes for all Worcestershire schools can be viewed at the following link:

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Parents or carers seeking to transfer to an Academy that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new Academy may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

## Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Academy Trust will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

## How to appeal a decision

All offers of places or refusals will be decided by the Governing Body and confirmation of a place will be made in writing from the Local Authority on behalf of the Governing Body as per its published timescales

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Parents of children who are refused admission, have the right of appeal within 21 days of the date of the letter of notification of the decision by writing to the Chair of Governors, c/o the school. Appeals will be heard by an independent appeals panel.

All children are entitled to access full time education in the September following their fourth birthday. A parent can also choose to send their child to school part-time or deferred entry if they wish, until the child is of statutory school age.

This should be discussed with the Head Teacher.

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Executive Headteacher Mrs Judith Tinsley



## Admissions for St. Nicholas C of E Middle School:

### Oversubscription Criteria

1. **\*‘Looked after’ children and previously \*‘Looked after’ children**
2. **Siblings** (see below for definition) of pupils attending the school **and** living within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in the Academy. To find the catchment school for a postcode visit School Catchment Search. In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area
3. Pupils living within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in the Academy. To find the catchment school for a postcode visit School Catchment Search
4. Pupils living **outside of the catchment area** but who would still have a **sibling** connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
5. Pupils who were attending a feeder school at the time of application
6. **Children of all staff** at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
7. 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 Academy Trust 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 Academy Trust will supervise this process).

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The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted.

## Late Applications

St Nicholas Middle school will accept late applications and treat them as being on time, if received by 28th February only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Academy Admissions, 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 the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

## Waiting Lists

Waiting lists for St Nicholas CE Middle School, are maintained by the Academy, and parents need to apply, in order to be included. **Only on receipt of an acknowledgement letter from the Academy will that child be on the list.**

## Fair Access Protocol

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## ‘In Year’ transfer arrangements

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The Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Academy Trust will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

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