

# Admissions Policy for Pinvin C of E First School:

## Class Size

Our Published Admission Number (PAN), set by the Trustees/Governors, is 25 per year group, giving a total of 125 overall for the whole school. The trustees/governors retain the right to amend the PAN for future years. In September 2022 we will have vacancies for 25 children in reception.

## Admissions Criteria

### 1. \*'Looked after' and previously \*'Looked after' children.

"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.

'Looked after' children outside of the UK who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

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

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.

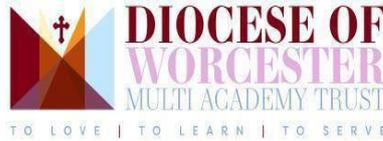
\*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

3. Pupils home address within the **catchment area** of the school. Copies of catchment area maps, if required

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are available from the LA, or can be viewed in the Academy. To find the catchment school for a postcode visit School Catchment Search.

\*The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission).

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).

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.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

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.

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## 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:

- where a family have just moved address, (refer to Information for Parents booklet);
- 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. Once a place becomes available we will contact parents to see if they still require the place. **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

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 2020 onwards. Those applications will now be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Schemes for all Worcestershire schools can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/coordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/coordinated_schemes_for_all_worcestershire_schools)

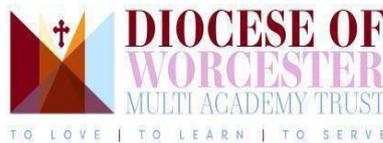
## Admission of Children outside of their normal age group

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.

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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.

## How to appeal a decision

Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made on the form available from the school office, must be returned to the school (addressed to the Chair of Governors) within 20 school days of the date of the letter refusing a place.

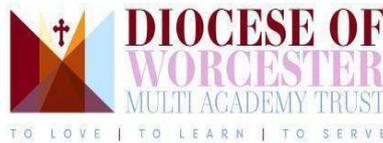
Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals.

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

## Class Size

Our Published Admission Number (PAN), set by the Trustees/Governors, is 28 per year group, giving a total of 336 overall for the whole school. The trustees/governors retain the right to amend the PAN for future years. In September 2022 we will have vacancies for 112 children in Year 5.

## Admissions Criteria

### 1. \*'Looked after' and previously \*'Looked after' children.

"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.

-'Looked after' children outside of the UK who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

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

**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.

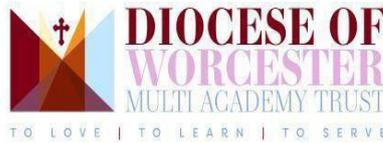
\*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

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3. Pupils home address 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.

\*The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission).

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. 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 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).

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

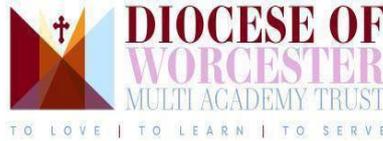
Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

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## Late Applications

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- 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. Once a place becomes available we will contact parents to see if they still require the place. **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

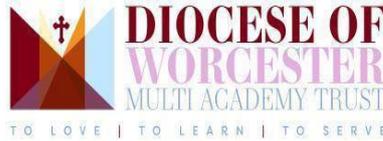
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## Admission of Children outside of their normal age group

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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.

## How to appeal a decision

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