



Pebworth First and Blackminster Middle Schools
Federation



Admissions Policy

PFS 2021/22

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Part 1 – Federation principles and Worcestershire procedures

Principles

The School has an Inclusive Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible so that they discover and make the most of their skills and talents.

The Governors do not support the use of selective policies based on aptitude or academic achievement and will adopt the Admissions Policy of Worcestershire County Council.

Admissions policy for normal age of entry in September 2021

The Published Admission Number for 2021-2022 will be 12.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2006.

The Local Authority School Admissions Service will, on behalf of the Governors, manage the admissions procedure.

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Worcestershire Hub. The information for Parents book contains full details on the application process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

How to apply for a school place in the normal round of admissions 2021/22

The parents of ALL students resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PA1) by the closing date. Applications can be made online until the closing date by visiting www.worcestershire.gov.uk/schooladmissions Forms are available on request by phoning 01905 844111.

For students resident in Worcestershire, the offer letters will be emailed, where an email address has been supplied, or posted via second class postage. They will be sent direct to parents, by the Pupil Admissions and Transfers department, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on

the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

For students not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Admissions to schools during the year outside the normal round of Admissions

Any applications for a school made outside the normal year of entry to the school must be made directly to the Local Authority. In accordance with their statutory duty, the LA will be responsible for offering school places to children on behalf of the Governing Body within their In-Year Co-ordinated admission scheme for the current school year.

The procedure for in-year admissions for Worcestershire residents is as follows:

1. Parent / Carer to obtain an application form (CA1)
2. Parent / Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
3. The parent should then forward the form onto their Home Authority Admissions Team to be processed.
4. The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
5. The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
6. If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Pupil Admissions and Transfers Section and are operated in line with the admissions criteria for the school. Parents must apply in writing direct to the Pupil Admissions and Transfers Section if they wish to put their son / daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list. The LA will not accept application requests by telephone or via email.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the beginning of each term to: Pupil Admissions and Transfers Section Children's Services Directorate, PO Box 73, Worcester, WR5 2YA

Application letters will be destroyed at the end of the preceding term so that waiting list is accurate and active.

Part 2 – First Schools Procedures

Admissions criteria for First Schools

1. ***‘Children Looked after and previously *‘Children Looked after’;**
2. ****Children who have previously been in state care outside of England**, and have ceased to be in state care as a result of being adopted;

3. **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 schools. 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.

4. 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 schools. To find the catchment school for a postcode visit School Catchment Search;

5. 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;

6. **Children of staff** at the mainstream school, in either of the following circumstances:
a) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or
b) the member of staff 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 Local Authority uses a 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 School Admissions 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.

*‘Looked after’ means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or

accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

******'By children previously in state care outside of England', we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

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, stepsiblings 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.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Late applications

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, 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 School 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 Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. The waiting list is ranked in line with the published oversubscription criteria and is maintained until the 31st December 2020. Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of the following term if they wish to be included on the new waiting list for that term. Only on receipt of an acknowledgement letter from School Admissions will that child be on the list. Please see the Information for Parents Book for full details on how Waiting Lists are operated.

Admission of children into Reception

Admission authorities must provide for the admission of children in the September following their fourth birthday. Where a place has been offered for a child at a school that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part time until later in the school year, but not beyond the point at which they reach compulsory school age.

Shared catchment areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

1. Pupils who would still have a sibling connection at the school at the time of admission;
2. **Children of staff** at the mainstream school, in either of the following circumstances:
 - a) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or
 - b) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage;
3. Pupils living nearer to the oversubscribed school than to the alternative school.

If places still exist after consideration of 1 and 2 above, they will then be allocated to other 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 School. The Local Authority uses a 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 School Admissions will supervise this process)."

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

The procedure for in-year admissions for Worcestershire residents is as follows;

1. The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**. Once completed, this must be returned to the School Admissions Team.
2. In addition to the **CA1** Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
3. A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.

4. Applications from parents for schools outside Worcestershire should be made direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.

5. Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.

6. Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.

Parents or carers seeking to transfer to a school 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 school 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 Local Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Local Authority 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 outside of their chronological age group.

Parental Responsibility and what is considered to be the Home Address

In the case of Community and Voluntary Controlled schools, home 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 usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during termtime). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed.

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Local Authority may not be able to process any application until agreement over the

preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed, this will also apply if you wish to transfer in year. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was misleading or fraudulent