



Avonreach Academy Trust Orchard Primary School Admissions Policy - for pupil admissions 2023-24

Admission Numbers:

The school will operate with a Published Admission Number (PAN) of 30 children in Reception for September 2023.

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.

Criteria – in order of priority

- i) 'Looked after' and previously 'Looked after' children, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- ii) 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 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.

- iii) 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](#).
- iv) 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.

- v) 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.
- vi) 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).

Education Health and Care Plan (EHCP) has been agreed naming the school on the Plan: where places required by such students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from the school places available to be offered. Such students are automatically offered places at the school and Worcestershire County Council and the Governing Body will consider each application for a statemented student individually. A response of concern may be raised prior to the naming of the school on an EHCP if they consider that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Definitions

'Looked after' and previously 'Looked after' children, includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 case 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 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

The Trust has agreed to accept late applications, within the time-frame set out in the co-ordinated scheme, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, and independent supporting evidence is provided;
- b) where it is agreed by the Trust, 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 are maintained by the School, 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 2023. 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.

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.

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.

Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.

Parents or carers seeking to transfer to a school need to be aware that they are responsible for ensuring their child continues to receive appropriate education in the interim. Further information can be found at School Admissions Co-ordinated Scheme.

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 Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The 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 outside of their chronological age group.

Parental Responsibility and what is considered to be the Home Address

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 used will be determined by random selection (lottery). School Admissions who are totally independent of (Avonreach Academy Trust) will supervise this process.

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. 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.

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.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at Orchard Primary School may appeal to the academy trust who will organise an independent appeal panel. School Admissions, who are totally independent of (Avonreach Academy Trust) will supervise this process. Appeals SHOULD be lodged in writing to the Clerk to the trustees within 20 school days from the offer being made.