



## POWICK CE PRIMARY SCHOOL ADMISSIONS POLICY 2023-2024

At Powick CE Primary School our community, and our place within it, is at the centre. Our vision is to develop all the children in our care to fulfil their potential which includes becoming caring members of our community who are positive role models to others.

Our vision encompasses 4 core elements:

### **Embracing the life of Jesus (WISDOM)**

Our children learn about the life of Jesus through an understanding of the New Testament stories, with an emphasis on Him as a role model. Our collective worship looks at parts of the Old Testament in order to build up the 'big picture' of the Bible. We focus on linking the stories and teaching of Jesus Christ to the way in which we live out our Christian Values every day.

We have chosen 6 core Christian values which are most important to our school and children. They are:

Community  
Compassion  
Forgiveness  
Perseverance  
Respect  
Thankfulness

Our children return to these values each year to build a deep understanding of their importance to our community.

### **Embracing our Community (COMMUNITY)**

Children at Powick CE Primary School learn about living well together as part of their school community. They are encouraged to consider their role as global citizens and their responsibilities to our world. Our school works with our families, governors, members of our Church and the wider community to maintain meaningful links by embracing all opportunities to work together.

### **Embracing Learning (HOPE)**

At Powick CE Primary School we recognise that all of our children have the right to achieve their potential. Our staff develop effective teaching, learning and personal development so that every child can progress and achieve high standards. We ensure children are positive about their learning and their next steps. Our engaging curriculum delivers a wide range of opportunities and experiences to fulfil the needs of our children.

### **Embracing Well-Being for all (DIGNITY)**

Emotional health and well-being is central to our ethos as a church school and the whole school implements the principles of Thrive. We build skills for life by applying our Christian values alongside a well-planned PSHE curriculum. We foster children's self-esteem and help them to build positive relationships with others.





# Admissions Policy for 2023-2024

## Class Size

Our Published Admission Number (PAN), set by the Trustees/Governors, is 30 per year group, giving a total of 196 overall for the whole school. The trustees/governors retain the right to amend the PAN for future years. In September 2023 we will have vacancies for 30 children in the Reception class.

## Admissions Criteria

1. \*'Looked after' and previously \*'Looked after' children including all those who appear (to the admissions authority on such evidence that demonstrates a child was in care outside of England prior to being adopted) 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 or who appear to have been in state care outside of England and ceased to be in state care as a result of adoption.

2. Siblings (see below for definition) of pupils attending the Academy and living within the catchment area of the Academy.

In order to qualify for a place on the grounds of a sibling attending the Academy, the sibling must already be attending the Academy 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 Academy for a postcode visit Schools Catchment Search. In the event of an Academy 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 an Academy, (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. Pupil's home address within the catchment area of the Academy. Copies of catchment area maps, if required are available from the LA, or can be viewed in Academy. To find the catchment Academy for a postcode visit Academy Catchment Search or the Academy website.

\*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. In such cases, the address of the parent/carer who is nearest to the school will be considered the child's home address. (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 for 50% of the school week at the date of admission).

\*\*In the case of UK service personnel and crown servants the school will use the address at which the child will live as long as there is evidence of the intended address. The school will sue a Unit or quartering address as the child's home address if requested by the parent.

4. Pupils living outside of the catchment area but who would still have a sibling at the Academy at the time of admission. In order to qualify for a place on the grounds of a sibling attending the Academy, the sibling must already be attending the Academy at the time of application and still be attending at the time of admission.
5. Children of a member of teaching or non-teaching staff at the Academy, where that member of staff has been employed for two or more years, or is recruited to fill a post for which there is a demonstrable skill shortage.
6. Pupils who live nearest to the Academy by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the Academy. 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 Children, Families and Communities will supervise this process).

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

- a. sibling connection
- b. children of staff
- c. according to distance, each assessed as indicated above.

Places will be allocated according to those oversubscription categories only

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 Academy over PAN. These children are exceptions to the Infant Class Size legislation.



### **Late Applications**

The Trust has agreed, in its co-ordinated scheme, to accept late applications and treat them as being on time, if received by 28<sup>th</sup> February 2023 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, are maintained by the Academy, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31<sup>st</sup> December 2023. At that stage parents will need to reapply at the start of the following term if they wish 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 Local Authority's Fair Access Protocol, the Academy with Key Stage 2, 3 and 4 classes will 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/info/20099/school\\_admissions/706/in-year\\_applications](https://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications)

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.

## **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 significantly performing academically above age expectations 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 Academy 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 Academy to take account of the parents' 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 Academy and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made in writing, 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 2010 issued by the DfE (or any subsequent legislation or code of practice).

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