



Madresfield C.E. Primary School

Admissions Policy

Policy LAB Approval: December 2023

Date of last review: n/a

Date of next review: Autumn Term 2024

Policy Owner: Executive Head Teacher/Head of School

Our Vision

Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by *Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"*.

As a school we aim to:

Ignite: to cultivate a love for learning and awe and respect for God's world.

Illuminate: to trust in God to guide us and develop our wisdom and compassion as we journey through school.

Inspire: to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

Madresfield Church of England Primary School is part of the Diocese of Worcester Multi-Academy Trust (DoWMAT). The Local Academy Board (LAB) is the Admissions Authority however the admissions process is administered on behalf of the Local Academy Board by the Local Authority (LA).

All parents must apply through the Worcestershire County Council website www.worcestershire.gov.uk/schooladmissions. The LA, on behalf of the Governors, will notify parents of the outcome of their application for a place in the intake year from September. **The closing date for receipt of completed applications for the academic year 2025-26 is 15th January 2025.**

The Published Admission Number (PAN) for the Reception Class, set by the Local Academy Board and agreed with the LA, is 15. The LAB retains the right to amend the PAN for future years.

Oversubscription criteria

When there are more applications than places, children are admitted in the following order of priority:

1. *‘Looked after’ children 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 (e.g. 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.

2. Those children whose home address* is in the [civil](#) and/or [ecclesiastical](#) Parishes of Guarlford and Madresfield with Newland. Maps of these areas are available to view on the school website [here](#). There is also a catchment area search facility on the Worcestershire Children First website available via [this link](#).

**‘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.*

3. Younger siblings of pupils already on the roll of the school at the time of application and admission, living outside the school's catchment area. This includes half-siblings (children that share one birth parent), step-children, fostered and legally adopted children. They must also be living at the same home address.
4. Children of members of the Church of England churches within the catchment area but who live outside the catchment area. Membership must be verified by completion of the supplementary information form (SIF) to be received with the application. The SIF must confirm a history of at least monthly attendance for a minimum period of a year, prior to the date of application and be signed by a parent and the parish priest.

5. Children of members of other Christian churches who live outside the catchment area (please follow this [link](#) for further information on member Churches). Membership must be verified by completion of the supplementary information form (SIF) to be received with the application. The SIF must confirm a history of at least monthly attendance for a minimum period of a year, prior to the date of application and be signed by a parent and the parish priest.
6. Children, not in catchment, who live nearest to the school. The Local Authority will provide the distances to the school based on the shortest straight distance. The measurement will be taken using the GeoCode points for each property and the GeoCode point for the school. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. In the event of two or more applicants being equidistant from the school and fewer places than that number available, the places will be randomly allocated by an independent body, witnessed and recorded.

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan that names Madresfield C.E. Primary School will be offered a place at the school.

When there are too many pupils meeting the requirements of items 1 - 5, places will be allocated on the basis of distance as defined in 6 above.

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

Parents are legally entitled to access full-time education from the September following their child's fourth birthday. They are also, should they wish, entitled to access part-time education until the child reaches compulsory school age. Applications should be made in line with normal closing dates and will be considered in line with points 1-6 above.

Deferred Entry

Parents offered a place in Reception for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside 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 above or below 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.

DoWMAT will make the decision based on the circumstances of each case and in the best interests of the child concerned. It will request the Executive Head Teacher/Head of School 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 School and be taught permanently behind or ahead of their chronological age group. The reasons for the decision will be clearly set out.

All applications received by the closing date will be treated equally regardless of the order of preference.

Closing Date

The closing date for receipt of completed application forms will be in line with that of Worcestershire County Council. Please see the latest 'Information for parents on Admissions & Transfers' booklet produced by the School Admissions Team for the exact closing date. **For admission in September 2025 the closing date is 15th January 2025.**

Late Applications

Late applications for Reception Class received up to and including **28th February 2025** may be treated as being on time only in the following circumstances:

1. where a family has moved address after the closing date for on-time applications.
2. where it is agreed by the Admissions Authority that individual circumstances apply and the delay was reasonable.

In each case, independent supporting documentary evidence will need to be submitted with the application.

Parents who are not successful in gaining admission for their child have the right to appeal against this decision. If parents wish to appeal, this should be done in writing, addressing the letter to the Chair of Governors c/o Madresfield C.E Primary School.

Appeals

Appeals should be made to the Chair of Governors within 20 school days of the date of letter informing the parents of their unsuccessful application. The letter should state the grounds upon which the parents are making their appeal. Appeals are heard by an independent appeals panel whose decision is binding on all parties.

Waiting List

Following allocation of places, the school will maintain a waiting list for those parents who have applied for a place in the Reception Class as part of that year's admissions round. This list will be prioritised in line with the school's oversubscription criteria and maintained until 31st December of the year of admission. 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 school will that child be on the list.

Fair Access Protocol

As part of the Local Authority's [Fair Access Protocol](#), as a school with Key Stage 2 provision we will exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Full details about In-Year applications can be found [here](#). Details of the *Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire* can be found [here](#).

Parents and carers should complete common application form CA1 and return it to the Schools Admissions Team. If parents need to complete the Supplementary Information Form, it can be found below or on the school website with the 2025-26 Admissions Policy. If required, it should be submitted with the CA1 form. The Admissions Team will notify parents in writing, on behalf of the school, the outcome of the application within 15 school days of receiving it.

Parents or carers seeking a transfer to the 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 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.

If a place is not available, at the request of the parent/carer the school will add the child's details to its waiting list for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria.

Children allocated to the school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

Further information regarding admission to Madresfield C.E. Primary School is available by contacting Mrs. E. Rose, Head of School at Madresfield C.E. Primary School, 40 Madresfield Village, Madresfield, Malvern, Worcestershire, WR13 5AA.

SUPPLEMENTARY INFORMATION FORM



Madresfield C.E. Primary School
 Mr. A Hackley – Executive Head Teacher
 Mrs. E. Rose – Head of School
 Tel: 01684 573620



e-mail: office@madresfield.dowmat.education

TO LOVE | TO LEARN | TO SERVE

Child's surname:	Child's forename(s):
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Date of Birth:

Place of worship parent/carer regularly attends:

Name of place of worship:

Address:

Name of vicar/rector/priest/minister

Address:

Telephone No:

Confirmation of worship attendance (Parent/carer)

Name of parent/carer:	Address:
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Telephone:

I have attended worship at a regular public service at least once a month during the last 12 months prior to the application.

Signed..... Date:

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Please get this form signed by the church official verifying your declaration.

I verify that the information regarding attendance at worship given above is correct.

Signature:	Please print your name:
Name of the Church:	Your status within the church:
Date:	Contact address and telephone number:

NB: This is a supplementary information form. Applicants must apply for a place by completing the necessary Common Application Form using Worcestershire's On-Line School Admissions facility.