



ST MARY'S CE  
PRIMARY SCHOOL

# **Admissions Policy 2025/2026**

## **St Mary's Church of England (Voluntary Aided) School, Kidderminster**

### **Admissions Policy 2025/2026**

St Mary's is a Voluntary Aided Primary School and Nursery and has a Pupil Admission Number (PAN) of 30 as determined by the Local Authority.

Parents considering our school for their children are welcome to telephone or call into meet the Headteacher and visit the school.

Children are legally entitled to be admitted in the school year from the September following their 4<sup>th</sup> birthday.

Children must attend school once they reach 'compulsory school age'. Children are of 'compulsory school age' on the 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September after their fifth birthday. Children becoming 5 years old between 1<sup>st</sup> April and 31<sup>st</sup> August are of 'compulsory school age' from the beginning of term after 1<sup>st</sup> September.

Parents of children born between 1<sup>st</sup> April and 31<sup>st</sup> August, ('a summer born child') wishing to start school in the September after their fifth birthday may apply for a place in the Reception year group or Year 1. Where a parent wishes to make an application to the school for admission of a child out of their normal age group, they should, in the first instance, contact the Headteacher.

Decisions about admission outside normal age range rests with the Admission Authority of the school, taking into account the Headteacher's views. The decision will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following: 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; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the Headteacher of the school.

Where vacancies exist in a year group, pupils may be admitted at any time during the school year.

The school expects that children will normally attend full time from the beginning of the autumn term of the year in which they are admitted to the school. However, the school recognises that:

1. Parents have the right to defer the date their child is admitted to the school until later in the school year, 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 the application for admission was made; and

2. Where parents so wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

In September 2025, we will have places for 30 children, which is the admissions number for our school. Attendance in our school nursery does not automatically guarantee that a place will be offered in the main school, reception places must be applied for separately following the processes below. All preferences are treated equally.

The Governor's Admission Policy determines the criteria for entry as follows:

- a) Children Looked After and Previously Looked After (Children in Care). 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 being 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.
- b) Children living in the area normally served by the school (the catchment area). The Catchment Area map is available to view in school and can be obtained from the Local Authority
- c) Pupils who would still have a sibling at school at the time of admission. The sibling link as well as brother or sister also includes half-siblings (that is children who share one birth parent), fostered and legally adopted children. They must be living at the same address at the time of application and admission.
- d) Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on/appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the governing body. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents/carers should attach any medical certificates or any other appropriate information from independent sources to their application form.
- e) Pupils who live nearest to the school by using 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 supply 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).

If a child is refused a place at the school due to oversubscription, parents have a right to ask for their child's name to be placed on a waiting list maintained by the school. If a place later becomes available, it will be allocated in accordance with the admission criteria set out in

this policy and not on a 'first come, first served' basis. Waiting lists will be held until the end of the school year.

If a parent requires multiple birth places and the school is oversubscribed, each child from that birth will be allocated a place as soon as a place becomes available even if it means the school will go over PAN.

Applications for 'In Year' transfers must be forwarded to Worcestershire County Council, School Admissions section. Details can be viewed at the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case.

Parents who are refused a place at the school are entitled to appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made should be submitted in writing to the Chair of Governors, c/o the school, within 20 school days of the date of the notification of refusal of a place. Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Appeals Panel will be set up in accordance with The School Standards and Framework Act, 1998, and conducted in line with the Code of Practice issued by the DfES in February 2009.

The Admissions Policy will be published on the school website.

The closing date for applications will be the same as that for the LA. Applicants should complete the LA Application form online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) All applications should be received by 15<sup>th</sup> January 2025. Notification of the offer of places will be sent by the LA on 16<sup>th</sup> April 2025.

Applications received between 16<sup>th</sup> January 2025 and 28<sup>th</sup> February 2025 may, at the Governors discretion, be treated as being on time only in the following circumstances:

- Where a family have moved address into the catchment area for the school.
- Where it is agreed by the Governors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case, independent supporting documentary evidence will be required.

All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs, If St Mary's is named in an Education Health and Care Plan the child will be given a place.

St Mary's has adopted the Local Authority's Fair Access Protocol. The school operates an equal preference system. All preferences are treated as equal initially, and the oversubscription criteria applied to each preference.

**Confirmation the Admissions Policy 2025/2026 in respect of St Mary's CE (VA) Primary School has been approved by the Governing Body.**

Signed by:

*V Houghton*

Mrs V Houghton

Date \_\_\_\_20<sup>th</sup> November 2023\_\_\_\_\_

Chair of Governors

*S. Perrett*

Miss S Perrett

Date \_\_\_\_20<sup>th</sup> November 2023\_\_\_\_\_

Headteacher

Agreed at the Governing Body Meeting on: \_\_\_\_20<sup>th</sup> November 2023\_\_\_\_\_