

Webheath Academy Primary School

Admissions Policy (2025 – 2026)



Approved, ratified and adopted by the Local Governing Body 15th January 2024

Chair: Mr Glenn Mellor

This policy will be reviewed annually or when circumstances or advice and guidance changes.

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1. Nursery admissions

All three- and four-year-olds will be entitled to 15 hours of free early education each week, taken for 15 hours per week for 38 weeks of the year. You may be eligible for 30 hours of childcare per week for 38 weeks. This can be calculated on the [government online calculator](#).

We offer places for children in the school year before they start in a Reception class.

The parent or carer seeking a place for their child at Webheath Academy's Nursery should complete the school's application form by 28th February for entry to our Nursery in September. The waiting list for subsequent terms is managed by the school.

The session times will be 9am – 3pm. Applications for places will be managed by the school. Where applications exceed the number of places available, places will be allocated using the same admission criteria as the main school. Admission to Webheath Academy Nursery does not guarantee a place in the Reception classes at our school.

2. Reception admissions

The parents of all pupils resident in Worcestershire who are seeking a place for their child to enter a Reception class must complete a Worcestershire LA Common Application by the closing date 15th January each year, indicating three school preferences. Late applications up to 28th February are always considered though it may not be possible to allocate a place in the preferred school if it is oversubscribed, even if the school is the catchment area school for the child's home address.

The law states that children who have reached their fourth birthday are entitled to attend school full-time in a reception class from the September after their fourth birthday. Any period of part-time attendance is at the discretion of the parent or carer, not the school.

The Local Authority (LA) is responsible for co-ordinating all admissions to school for Reception places each September on behalf of our school. The LA will send details to Webheath Academy for any child wishing to start at our school for initial consideration based on the school's admission criteria. The LA will be responsible for making any offer or refusing any place on the school's behalf, based on the information from the initial considerations by the school. The LA will also offer parents the right of appeal in all refusals. The school has adopted the Local Authority's Fair Access Protocol.

Application forms, details of the school's catchments area & the Information Book may be obtained from any Worcestershire school or the [Worcestershire Hub Centre](#).

3. Admissions outside of a child's normal age range

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 Admission Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. 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, the Headteacher of the school must take into account:

- The parent's views.
- Information about the child's academic, social, and emotional development.
- Their medical history and the views of a medical professional where relevant.
- 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.

4. Admissions other than into Reception each September

4.1 Planned Admission Number (PAN)

The school's Planned Admission Number (PAN) is 60 per year group.

Class sizes in Key Stage 1 are legally limited to 30 pupils. The government has identified a number of specific exceptions where it is appropriate for the class size limit of 30 to be exceeded. The Information Book contains full details of the exceptions. Where a class size is exceeded temporarily the class number should revert to 30 in each class at the earliest opportunity. Key Stage two does not have this legal limit, but our PAN is still 60 per year group.

4.2 In-year admissions

A [Co-ordinated Scheme for In-Year Admissions](#) has been approved by the Cabinet of the County Council following full public consultation. This 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.

4.3 Waiting lists

The school will maintain a waiting list for all year groups. If a place is not available for a child, then the parent/carer may write to the school requesting that their child's name to be placed on a waiting list. The child's parent/carer must apply for their child's name to go on a waiting list by contacting the school office. They will be required to provide their child's full name, date of birth, and home address and postcode. They will also need to give their full name, relationship to the child, home address (if it is different from the child's) and contact telephone numbers.

The school will close down all waiting lists at the end of every term and parents/carers are advised that they must submit a fresh request to be placed on the waiting list at the start of each term if they desire a place. Waiting lists will be prioritised in line with the admission criteria.

Parents/carers also have the right to appeal for a place. Appeals must be made in writing to Webheath Academy Primary School within 20 days of refusal of a place.

4.4 Middle school admissions

In this area, some children can transfer to a Middle School in the September following their 9th birthday (the end of Y4). Parents wishing for this option should complete an application form via the Local Authority or following the Admissions Policy for the preferred school.

5. Admissions criteria for 2025/26

The Governing Body will determine the admission criteria and waiting list criteria for all applications. It will also co-ordinate the admissions for all Nursery places.

The criteria will be applied for admission to a place in all year groups within the school as follows:

1. Relevant 'Looked After' and previously 'Looked After' children.
2. Siblings of pupils currently attending the school or who have attended the school within the past three academic years for a minimum of one full term and who live within the catchment area of the school.
3. Pupils living within the catchment area of the school as defined by the Local Authority Map.
4. Siblings of pupils attending the school or who attended the school within the past three academic years for a minimum of one full term and living outside the catchment area of the school.
5. Children of all staff who have been employed at the school for a minimum of 2 years or recruited to fill a skill shortage.
6. Pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using 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 the distance. Ordnance Survey supplies the coordinates that are used to plot an address within the system. In the event of equidistance applicants, any place will be allocated by random selection (lottery). Someone independent of the Governing body will supervise this process.

5.1 Relevant definitions and information

A **sibling** is defined as a brother or sister, half sibling (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address. Children who are brought up together as a family by a civil partnership and who are living at the same address are also considered to be siblings.

A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989 – 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 care as a result of being adopted.

In the event of a **multiple birth**, if one or more but not all children from the multiple birth can be allocated place(s), all of the children from the multiple birth will be admitted, even if this takes the school temporarily over PAN. These children are exceptions to the Infant Class Size Legislation.

In accordance with legislation, a child with an **Education Health and Care Plan** will be offered a place at the school named as part of the Plan.

Details of the **school's catchment area** may be obtained from the school or the Local Authority.