

Malvern Wells CE Primary School

Admissions Policy 2010 / 11

Class size

Our Planned Admission Number (PAN), set by the governors of Malvern Wells C.E. Primary School, is no more than 15 per year group, giving a total of 105 overall for the whole school. The governors retain the right to amend the total for future years, as the school is a Voluntary Aided School. It is our intention to keep numbers in all classes no greater than 30. In 2010 we will have vacancies for 15 children in reception.

Admission criteria

Places are allocated by the Governors according to the following criteria, in decreasing order of priority:

1. * Relevant 'Looked After' Children in care of a local authority.
2. Children living in the catchment area of the school at the time of allocation of places,
3. Children who would have at the time of allocation of places, and still have at the time of admission, a brother or sister (natural, stepchild or legally adopted) at the school.
4. Parents or the child are actively involved in the work and worship at a Christian church or any other established faith within the local community. A letter from the parish priest, minister or faith leader should accompany the application. This must include written confirmation of a history of at least monthly participation for a minimum period of a year prior to the date of application.
5. Children living outside the catchment area who live nearest to the school by the shortest available walking route. The distance is measured by the shortest available walking route along a road or made-up footpath, from the nearest pedestrian access to the school site to the nearest entrance to the external boundary of the child's home address. In the event of equi-distance applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the governing body.
6. In the event of a multiple birth application the parent will decide which child receives the place.

In accordance with legislation, a child with a Statement of Special educational Needs will be offered a place at the school named in the statement.

*Relevant is all those in the care of a Local Authority or provided with accommodation by a Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' at the time of admission.

Where there are too many applications from within the catchment area (2), priority will be decided in the order indicated above (3-5) to all catchment area applicants, i.e. those with brothers or sisters (siblings) first, then according to religious affiliation, then according to distance, assessed as indicated above.

If all pupils from the catchment area (2) can be accommodated, but there are insufficient places for children living outside the catchment area, then priorities will be decided according to the criteria above (3-5), i.e. children with siblings first, then according to religious affiliation and then according to distance as indicated above.

If there are insufficient places for children living outside the catchment area who have siblings at school (3), then priorities will be decided according to the criteria above (4-5), i.e. according to religious affiliation and then according to distance as indicated above.

If there are insufficient places for children living outside the catchment area who have siblings at school (3) and who satisfy the religious affiliation criterion (4), then priorities will be decided according to distance (5) as indicated above.

Admissions into Reception year for September 2010

Applications Procedure

Admission application forms are available from school and should be returned to school by January 22nd 2010.

- All offers of places or refusals will be decided by the Governing Body and confirmation of a place will be made in writing from the Local Authority on behalf of the Governing Body by the 26th April 2010.
- Parents of children who are refused admission, have the right of appeal within 21 days of the date of the letter of notification of the decision by writing to the Chair of Governors, c/o the school. Appeals will be heard by an independent Appeals Panel.
- Induction procedures and admission arrangements are contained in the school document " Pupil Induction Policy and Procedures". Our induction procedures are flexible, depending on the needs of the individual child and in discussion with parents or carers. Within this context, pupils with disabilities and/ or Special Educational Needs, including behavioural difficulties are offered an induction programme which is sensitive to their needs.

Deferred entry

Once allocated a place in a reception class, the place can be held for the designated child with entry deferred until the term after the child has reached the age of 5, but cannot be deferred beyond the relevant academic year. (September 2010 - July 2011)

Applications for older children and late applications for Reception Class

i.e. for entry into years other than Reception, or for entry into Reception at times other than September

All applications are managed by the Local Authority Admissions Department.

Waiting lists

The school will maintain a list. When vacancies arise they will be filled in accordance with the criteria outlined in our admission criteria and not on a first come first served basis.

Contact

Parents wishing to apply for a place at the school should apply to: The Head Teacher

Malvern Wells CE Primary School
Wells Road
Malvern Wells
Worcestershire
WR14 4HF
01684 561179

This Admissions Policy was reviewed and approved at a meeting of the Governing Body on 12th Feb 2009. It will next be reviewed in March 2010 for 2011 admissions.