



# Fladbury

Church of England First School

## ADMISSIONS POLICY 2023-2024

### 1. Introduction

1.1 Fladbury Church of England First School is a Voluntary Aided School with very close links with St John the Baptist Church in Fladbury. The Governing Body is responsible for the education and for the admissions policy. However the Governing Body participates in the Co-ordinated Admission Arrangements of the Local Authority (LA)

### 2. Equality, Diversity and Inclusion

2.1 It is the Governors' intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed below, and that the school should reflect the diversity of the local community. Therefore **ALL** children admitted will be assured of an inclusive education, which respects all religious traditions.

### 3. Admission Numbers

3.1 In order to ensure the provision of effective education and the efficient use of resources, the Governing Body and the Local Authority, acting in accordance with national legislation have determined that the number of pupils that may be admitted in the relevant year group for September 2023 is **20 (published admission number)**.

### 4. Criteria for Admission

4.1 Where Fladbury Church of England VA First School is named in **an Education Health and Care Plan**, the Governing Body is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied:

1. **'Looked after'** and all **previously** 'Looked after' children who were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.  
- 'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 at the time of application for admission and who will still be looked after at the time of admission and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order and includes children who appear to have been in state care outside of England and who ceased to be in state care as a result of adoption.
2. Siblings of children already attending Fladbury School at the time of application and admission. The sibling connection to the school means full brothers and sisters, half siblings (that is children who share one birth parent) fostered and legally adopted children. They must also be living at the same address. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children's Act 1989

3. Children from **within** the catchment area of Fladbury, Lower Moor and Wyre Piddle, whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne's Church in Wyre Piddle.
4. Children from **within** the catchment area of Fladbury, Lower Moor and Wyre Piddle, whose parents **do not** habitually worship.
5. Children from **outside** the catchment area of Fladbury, Lower Moor and Wyre Piddle, whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne's Church in Wyre Piddle.
6. Other children living outside the catchment area who live nearest to Fladbury School. This will be determined using AA Routefinder using the postcodes of both school and home address for the purposes of calculation. In the event of two or more home addresses being equidistant on AA Routefinder, exact distances will be calculated between the school gate and the home address using the shortest distance by road.
7. Those who demonstrate a special need for admission (e.g. medical, social or physical circumstances) and appropriate evidence would be required including possible professional referral (e.g. from a local authority).
8. In the case of over-subscription in any category, priority will be given to pupils who live nearest to the school. This will be determined by using AA Routefinder using the postcodes of both school and home address for the purposes of calculation. In the event of two or more home addresses being equidistant on AA Routefinder, exact distances will be calculated between the school gate and the home address using the shortest distance by road.
9. 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.

**4.2** If the child is currently attending Fladbury Pre-School, the application must still be made for entry into the school and applicants should note it **does not** guarantee a place in our school.

## **5. Admission Notes**

Under criteria 4.3 - 4.5, a letter is required from the minister, vicar or priest, in support of the application. The Governing Body would expect regular attendance. The letter **MUST** be sent under separate cover to the school. Failure to do so will invalidate the application using these criteria.

## **6. Admission Procedure**

**6.1** The parents of **ALL** pupils, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at any First, Infant or Primary School, within Worcestershire, are required to complete a Worcestershire LA Common Application Form (PA1) on-line by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions), by the closing date (15<sup>th</sup> January 2023).

**6.2** The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to a **full-time** place in a reception class from the September after their fourth birthday. Children can also access part time education if they wish to until they reach compulsory school age. The school has a phased induction period for these children.

**6.3** It is very important that applications are received no later than the date stated on the PA1 form (15 January 2023). **Late applications should be made directly to the Local Authority. They are always considered, though it might not be possible to allocate a place, if it is oversubscribed, because all applications will be determined in accordance with the criteria as set out in section 4 of this policy.**

**6.4** If families live outside Worcestershire and they would like to apply for a Worcestershire school, they must apply to the home LA stating the Worcestershire school of their choice.

**6.5** For normal admissions all parents will be advised by the Local Authority, on 16<sup>th</sup> April, as to whether or not a place has been allocated for their child.

**6.6** You should inform the Head Teacher and the Pupil Admissions and Transfers Section if you are withdrawing your application for any reason. The Pupil Admissions and Transfers Section and the Head Teacher must be notified immediately of any change in the child's home address.

**6.7** In the event of an application by a family with multiple births the school will endeavor to offer all the children places and make additional places if necessary.

**6.8** The school has had regard to the current DfE Statutory Schools Admissions Code ("the Code") in setting this policy. Where the Code sets out matters which "must" or "must not" be followed, this policy should be read so as to comply with these requirements. Where the Code sets out matters which "should" be followed, this policy should be read so as to comply with the requirements, unless this policy is clearly in conflict with the advice in the Code, in which case this policy takes precedence. Where any future revisions to the Code conflict with the terms of this policy, mandatory requirements of the revised Code will take precedence.

**6.9** The school accepts and adopts the LA's Fair Access Protocol for admissions for children with specific circumstances. The school will have regard to advice from the Local Admissions Forum.

**6.10** The Governing Body does not discriminate between first, second and third preference applications. All application preferences are treated equally. This means, for example, that priority is not given to a pupil on the basis that our school is his/her parents' first preference on the application form.

**6.11** The school does not rely on tests for aptitude or ability, interviews, financial circumstances, or any other family information in making decisions on pupil entry except as expressly provided for in this policy (significant reasons for admission as part of over-subscription criteria). Parents are not asked to enter into any agreements, or give expressions of willingness to enter into any

agreement, as a condition of entry into the school. Proof of address may be asked for in connection with the application of the over-subscription criteria

**6.12** The school does have a uniform policy. However, the school does not wish parents to be discouraged from applying for a place at this school by the requirement to wear uniform. We operate a scheme for remission of the cost of items of uniform embroidered with the school logo for children eligible for free school meals, and children whose parents are entitled to the maximum level of Working Tax Credit. The scheme is administered discreetly so that no parent should be embarrassed to ask for help.

## **APPLICATIONS FOR IN-YEAR PLACES AND THOSE OUTSIDE THE NORMAL ADMISSIONS ROUND**

**6.13** In-year applications will be co-ordinated on behalf of our school by School Admissions, for the Local Authority. The Co-ordinated Scheme can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/coordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/coordinated_schemes_for_all_worcestershire_schools)

In dealing with such applications, the school will seek to comply with parental preference unless:

- a. Entry is sought to an infant class and the statutory infant class size restrictions would thereby be exceeded, unless a statutory exception applies.
- b. Entry is sought to any other class and the class size would exceed the PAN and the prejudice to the child caused by refusing admission is outweighed by prejudice caused to the school by admitting the child, unless a statutory exception applies. In considering the balance of prejudice, the school will have regard to the Code and to the LA's Fair Access Protocol.

Where at any one time the number of applications exceeds the number of places, vacancies will be filled by applying the over-subscription criteria applied in the normal admissions round.

## **7. APPLICATIONS FOR ADMISSION OUTSIDE OF THE NORMAL AGE RANGE**

**7.1** Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. As Fladbury First School is the admissions authority of the school, we must make the decision based on the circumstances of each case and the Governors and head teacher will reach the final decision. This will involve the head teacher completing an educational assessment to determine 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 decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking 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.

When informing parents of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision. Where we agree to parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. **We will not** give the application lower priority on the basis that the child is being admitted out of their normal age group.

**7.2** All parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **8 Deferred Entry**

Deferred entries can be discussed with the school but an allocated place must be taken up within the academic year of the application. Parents of children with a date of birth in the summer term wishing to start school in the September AFTER their fifth birthday, can determine whether they want to apply for a place in the Reception year or in Year 1

## **9 Waiting List**

9.1 The School operates a waiting list system for entry into the Reception Class at the start of an academic year. The waiting list opens from the date when places are offered. A child may be placed on this waiting list by contacting the school office. This waiting list closes 31st December of the year in which the children start school each year. Thereafter, a fresh waiting list is established and operates in the same way as waiting lists for other classes. Parents wishing to place a child on this fresh waiting list must re-apply to the school office.

9.2 The school also operates a waiting list system for Years 1 to 4. Where an application for admission to Years 1 to 4 is refused a child may be placed on the waiting list for that class by contacting the school office.

9.3 On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. The school can tell parents at any time where their child is ranked on a waiting list but cannot give any indication of the likelihood of being offered a place. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list change. There is no formal appeal against a ranking on a waiting list, but the school is willing to discuss a child's position on the list against the oversubscription criteria so as to satisfy itself that the position allotted is correct.

9.4 As a place becomes available, the vacancy will be filled by an offer to the child at the top of the waiting list. Where places fail to be allocated by ballot, a fresh ballot will

be held at the time the vacancy comes to be allocated. Places offered from a waiting list should be accepted within 5 working days or it will be offered to the child next on the list (or drawn by fresh ballot).

9.5 Unless other arrangements with the school are agreed (and subject to any right to deferred entry set out in the Code) any child offered a place from a waiting list should join the school within 20 school days or the place may be lost.

## 10. Right to appeal

If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel in accordance with the School Standard and Framework Act 1998. Appeals should be made, in the first instance, in writing, to the Chair of Governors, c/o the school within 20 days of receiving notification. The Chair will set in motion the procedure for convening an appeal panel. If this panel decides that a child should be offered a place at the school, then the child will be admitted. The procedure is as follows:

When a parent contacts the school indicating they would like to appeal against the decision of the School not to award a place:		
Step	Action	Person Responsible
1	Families not prioritised under the admissions criteria are informed that we are full and what the relevant appeal process is.	Mrs Edwards
2	Record the child's name on the waiting list in the admissions file	Mrs Edwards
3	Parents write a letter to the Chair of Governors Mr. Matt Edwards setting out their case for appeal	Parents
4	Chair of Governors contacts clerk to governors who: <ol style="list-style-type: none"> <li>1. Informs the school office so that they can start an individual appeals file in which copies of all relevant documentation is collected</li> <li>2. Acknowledgement of receipt of the appeal request, an outline of the process and a copy of the school's admissions policy is sent to parents by return of post</li> </ol>	Mrs Sue Johnston Chair of Governors
5	On completion of step 4 parents are notified in writing of the location, time and date of hearing.	Independently managed
6	Hearing occurs	Independently managed
7	Details of appeal logged in admissions file recording <ol style="list-style-type: none"> <li>1. Date</li> <li>2. Name of child and details</li> <li>3. Panel members and clerk</li> <li>4. Outcome with reasons</li> </ol>	Mrs Edwards
8	Letter of outcome setting out reasons for the decision is sent to the parents the day following the hearing. If appeal is unsuccessful the child's name is retained on the waiting list	Independently managed
9	Individual appeal file retained for one full year and then destroyed	Mrs Edwards



### 10 Catchment Area Map

Fladbury CE VA First School serves the surrounding areas as marked on the school's catchment map:



