



*Saint George's CE  
Primary School*

**Admissions Policy 2023 / 2024**

There are 30 places available in the Reception Class for children who are going to be five years old during the academic year.

Our published admission number (PAN) is 30. All applications MUST be made online. In rare cases where this is not possible, the school should be approached to determine whether an exception would be reasonable, and to consider how it might be accommodated. Applications will be accepted until **15th January 2023**, as determined by the Local Authority, in the year of admission 2023/2024. If there are more than 30 applications the Governors' Admissions Panel will meet during February/March to allocate places according to the following criteria, which are in order of priority. The Local Authority on behalf of the Governors will make offers of places in writing, and will be posted on the 16th April 2023 via second class postage.

**Late applications received between 15th January 2023 and 28th February 2023** may be treated on time only in the following circumstances:

- a) Where a family have just moved address
- b) 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 need to be submitted with the application.

Late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

Any child with an Education Health Care Plan that names the school will be admitted.

If there are more applications than there are places, the Governing Body's Admissions Sub-committee will assess each application in order of the school criteria, which are as follows:

1. 'Looked After' Children<sup>1</sup> 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 (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.
2. The involvement of the parent and/or child in an Anglican church and whose application is supported in writing by a minister of that church, using the supplementary form G.1, **which is available from the school office or website**. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application. Parents are responsible for ensuring that this form is returned to the school **BEFORE** the application deadline.
3. Prospective pupils having a brother or sister attending St. George's C.E. Primary School at the time of application, and who would still be attending at the time of admission.<sup>2</sup>  
(<sup>2</sup>The sibling link, as well as brother or sister, also includes half-siblings (that is children who share one birth parent), legally adopted children, step and fostered and other children living permanently

at the same address. They must be living at the same address at the time of application and admission.)

4. Children who have special health or social need which can be met at this school will be admitted. These applications must be supported by a written statement from their health or social care professional at the time of application.
5. The involvement of a parent and/or child in the worship of the following major world religions: Buddhism, Christianity, Hinduism, Islam, Judaism and Sikhism. (Christianity is as defined those churches who are members of Churches Together in England {www.cte.org.uk}) These applications must be supported by a leader of that religious community, using supplementary form G.1, **which is available from the school office or website**. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application. Parents are responsible for ensuring that this form is returned to the school **BEFORE** the application deadline.
6. Children who live nearest to the school by the shortest available walking route.

Distances will be calculated in miles on the basis of the shortest available walking route using recognised footpaths between the front door of the applicant's home address and the front gate of the school. The School will use Google Maps to determine the distance. In the event of equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process. Where parents have shared responsibility for a child but reside separately and the child lives with each parent for part of the week then the address used to calculate distance shall be that where the child lives most of the time during the school week. If this is the same for each parent then the school shall make a random selection.

In a very small number of cases it may not be able to decide between the applications of those siblings. Although bound by the criteria listed above, the Governors of St George's School do not support admission arrangements that would result in parents having to send young children who are siblings to separate schools – unless this is the parents' wish. In the rare case where the admission of twins or triplets to the school would be incompatible with the admissions criteria, the Governors would admit all the siblings even if this resulted in the class being larger than the PAN of 30.

St Georges CE Primary School has adopted the Worcestershire Fair Access Protocol. As part of this, Key Stage 2 classes can be required to exceed the published admission number by up to two places in each year to admit pupils recognised by the Local Authority as being 'hard to place' within the Fair Access Protocol.

#### **Notes:**

In the event of over subscription within any of the categories the next criteria will be applied.

#### **Appeals**

If a place at the school is refused there is a right of appeal to an Independent Appeals Panel. Parents wishing to appeal should in the first instance contact the Chair of the Governors by letter, or via the school. Notification of an intention to appeal should be received within 14 days of parents being informed that a place at the school is not being offered to their child.

### **Pending Lists**

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications will have the student's name placed on a pending list for a place at St George's C of E Primary School, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the published criteria.

The pending list will be maintained until 31<sup>st</sup> December, after this time parents should confirm if they wish their child's name to remain on the list. Parents/carers who have applied to be included on the pending list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each pending list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have higher priority criteria.

Further details can be found in the School's Pending List Policy available from the School Office.

### **School Entry**

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 attend full-time in reception class from the September after their fourth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age. Parents may also defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the head teacher.

### **Admission of Children outside of 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 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 Governing Body will request the Head Teacher of the school to reach the final decision. This will involve the Head 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.

### **Applications Other Than the Normal Intake to Reception Class (In-year admissions)**

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/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

Parents or carers seeking to transfer to a school that does not involve a house move, or change of location or where there is no need for an immediate move, need to be aware that any date set for joining the new 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.

The procedure for in-year admissions for Worcestershire residents is as follows:

1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

- Child's current school (if in Worcestershire).
- School being applied for (if in Worcestershire)
- Worcestershire Hub Centre (Tel 01905 822700)
- Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))

2) Parent/Carer to complete the application form and forward it onto the School Admissions Section to be processed.

3) The Local Authority will consult with the schools named and will notify parents, normally within 10 school days, of the form being received of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.

Impartial advice and support can be obtained from the SEND Information, Advice and Support Service on 01905 610858



*Saint George's CE Primary School*

**SUPPORT FROM A PARISH PRIEST, MINISTER OR RELIGIOUS LEADER FOR ADMISSION TO THE SCHOOL**

Note to parent / carer:

As a Church of England school one of our admissions criteria is regular (at least monthly) involvement in a faith community. If you wish to use this criterion to support your application for a place, please take this form to your parish priest or religious leader if you and your family regularly attend the religious community and have done so for at least a year. If you have recently moved to this area, please feel free to seek support from your previous community.

Please ensure the form is returned to school by **15th January 2023**.

All information will be treated confidentially.

---

To: The Clerk to Governors,  
St George's CE Primary School,  
St George's Lane North,  
Worcester,  
WR1 1RD

Parents' names: .....

Pupil name: .....

This family attends this church / religious community at least once a month.

Signed: (Clergy / Religious leader) ..... Date: .....

Details of organisation: .....

Contact telephone number: .....