

ST. PETER'S DROITWICH C of E ACADEMY
ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2023/2024

At St. Peter's Droitwich C of E Academy (the school), in keeping with the policy of this Local Authority (LA), we admit children in the September, or January if parents prefer, of the school year in which they become five years old. Children who are not yet five may attend part time and gradually move to full time attendance. If applicants wish to defer taking up a place allocated to them, they must discuss this with the school. The offered place is kept vacant but must be taken up by the beginning of the summer term of the same academic year.

In September 2023 St Peter's will have places for 90 children. 90 is the Published Admissions Number (PAN) for our school; this is the number of pupils the school is allowed to admit.

The closing date for applications will be the same as that for the LA. Applicants should complete the **LA application form on line** and the school's **supplementary sorting form** which is for internal use and available from the school office. All applications must reach the **school office** by 15 January 2023. The notification date will be 16 April 2023.

An application received between 16 January 2023 and 28 February 2023 may, at the School Improvement Board Members' (formerly known as Local Governing Body) discretion, be treated as being on time only in the following circumstance:

- Where a family has completed and physically moved primary residence (as defined in Notes) between the dates 16 January 2023 to 28 February 2023.

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. Peter's is named on an Education, Health and Care Plan (EHCP) the child will be given a place.

Applications received after 15 January 2023 will be treated as a late application and only processed after all the on time applications have been ranked.

The school operates an equal preference system. **Where there are more applications than places available, the School Improvement Board Members (formerly known as Local Governing Body) will admit pupils according to the following criteria in order of priority. The validity of any application considered under such criteria will be determined at the discretion of the School Improvement Board Members (formerly known as Local Governing Body):**

Admissions Criteria:

1. 'Looked after' 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. This will also include privately fostered children.

2. Siblings. Children who have a sibling at the school at the time of application. The term sibling includes half-siblings (that is children who share one birth parent), step-siblings, fostered and legally adopted children. They must also be living at the same primary residence (as defined in Notes).

3. Denominational. Children whose parent(s)/carer(s) are faithful and committed worshippers, this means attending any of the following at least twice a month for a minimum period of six months (once a month for Messy Church) prior to application:

a) the Droitwich Spa Church of England churches comprising St Peter de Witton, St Augustine's, St Andrew's, St Nicholas' or St Nicholas' Messy Church.

b) any other Church of England church, and for whom this is the nearest Church of England school.

c) one of the other Christian Congregations in the town of Droitwich Spa that is a member of Churches Together in Droitwich Spa.

For the purposes of criterion 3, a letter of support from their parish priest, minister or church leader must accompany the application confirming attendance of any of the named churches at least twice a month for a minimum period of six months prior to application.

4. Catchment. Children whose primary residence is, on the closing date for applications, in the catchment area of the school. A map of the school's catchment area is available on the school website.

If there are more applications than places under any of criteria 1 to 5, places will be allocated to those children whose primary residence is nearest to the school by the shortest straight line distance.

5. Distance. Children whose primary residence is nearest to the school by the shortest straight line distance.

Notes:

Primary Residence

For the purposes of this admissions policy, "primary residence" is considered to be the permanent, only or main residence of a child. Documentary evidence may be required. Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms.

Churches Together in Droitwich Spa

Applications are welcome from members of any churches that comprise Churches Together in Droitwich. The current Churches Together in Droitwich are the following churches: Droitwich Baptist Church, Emmanuel Church (Assemblies of God), Droitwich Methodist Church, Sacred Heart and St Catherine of Alexandria Roman Catholic Church, and Droitwich Salvation Army Church.

Measurement of Distance

Pupils who live nearest to the school by 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 School Improvement Board (formerly known as Local Governing Body) /Academy Trust, will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies 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 School Improvement Board (formerly known as Local Governing Body) /Academy Trust will supervise this process).

Multiple Births

In the event of applications on behalf of twins or multiple births, an offer can be made for all of the siblings.

Appeals

In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal in writing, setting out the grounds on which the appeal is made, to the Chair of School Improvement Board (formerly known as Local Governing Body) at the school within 20 school days of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

Waiting List

If applicants who have been unsuccessful wish, they may have their names put on a waiting list in school in case further places become available. Pupils will be admitted from the waiting list according to the oversubscription criteria set out above as applied to those applicants on the waiting list at the time the place becomes available. Therefore new applicants may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria. The waiting list will be maintained until the 31 December 2023.

Applications for Existing Year Groups

These applications will be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-Ordinated Scheme can be viewed at the following link:

https://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications

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

1. The Authority provides a common application form (CAI) for parents to apply for a place at any mainstream school in Worcestershire. Once completed, this must be returned to the Schools Admissions Team.
2. In addition to the CAI Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
3. A supplementary form, where required, must be submitted with the CAI form. It will not be regarded as a valid application unless the parent has also completed the CAI.
4. Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
5. Parents will be invited to state up to three preferences on the CAI for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
6. Where a parent approaches a school directly the parent should be advised to complete a CAI and return it to School Admissions

Deferred Entry

Parents are legally entitled to send their child to school from the September following their fourth birthday. They may wish to do this either full time or part time, until the child reaches compulsory school age. At the point that a parent has been offered a school place, they may decide that their child's entry to a reception class be deferred until later in the same reception academic year group, when they reach statutory school age. Parents cannot defer entry until the following academic year. By law children must start school at the beginning of the term following their fifth birthday, statutory school age.

Summer Born Children

The parents of children born between 1 April and 31 August (Summer Born), can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group, this is delayed entry. The School Improvement Board (formerly known as Local Governing Body) /Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The School Improvement Board (formerly known as Local Governing Body) /Academy Trust taking into account the views of the headteacher of the school, the views of the parent's/carer's; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any 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 in order to reach a decision as to whether or not it is appropriate for the individual child to delay their entry into school and be taught behind their chronological age group. The reasons for the decision will be clearly set out.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

Admissions Outside of the Normal Age Range

Parents may seek a place for their child outside of their normal age group, for example, if the child is More and Most Able or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

The School Improvement Board (formerly known as Local Governing Body) /Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The School Improvement Board (formerly known as Local Governing Body) /Academy Trust will take into account the views of the headteacher of the school; the views of the parent's/carer's; 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, 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 behind or ahead of their chronological age group. The reasons for the decision will be clearly set out.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol. St Peter's Droitwich C of E Academy adopts the Protocol. The protocol can be found at:

<https://www.worcestershire.gov.uk/info/20632/school%20admissions%20policies%20and%20appeals>

If you have any queries regarding your application, please refer to the Information for Parents booklet which you received with the LA application form, or to the headteacher at the school on 01905 772138.