



Heronswood Primary School and Pre-School

SCHOOL ADMISSIONS POLICY FOR PUPILS - 2025/2026

Heronswood Primary School and Pre-School caters for children aged 3-11 years.

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 Local Authority Common Application by the closing date in January each year; indicating three school preferences.

Late applications up to 28th February are always considered; although it may not be possible to allocate a place in the school you prefer if it is already oversubscribed, even if the school is the catchment area school for your 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. The Local Authority (LA) is responsible for co-ordinating Reception places each September on behalf of Heronswood. The LA will send details to Heronswood Primary for any child wishing to start at 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 Worcestershire Hub Centre (01905 822700) www.worcestershire.gov.uk

Heronswood Primary School - Admissions Criteria from 2025/2026

The Trust Board at Heronswood Primary will determine the admission criteria and waiting list criteria for all applications. It will also co-ordinate the admissions for all Pre-School places. The criteria will be applied for admission to a place in all year groups within the school as follows:

- 1) 'Looked After' and previously 'Looked After' children. *
- 2) Siblings of pupils attending the school and who live within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of the application and still be attending at the time of admission. *
- 3) Pupils living within the catchment area of the school as defined by the local authority.
- 4) Siblings of pupils attending the school or who have attended the school within the last three academic years and who live outside the catchment area of the school.
- 5) Children of any staff at the school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.
- 6) 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 centre of the school. The LA uses a software package called Arcview GIS to determine distance. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of The Trust Board will supervise this process.
 - I. In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.
 - II. 'Looked after' means all those currently in the care of an LA or accommodated by an LA under the terms of the Children Act 1989. Also children who were previously in the care of or accommodated by a LA but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order. This includes 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.
 - III. Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, then children of staff, then according to distance; each assessed as indicated above.



- IV. *The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.
- V. In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over the published admission number (PAN). These children are exceptions to the Infant Class Size legislation.

Late Applications

The Trust Board will accept late applications, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances:

- a) where a family have just moved address,
- b) where it is agreed by the Trust Board, that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Waiting Lists

Waiting lists are maintained by Heronswood, and parents need to apply, in order to be included. These waiting lists will be maintained until **31st December 2025**. At that stage parents will need to reapply at the start of the following term if they wish to be included.

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place 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.

'In Year' transfer arrangements

Parents/Carers wishing to carry out an 'In Year' transfer to a different school within Worcestershire or a school in another Local Authority must forward the application to School Admissions at Worcestershire County Council - www.worcestershire.gov.uk/schooladmissions

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

1. The Authority provides a common application form (CA1) for parents to apply for a place at any mainstream school in Worcestershire. Once completed, this must be returned to the School Admissions Team.
2. 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.
3. Parents will be invited to state up to three preferences on the CA1 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.
4. Where a parent approaches a school directly the parent should be advised to complete a CA1 and return it to School Admissions.

Further information can be found by following the link below:

<https://www.worcestershire.gov.uk/coordinatedschemes>

Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, either in the year group below or above their chronological age group for example. This may be deemed to be appropriate if the child is gifted and talented or has experienced problems such as ill health.

The Local Authority 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.

Ratified: September 2023.