



BENGEWORTH CE ACADEMY

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# ADMISSIONS' POLICY 2025 - 2026



**Bengeworth**  
Multi Academy Trust

*Brilliant People • Better Schools • Bright Futures*



# GUIDANCE

The school's Pupil Admission Number (PAN) in each year group for the school year beginning 1<sup>st</sup> September 2025 is set at 90.

The school has adopted Worcestershire County Council's Fair Access Protocol and all preferences are treated equally.

Worcestershire County Council is the admissions' coordinating body for the school. The school Governing Body is the admission authority. From 2020 Worcestershire Children First has coordinated In-Year Admissions for all own admission authority schools.

Applications for a September start in Reception must be made directly to the County Council online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). Applications must be made within the published deadlines.

## RECEPTION 2025

Parents and carers are legally entitled to access education for their child the September following their 4<sup>th</sup> birthday, i.e. children who will be 5 years of age between 1st September 2025 and 31st August 2026. Children are organised into 3 classes.

By law, children must be in school by the term following their 5<sup>th</sup> birthday.

At Bengeworth CE Academy we have only one intake date – September. **All** children eligible to start school during the following year will start in September in order that their learning and socialisation will not be compromised.

### The Application Process

Prior to applying for a place all parents are strongly advised to read the relevant **Information for Parents Book on Admissions and Transfers to Schools** which is available at <https://www.worcestershire.gov.uk/admissionsguides>

It can also be located in schools, libraries and at your local Worcestershire Hub. Although we would hope all applicants receive a place at Bengeworth CE Academy, parents are strongly advised to name three schools on the form as, should the school be oversubscribed, the Local Authority will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to Bengeworth CE Academy will need to complete the Common Application Form (CA1), an online form, which can also be found on [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) or via Worcestershire Hub Centre (Tel: 01905 822700).

All parents and carers must apply for a Reception place if they wish their child to start school during the academic year in which their child turns 5. Attendance at The Nursery at Bengeworth does not guarantee a place in the main school and must be applied for separately.

Closing dates for applications are published annually by the school and Worcestershire County Council. Offers of places are usually issued at the start of the Summer Term.

**Parents must then confirm acceptance of the place by the required date and are requested to attend an induction meeting.** If the offer of a place is not confirmed by the parents before the deadline then the academy will assume that the place is not required and offer it to another child.

If a parent living outside of Worcestershire wishes to apply for a place at the school they will need to apply on their own local authority's application form who will ensure their details are passed onto Worcestershire Local Authority for consideration. The closing date for applications received at Worcestershire County Council, or the parent's local authority if this is different from Worcestershire, is 15th January 2025.

## Deferred Entry

Please contact the Headteacher if you are considering deferring your child's start or needing a part time start for your child. Any change to admissions outside of the normal age range, including summer born children starting school, must be agreed prior to application with the Headteacher.

If a child's place is deferred, parents and carers will need to re-apply for their child's place for the following academic year as it is not possible to keep places open.

## Visiting Bengeworth CE Academy

The school appreciates that parents need to choose their first, or subsequent school, carefully. To aid parents in this process the school offers Open Mornings, Open Afternoons and a after school Open Evening in the Autumn Term so that parents and carers can see the school in action. Please see our website or phone the school for confirmation of the dates for these. If parents and carers are unable to attend these, or wish to apply at other times of the school year, please contact the school for an appointment.

## Priority Criteria

If the number of applications exceeds the PAN, then the school governors will give priority to applications strictly based on the following criteria taken in turn:

1. Children who are 'Looked After' (LAC) and children who are 'Previously Looked After' (PLAC)<sup>1</sup>
2. Siblings<sup>2</sup> on roll at the school at the time of admission
3. Children residing in the school's catchment area<sup>3</sup>
4. Children of teachers who are permanently employed within the school
5. Other applicants

In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP.

## Notes

**<sup>1</sup>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.

<sup>2</sup>**Siblings** – includes; half-siblings, step-siblings and adopted siblings. The children must all reside permanently at the same address.

<sup>3</sup> **Catchment Area Map** – Can be viewed at <http://www.worcestershire.gov.uk/schoolsearch> or at the school. For those children whose parents have shared responsibility and care of a child and who lives with each parent for part of the week, parents can decide which address they wish to use as the primary residence when applying for a school place.

## Over Subscription

Following application of the above criteria, if there remains an over subscription for places, places will be allocated to 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 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 equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).*

## Over Subscription for Multiple Births

If 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 PAN.

## Waiting Lists

For admissions at the start of the academic year and for any oversubscribed year group, the school will operate a waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list. In order to be added to the waiting list, the following will apply:

- Parents must notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.
- The school secretary will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at Bengeworth CE Academy.
- At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.
- As places arise, the school will contact parents, according to the priority on the list, to allocate the place which should be accepted or rejected within 28 days. Should the place no longer be required, the place will be allocated to the next name on the priority list.
- Parents will not be informed of their place on the waiting list, as this can change as new children join the list and others leave thus changing the priority of a child.

## Late Applications

Late applications will only be considered if received within one calendar month from the close of applications and that either of the following apply:

1. Family have moved into the area after the closing date for applications has passed
2. Where it is agreed by the governors that exceptional circumstances apply

## Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Authority will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the Local Authority.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the Local Authority will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The Headteacher will assist the Local Authority with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

## APPLICATIONS OTHER THAN AT START OF RECEPTION YEAR IN-YEAR (SIDE) ADMISSIONS

All applications for In-Year places will be coordinated by the Local Authority. Parents/carers completing an application form must forward the application form to School Admissions who will then contact the school. The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

For more information, please click on the link below: [www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

The school follows the 'In-year Fair Access Protocol'.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The Headteacher will consider all such applications as the nominated representative of the admissions authority (The Academy Trust). If the year group applied for has space available, then a place will be offered via the Local Authority. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list by contacting the school directly. The waiting list is managed by the school and places allocated as they become available. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will ensure that parents can access a hard copy of the information from the Local Authority about in-year applications upon request.

The school will provide the Local Authority with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the Local Authority.

## Start Dates

Children transferring mid-year will only be allowed to start at the beginning of a new term. In the case of exceptional circumstances, an alternative date may be considered by the Headteacher.

# APPEALS

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against the School's decision to refuse admission. In the first instance, an appeal should be made in writing to the Chair of Governors following which the school governing body will instruct an independent appeals' panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The governing body appeal panel will ensure that it acts in accordance with this code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

## Timetable

The independent appeals' panel will set a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals which allows appellants at least **20 school days** from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least **10 school days'** notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Ensures that decision letters are sent within **5 school days** of the hearing wherever possible.

The Local Authority and school will publish the appeals timetable on their website by **28<sup>th</sup> February each year**.

The school governing body will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- For applications made in the normal admissions round, appeals will be heard within **40 school days** of the deadline for lodging appeals
- For late applications, appeals will be heard within **40 school days** from the deadline for lodging appeals where possible, or within **30 school days** of the appeal being lodged.
- for applications for in-year admissions, appeals will be heard within **30 school days** of the appeal being lodged.

Any appeals submitted after the appropriate deadline will still be heard, in accordance with the timescales set out in the table published by the Local Authority and school.

## **Notifying appellants of the right to appeal and the appeal hearing**

When informing a parent of their unsuccessful admissions application, the school will send written notification of their decision. This will include:

- The reason why admission was refused
- Information about the right to appeal
- The deadline for lodging an appeal
- Contact details for making an appeal

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. The Local Authority will not limit the grounds on which an appeal can be made.

The school will provide appellants with written notification of the date and all final arrangements of the appeal hearing no later than **10 school days** before the hearing. This notification will include the deadline for the submission of any further evidence that was not sent in the original appeal.

The school will comply with any reasonable request for information from parents to help them prepare their case for the appeals hearing.

The independent panel will ask appellants whether they intend to call any witnesses or be represented at the hearing and inform them that they may waive their right to **10 school days'** notice of the hearing if they so wish.

## **Constitution of Appeals Panels**

The independent panel will appoint a clerk to the appeal panel who is independent of the school. The clerk will have sufficient knowledge of the 'School Admission Appeals Code', the 'School Admissions Code', other law relating to admissions and other relevant law, as well as being able to offer advice to enable the panel to undertake its judicial function.

The appeals panel will comprise of a chair and at least **two** other panel members.

The panel will also include at least one lay person **and** one or more people with experience in education.

In accordance with 'The School Admissions (Appeal Arrangements) (England) Regulations 2012, the clerk to the panel will ensure that no disqualified person is allowed membership of the panel. A person will be disqualified if they are:

- A member of the LA which is the admission authority or LA in whose area the school is located
- A member or former member of the governing board of the school
- An employee at the LA or governing board of the school, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the LA, school or LA who may not act impartially

The Multi-Academy Trust (MAT) will ensure that panel members and clerks will not take part in hearings until they have received appropriate training as outlined within the School Admissions Appeals Code.

The MAT will ensure that panel members are independent from the school and will remain independent for the duration of their service.

The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining the roles of the clerk and the panel and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

The MAT will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Members of the appeals panel will be eligible to receive travel and subsistence allowances where applicable, and will, where appropriate, be compensated for any loss of earnings or expenses.

## **Evidence**

All evidence relating to the appeal hearing will be passed on to the clerk. This evidence will include details of:

- How the admission arrangements and the coordinated admissions scheme apply to the appellant's application
- Reasons for the decision to refuse admission
- How the admission would cause prejudice to the education provision of the school

The clerk will send all the papers required for the hearing to both parties and the members of the panel [seven](#) days before the hearing.

## **Attendance and Representation**

It will be the governing body's responsibility to make arrangements for appeal hearings. Appeal hearings may be held in person, remotely by video conference or a mixture of the two (a hybrid hearing).

Appeal hearings held entirely by telephone will only be permitted where video conferencing cannot be used relating to connectivity or accessibility and if the appellant and presenting officer both agree.

Regardless of the forum chosen, appeal panels will allow appellants the opportunity to make oral representations.



The school will provide a presenting officer to attend the hearing and present the school's case to the panel, ensuring that this person is a member of staff.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary, either in person or remotely

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

## Appeals' Hearings

Where appeal hearings are held in person, the MAT will take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

Appeal hearings that are held remotely will be held in such a way that means the appeal is capable of being heard fairly and transparently. Attending parties will be able to present their cases fully and the MAT will be satisfied that each participant has access to facilities that allow them to engage in the hearing at all times.

Where a hybrid hearing is to take place, the arrangements above will be complied with as appropriate.

Hearings, whether conducted in-person or remotely, will be held in private.

The order of appeal hearings will be as below:

- Case for the school
- Questioning by the appellant(s) and panel
- Case for the appellant(s)
- Questioning by the school and panel
- Summing up by the independent panel
- Summing up by the appellant(s)

## Reaching a Decision

When reaching a decision, the independent panel will follow the specific two stage process outlined in section three of the 'School Admission Appeals Code'.

In cases where the school has refused to admit a child on the grounds that admitting an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this without prejudicing the provision of efficient education or efficient use of resources, the two-stage process outlined in Section four of the 'School Admission Appeals Code' will be followed.

Decisions will be decided by a simple majority of votes cast. If votes are split equally, the chair will make the casting vote. The panel will either uphold or dismiss an appeal and will not uphold an appeal subject to any specified conditions.

To communicate the decision made, the panel will send a letter to the appellant, signed by the clerk or chair of the appeals panel, no later than **five school days** after the decision has been made.

The decision letter will contain clear reasons for the panel's decision and a summary of the relevant factors raised by the parties and considered during the hearing. In the case of applications outside the normal admissions round, the school will ensure that the pupil is admitted to the school without unnecessary delay.

Appeals by the parent of a child with an EHC plan against the choice of school named in the EHC plan will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

In cases where there are multiple appeals, the MAT will ensure that, where possible, all appeals are heard by the same appeals panel with the same members, and that no decisions are made until all the appeals have been heard.

In all hearings the clerk to the panel will ensure that an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions. These notes will be kept securely by the school for a minimum of two years and are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

## **Further Appeals and Complaints**

Appellants will not have the right to more than one appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

Appellants may complain about maladministration on the part of an appeal panel to the Local Government and Social Care Ombudsmen. The school will inform parents about the arrangements for making a complaint.

## USEFUL CONTACTS

### **Bengeworth CE Academy**

Tel: 01386 442047

Website: [www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)

Email: [office@bengeworth.worcs.sch.uk](mailto:office@bengeworth.worcs.sch.uk)

Headteacher: Mrs Hayley Potter

### **Worcestershire Pupil Admissions**

Tel: 01905 822700

Website: <https://www.worcestershire.gov.uk/council-services/childrens-services/schools-education-and-learning/apply-school-place>

# Bengeworth

## Multi Academy Trust

*Brilliant People • Better Schools • Bright Futures*

**Bengeworth Multi Academy Trust**

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