



ADMISSIONS POLICY for 2025/26

Foley Park Primary Academy

Foley Park Primary Academy has a PAN of 30 children. The school also runs a nursery offering 30 hours' childcare, full and part-time nursery places for three-year-olds. Admissions to Nursery are requested directly to Foley Park Academy.

Victoria Academies Trust is the admissions authority, but we work closely with the Local Authority in admitting children to the Academy.

The Local Authority (LA) website contains all of the information that you need to apply for a place <https://www.worcestershire.gov.uk/schooladmissions> as well as other key information. If you have any further questions, then please contact the school office.

On the following pages of our policy, you will find further information on the specific criteria and details of admissions into Foley Park Primary Academy.

Admissions – Further Information

When there are more applications than places children are admitted in the following order of priority:

- i) Relevant *'Looked after' and previously *'Looked after' children. Including those in state care outside England as well as adopted Children.
- ii) Siblings (see below for definition) of pupils attending the Academy **and** living 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 application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at the Academy at the time of admission. 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 application and still be attending at the time of admission.
- iv) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in school.



- v) Children of all staff at the mainstream 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.
- vi) 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 'LA uses a 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 equidistance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Academy will supervise this process on behalf of Victoria Academies Trust).***

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

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements 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. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

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.

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 also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

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 PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, 'Looked after' children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point. A late application does not affect the right of appeal or the right to be placed on a school's waiting list.



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 for our Academy are maintained by our office admissions member of staff. These waiting lists will be maintained until 31 December. Parents will need to reapply in writing at the start of each term if they wish to be included on the list for the following term.

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 with a first preference application for 'In Year' transfers into the chosen Academy, must forward the application directly to School admission. There is a Scheme for InYear admissions and this is applicable for any in-year admissions for September 2020 onwards. Those applications will now 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/coordinatedschemes>

All appeals will be managed by Sandwell PLC

For more information please see

https://www.sandwell.gov.uk/info/200303/school_admissions/2054/appeal_against_a_school_place_decision

Parents or carers seeking to transfer to a school that does not involve a house move, 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.

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 Academy Trust 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.

Summer Born Children

Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. Please be aware that there may not be a vacancy in Year 1 at that time. Parents 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. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group. This process must be completed in advance of the closing date, in the event that the delayed entry is not approved, parents will need to make application in time for the Reception Class intake. Should the delayed entry be approved you will be advised how to proceed at that stage. 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.

Deferred Entry

Parents may request that their child's entry to a reception class be deferred until later in the same reception academic year group. Parents cannot defer entry until the following academic year. Parents wishing to consider a deferment should discuss the situation with the head teacher at the school. Parents must apply for a school place in the normal way at the usual time. By law children must start school at the beginning of the term following their fifth birthday.

Agreed and adopted by Academy Councillors on:

Headteacher Foley Park Academy _____
Miss Soneeta Reynolds

Date:

Academy Council Chair _____
Mr Richard Collie

Date: