



A rainbow of opportunity

## Tardebigge Church of England (Voluntary Aided) First School Policy for Admissions from September 2025

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It is the Governors' legal responsibility to produce the Admissions Policy and to allocate places at Tardebigge School. They always adhere strictly, and without favour, to the policy when considering an application and all preferences are treated equally. Applicants are advised to read all the additional information below before completing an application form. If you are unclear about any aspects of the admissions procedure, please contact the Head Teacher or School Office without delay.

In accordance with legislation, a child with an Education Health Care Plan will be offered a place if Tardebigge School is named in the plan.

When the number of applications exceeds the Published Admission Number (PAN) of 30, places will be allocated using the following criteria in the following order. In each criterion, children will be ranked in accordance with straight line distance.

- (a) **Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC).**
  - A Looked After Child is a child who is in the care of a Local Authority in England or being provided with accommodation by a local authority in England under the definition of the Children Act 1989. A Previously Looked After Child is a child who was looked after but immediately after being looked after becomes subject to an adoption, a child arrangements order or special guardianship order.
  - Internationally Adopted Previously Looked After Children are children who appear to Tardebigge School to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (b) **Sibling(s).** Children who have a brother or sister at Tardebigge School at the time of application and who will also be at the school at the time of admission. 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.
- (c) **Sole Catchment.** Children whose primary residence is within the Ecclesiastical Parish of Tardebigge and the Civil Parishes of Tutnall and Cobley and Bentley Pauncefoot, and for whom Tardebigge is the sole provided school. The School, Local Authority and Diocesan Board of Education have a map defining this area. To find out if you are in the catchment area, please visit the Worcestershire County Council's website: <http://www.worcestershire.gov.uk/schoolsearch>. Applicants in the process of moving into the area should read the additional information provided in the accompanying notes.
- (d) **Denominational.** Children for whom this is the nearest Church of England Aided School (as measured in accordance with the definition under criterion (g) below) and who alongside their parent/s or legal guardian/s are practising members of St Bartholomew's Church, Tardebigge, or St. Mary's, Bentley. The school's Ministerial form, duly completed by a member of the clergy team to confirm this must accompany the application. For the purpose of this application a practising member is a child and their parent/s or legal guardian/s that have a history of at least monthly church attendance, for a minimum period of a year prior to the date of application. If this information is missing, this criterion is not met. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- (e) **Shared Catchment.** Other children whose primary residence is within the Ecclesiastical Parish of Tardebigge and the Civil Parishes of Tutnall and Cobley and Bentley Pauncefoot and for whom Tardebigge is not the sole provided school. The School, Local Authority and Diocesan Board of Education have a map defining this area. To find out if you are in the catchment area, please visit the Worcestershire County Council's website: <http://www.worcestershire.gov.uk/schoolsearch>. Applicants in the process of moving into the area should read the additional information provided in the accompanying notes.
- (f) **Other Denominational – Redditch Holy Trinity.** Children for whom this is the nearest Church of England Aided School (as measured in accordance with the definition under criterion (g) below) and who alongside their parent/s or legal guardian/s are practising members of St Leonard's Beoley, St Philip's Webheath and St Stephen's Redditch. The school's Ministerial form, duly completed by a member of the clergy team to confirm this must accompany the application. For the purpose of this application a practising member is a child and their parent/s or legal guardian/s that has a history of at least monthly church attendance, for a minimum period of a year prior to the date of application. If this information is missing, this criterion is not met. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- (g) **Distance.** Children 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 will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply 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 governors will supervise this process).

**APPLICATION PROCEDURE:** For applications for the academic year starting September 2025, the application process must be completed and submitted **on-line**, (if you are applying outside of Worcestershire you should apply through your Home Local Authority) with any supporting documentation that parents/legal guardians wish to be considered forwarded direct to the school, by the closing date of 15<sup>th</sup> January 2025. The Admissions Committee of the Governing Body will make formal assessment of all applications and the LA will notify successful and unsuccessful applicants. The 30 places may only be exceeded in circumstances such as multiple births. 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 class size over the PAN of 30.

*Applicants must ensure that all necessary supporting information, for any of the relevant criteria, is submitted directly to the school by the closing date. Please make sure you have understood the precise application requirements.*

The places are offered on the basis of full acceptance of all school procedures, available on the school's website, including the induction procedure which is available, on request, from the school office. Your child is legally entitled to access full time education from the beginning of September following your child's 4<sup>th</sup> birthday. Parents/legal guardians are also entitled, should they wish, to access part-time education until the child reaches compulsory school age.

**LATE APPLICATION:** (including late changes to on time applications) To make an application after the closing date of 15th January 2025, a PA1 Application Form must be completed and submitted to the School Admissions Section. PA1 forms will be available online to download by visiting **[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)** or by request on: 01905 822700. Between 16th January 2025 and 28th February 2025, late applications received within this time-frame will be treated as being on time, only in the following circumstances;

- where a family have just moved address;
- 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. Applications meeting those 2 points will be deemed to be on time. Any other applications received after the 15<sup>th</sup> January 2025 will only be considered for places, after all those applications received (or deemed to be received) on time.

**DENOMINATION:** The School's Ministerial form is available to parents/legal guardians from the school office or via the school's website or the Local Authority. This is a supplementary application form which complements the on-line admissions procedure and must be completed by the parent/legal guardian and signed by a member of the clergy team if you are applying for a place on the basis of denomination. This form must be submitted directly to the school office by the applicant by the closing date.

**RESIDENCY:** The address given on the application form must be the primary residence of the child (the address where the child spends most of his or her time) as at the closing date for application, 15<sup>th</sup> January 2025. Where care is split equally, parents/legal guardians can choose which address they wish use for the purposes of application. The governing body reserves the right to request at any point, documentary evidence of residence as at the closing date above. To find out if you are in the catchment area, please visit the Worcestershire County Council's website:: <http://www.worcestershire.gov.uk/schoolsearch>.

**APPLICANTS IN THE PROCESS OF MOVING TO THE AREA:** For applicants in the process of moving into this area, firm independent written evidence of when you will actually begin to live in the catchment area must be provided by the closing date for applications. This evidence will need to be in the form of one of the following:

- a letter from your solicitor stating that contracts of purchase have been exchanged and also stating the date of completion
- written evidence of a tenancy agreement or lease including the start date
- independent written evidence stating the date of returning to live permanently in property already owned within the area.

**PRINCIPLES:** In considering applications, the governors will take no account of gender, disability, racial or ethnic origin, or of religious beliefs other than those set out in this policy. Fraudulent applications can be disqualified at any time. A place offered due to a fraudulent application can be withdrawn at any time. School staff and governors with a conflict of interest are barred from taking any part in processing applications.

**WAITING LIST:** The parents/legal guardians of children who are unsuccessful in gaining a place in the normal round of applications will have the pupil's name placed on a waiting list that will be maintained until 31 December 2025. This list is ranked according to the Admissions Policy criteria.

If you wish your child's name to remain on this list from 1 January 2026, you need to follow the instructions on the school's website at <http://www.tardebigge.worcs.sch.uk/about-us/admissions>.

**DEFERRED ENTRY:** Parents/legal guardians are entitled to access full or part time education in the September following their child's 4<sup>th</sup> birthday. They also have the option to defer their child's entry into the reception class until later in the same school year. A parent/legal guardian would not be able to defer entry beyond the beginning of the term after a child's fifth birthday, nor beyond the academic year for which admission is sought. Parents/legal guardians of children with a date of birth in the summer term wishing to start school in the September after their fifth birthday, can determine whether they want to apply for a place in the Reception year group or in Year 1. The decision to accept a child into a year group outside of its chronological age group will be considered on an individual basis.

**ADMISSIONS OUTSIDE OF THE NORMAL AGE RANGE:** Parents/legal guardians 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.

The Governing Body must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Governing Body will take into account the views of the Head Teacher of the school; the views of the parent/legal guardian; 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.

**APPEALS:** Parents/legal guardians of children who are unsuccessful in being allocated a place have the right of appeal to an Independent Appeals Panel. They should write in the first instance to the Chair of Admissions Committee, at the school address, within two weeks of receipt of the refusal letter.

**IN-YEAR ADMISSIONS:** Parents/legal guardians wishing to apply for an in year transfer into Tardebigge First School should follow Worcestershire County Council's in year coordination process. Details are available through 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)

**NUMBER OF APPLICATIONS RECEIVED FOR SEPTEMBER 2023:** The school received 68 applications for 30 designated places; of these applications, 0 met the Looked After criterion; 7 – Siblings; 3 - Sole School Catchment; 3 – Denominational; 24 - Shared Catchment; 0 - Significant Reasons; 0 - Other Denominational and Religious Faiths; and 31 - Distance.

**AFFILIATION:** Tardebigge School does not have an affiliation with any pre-school educational provider; therefore attendance at any such setting does not give entitlement to a place at the school.

**FAIR ACCESS PROTOCOL:** Tardebigge School adopts the Local Authority's Fair Access Protocol

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