

Our School Vision.

1 Starting School and Admissions

1.1 At Astley CE Primary School we offer a warm welcome to all. Our school vision is both an integral part of who we are as a community and at the heart of everything we seek to do. To balance the pupil numbers at Astley School in the interests of good education and efficiency the Governors have adopted the following policy for school admissions.

1.2 Astley School comprises of seven year groups with a Published Admission Number of 15 pupils.

1.3 Children are legally entitled to be admitted into the school year from the September following their 4th birthday.

1.4 Children must attend school once they reach 'compulsory school age'. Children are of 'compulsory school age' on the 1st January, 1st April or 1st September after their fifth birthday. Children becoming 5 years old between 1st April and 31st August are of 'compulsory school age' from the beginning of term after 1st September.

Parents of children born between 1st April and 31st August, ('a summer born child') wishing to start school in the September after their fifth birthday may apply for a place in the Reception year group or Year 1. Where a parent wishes to make an application to the school for admission of a child out of their normal age group, they should, in the first instance, contact the head teacher.

Decisions about admission outside normal age range rests with the Governing Body who will decide based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following: parent's views; 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; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school.

Parents/carers should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The headteacher will share their views on the request with the Governing Body, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

Where vacancies exist in a year group, pupils may be admitted at any time during the school year.

1.5 The school expects that children will normally attend full time from the beginning of the autumn term of the year in which they are admitted to the school. However, the school recognises that:

- parents have the legal right to defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age of 5 years old and not beyond the beginning of the final term of the school year for which the application for admission was made; and

- where parents so wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

2 Admission Criteria

2.1 If at any time there are more children seeking admission than there are places available in the specified year group, the following priorities will apply:-

1. 'Looked After' children. In this document, 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 case as a result of being adopted. Evidence of a child being in state care prior to adoption may be requested during the admission process.

2. Children who reside in the Civil Parish. Please refer to the catchment area map at section 8. The Worcestershire Children First catchment area search can be found at www.worcestershire.gov.uk/schoolsearch

3. Children who reside outside the Civil Parish but have a sibling currently attending Astley School. The term *'sibling'*, as well as brother and sister, includes half siblings (that is children who share one birth parent), step siblings, foster siblings and legally adopted children. They must be living at the same address at the time of application and admission, and will still be on role at the time of admission. Children who are brought together as a family by a civil partnership and who are living at the same address are also to be considered siblings.

4. Pupils whose parents worship, or are active in member churches of 'Churches Together in England' within the Stourport and Kidderminster Deaneries. In order for your application to be considered under this particular criteria, the minister's declaration at Appendix 1 of this policy should be completed by your minister providing confirmation of at least monthly attendance for a minimum period of a year prior to the date of your application. This form must be sent to the School at the time you make your online application for a place. In the event that no form is received by the School, your eligibility for entry under the 'religious' criteria cannot be considered

5. Those who demonstrate a special need for admission (e.g. medical, social or physical circumstances). Appropriate evidence would be required including possible professional referral (e.g. from a local authority).

6. Children who reside outside the civil parish, who live nearest to the school by the shortest straight line distance.

2.2 Within the categories listed 1-6 above, where there are more applicants than places available, allocation will be prioritised on the basis of measurement by distance from the school to each child's home address (except where the particular provisions of 3 above apply). 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 supplies the co-ordinates that are used to plot an address within this system.

2.3 Where parents have shared responsibility for a child and reside at two different addresses, the application may be made from the closest address to the school.

2.4 In the event of equidistant applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the governing body.

2.5 In the case of multiple applications from one family into a single year group where only one place remains available, the Governing Body would admit all the siblings even if this takes the School over its Pupil Admission Number. These children would be an exception to Infant Class Size legislation.

2.6 A place will be given to children for whom the school is identified as most suitable to fulfil educational requirements as set out in an Education Health and Care Plan.

2.7 It should be noted that attendance at any local nursery or pre-school setting does not form part of the admissions criteria for a place at Astley CE Primary School.

2.8 Parents may state an order of preference on the application, but all preferences are treated equally.

2.8a Attendance at Astley Nursery does not guarantee a place at Astley C of E Primary school and places are only offered to the main school and parents must apply for a school place using the procedures set out in this policy.

2.9 The governing body hereby adopts Worcestershire County Council's Fair Access Protocol that incorporates the 'Hard to Place Protocol'; therefore the school can be required to exceed the published admission number in order to admit pupils covered by

this protocol. The protocol can be found at www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies

3. Admissions procedure

3.1 The closing date for online applications is 15th January 2028. The Admission Authority of the School has agreed to accept late applications received between 16th January 2028 and 28th February 2028 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 Admission Authority of the School 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 received after 28th February 2028, late applications will receive a lower priority and will only be considered after the applications received (or deemed to be) on time. Applications for available places will be determined in accordance with the admissions criteria set out in this policy.

Any applications after this date will be deemed to be late and dealt with after all other *on time* applications have been allocated.

3.2 Applications for available places will be determined in accordance with the admissions criteria set out in section 2 of this policy.

3.3 If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

4. Requests for admission into the Reception Class

4.1 **If resident in Worcestershire**, a Parent/Carer should apply online via www.worcestershire.gov.uk/schooladmissions.

4.2 **The parents of pupils resident outside Worcestershire**, but who wish to apply for a place at any Worcestershire school, must complete an application provided by their "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed on to Worcestershire LA for consideration in the allocation of school places. If you are not

resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

4.3 Service families or crown personnel returning from overseas are asked to provide evidence of their Unit postal address or quartering area address if application for a place is made prior to posting.

4.4 If you do not have access to the internet, please contact School Admissions at Worcestershire County Council on 01905 822700.

4.5 If assistance is required, please contact the school to arrange a visit and to discuss your requirements.

4.6 Notification of an offer will be sent out on the 18th April 2028 by the Local Authority.

5. In-Year applications

5.1 Late applications and all applications for transfers made during the school year (known as 'in-year applications') should be made to the School Admissions Team. We take part in the co-ordinated scheme for in-year applications. More information can be found here Co-ordinated Schemes for all Worcestershire Schools

5.2 Parent/Carer should complete the application form (CA1) available online at www.worcestershire.gov.uk/schooladmissions and return it to School Admissions.

5.3 If you do not have access to the internet, please contact School Admissions at Worcestershire County Council on 01905 822700

5.4 If assistance is required, please contact the school to arrange a visit and to discuss your requirements

5.5 School Admissions will communicate the decision in writing to parents within ten school days of receipt of the application. Where it is not possible to offer a place, parents will be notified of their right of an appeal.

5.6 Further details can be found at www.worcestershire.gov.uk/inyearapplications

5.7 Under the in-year co-ordination scheme, the local authority will notify parents in writing, on behalf of the school, the outcome of the application will be given within 15 school days of receiving it. Schools will therefore need to be able to consider applications quickly enough to provide the local authority with a decision on the application so that the

parent receives the outcome notification within the 15 school days. This is now a legal requirement of the Code and in order to meet these timescales, schools will need to plan how governors/trusts can meet to consider these applications. Consideration by governors cannot be done by email but they can make use of video or telephone conferencing to consider the application.

6. Waiting List

6.1 If your application for a preferred school is unsuccessful in the normal admissions round, you will be automatically added to the school waiting list, which will be kept until 31st December 2028. After 31st December 2028, if you still wish to be considered for any vacancies at a school, parents will need to apply, in order to be included.

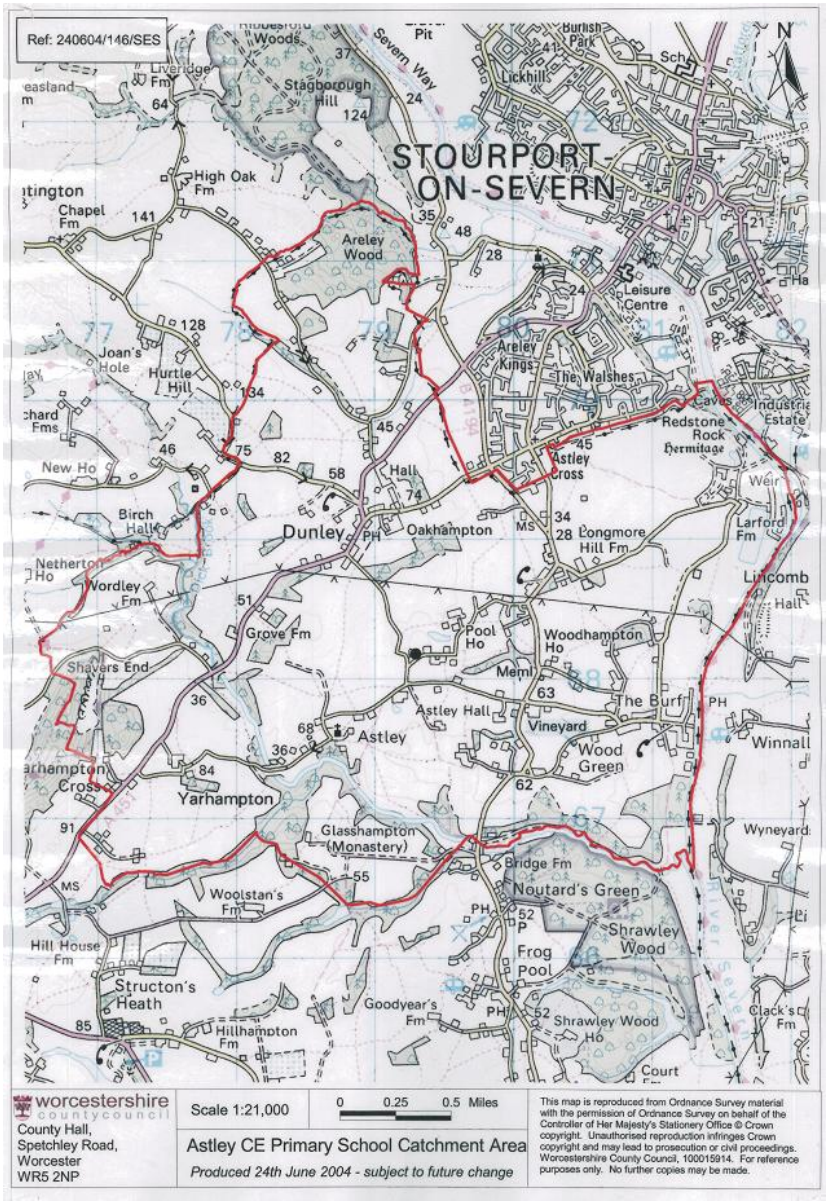
7. Right to appeal

7.1 If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel. Parents are asked to note that this right does not apply if a child is offered a place at the school but it is not in their preferred age group. Appeals should be made, in the first instance, in writing, to the Chair of Governors c/o the school within 20 school days of receiving notification. The Chair will set in motion the procedure for convening an appeal panel. If this panel decides that a child should be offered a place at the school, then the child will be admitted.

7.2 Please note that in the case that a class is over-subscribed the decision whether to admit a child to the school is the responsibility of the Governing Body, which must act in accordance with the law. Members of staff at the school are not able to guarantee that a child will be offered a place at the school. Operation of the admissions procedure will be managed by the head teacher with the support of the Governing Body.

8 **Catchment area map**

8.1 This map can be viewed on application to the office at Astley School



Consulted on and adopted at a meeting of Astley Full Governing Body on Tuesday 14th July 2026. Updated following local authority consultation adopted by Full Governing Body on [Date to be confirmed].

This policy will be reviewed in July 2027.

Appendix 1
Admissions 2028-29
Supplementary Information Form

I can confirm that …… and ……..……
(insert name of one or two parents)

who have parental responsibility for ……..……..…
(insert name of child named in the admission application)

have attended ……
(insert name of place of worship)

at least once a month over the last year prior to the date of this admission application.

Signed: ……

Name: ……

Position: ……

Please note that:

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.