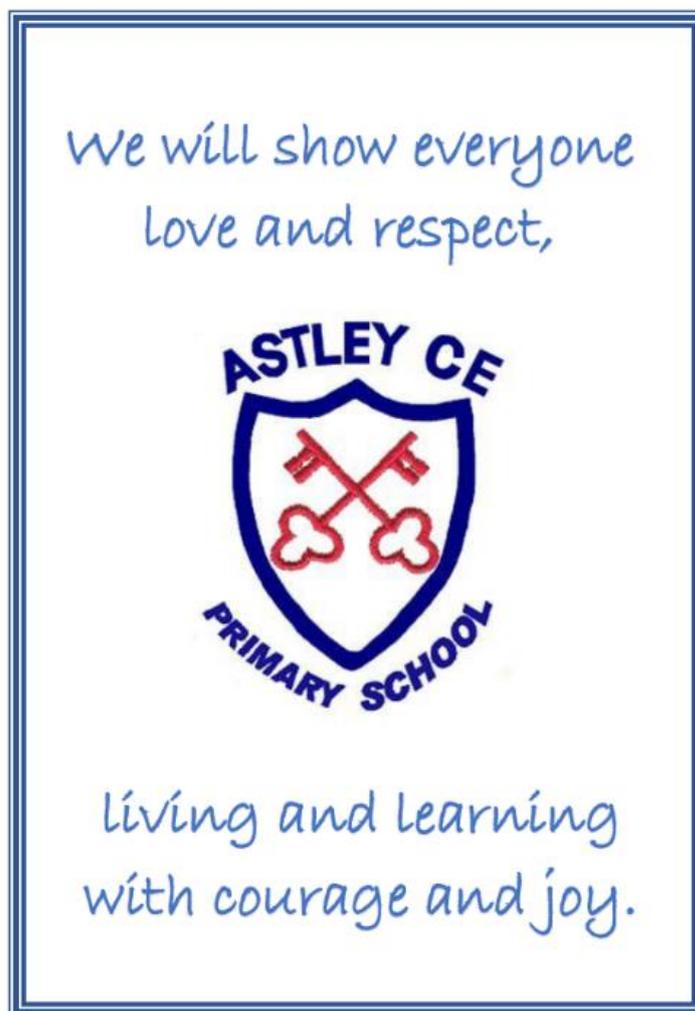


Our School Vision.



**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 13 pupils.

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



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

Parents of children born between 1<sup>st</sup> April and 31<sup>st</sup> 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.

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 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 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, 'Looked after' includes all relevant 'Looked after' and previously 'Looked after' children ie. those children currently



accommodated by or in the care of a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by or were in the care of a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.

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 <http://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.
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 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.



2.4 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.

2.5 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.

2.6 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.

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

2.8 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 [http://www.worcestershire.gov.uk/info/20632/school\\_admissions\\_policies\\_and\\_appeals](http://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals)

### **3. Admissions procedure**

3.1 The closing date for online applications is 15<sup>th</sup> January 2022. The Admission Authority of the School has agreed to accept late applications received between 16<sup>th</sup> January 2022 and 28<sup>th</sup> February 2022 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 28<sup>th</sup> February 2022, 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](http://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 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 16<sup>th</sup> April 2022 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.

5.2 Parent/Carer should complete the application form (CA1) available online at [www.worcestershire.gov.uk/schooladmissions](http://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 [http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated\\_scheme\\_in-year\\_applications\\_2020](http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated_scheme_in-year_applications_2020)

## **6. Waiting List**

6.1 If a child is refused a place at the school due to oversubscription, parents have a right to ask for their child's name to be placed on a waiting list maintained by the school. If a place later becomes available, it will be allocated in accordance with the admission criteria set out in this policy and not on a 'first come, first served' basis. Waiting lists will be held until the end of the first full week of the spring term.

## **7. Right to appeal**

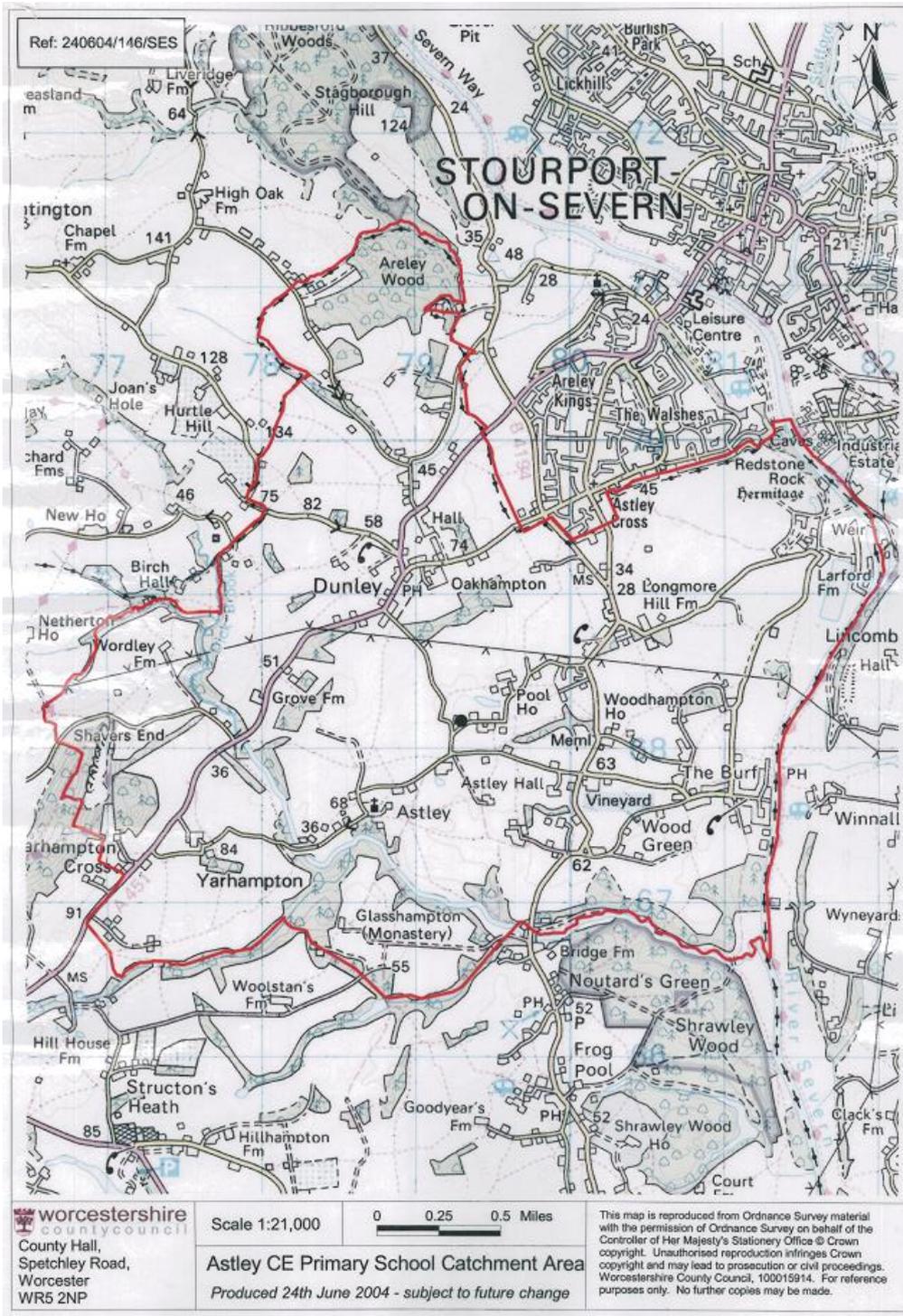
7.1 If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel. Parents are asked to note that this right does not apply if a child is offered a place at the school but it is not in their preferred age group. Appeals should be made, in the 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.

*Adopted at a meeting of Astley Full Governing Body on Tuesday 24th November 2020*

*This policy will be reviewed in September 2021.*

---



**Responsible  
body**

**Title of policy**



The Full  
Governing  
Body

Admissions 2022 - 2023

---

**Appendix 1**  
**Admissions 2022-23**  
**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

---

**Author**

**Updated**

**Page**

Full Governing Body

November 2020

8 of 9

**Responsible  
body**

**Title of policy**



The Full  
Governing  
Body

Admissions 2022 - 2023

---

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.



---

**Author**

**Updated**

**Page**

Full Governing Body

November 2020

9 of 9