



1 Starting School and Admissions

1.1 At Astley CE Primary School we offer a warm welcome to all. 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 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 Admission Authority of the school, taking into account the Head Teacher's views. The decision will be 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 '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 9.
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. 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.
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.
7. 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.

2.2 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.

2.3 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.

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

2.5 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.

2.6. 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.

3. Admissions procedure

3.1 The closing date for online applications is 15th January 2021. Late applications may be made on paper up until 28th February 2021. The Admission Authority of the School has agreed to accept late applications received between 16th January and 28th February 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, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

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 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 16th April 2021 by the Local Authority.

5. In-Year applications

5.1 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 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

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 31st December.

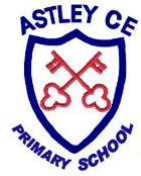
7. Right to appeal

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 Chairman of Governors c/o the school within 20 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 Admission Authority of the School, 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 and placed out for consultation at a meeting of Astley Full Governing Body on Monday 23rd September 2019. Policy variation request made July 2020.

This policy will be reviewed in September 2020.



8 Catchment area map

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

