



## **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 4<sup>th</sup> birthday.

1.4 Children must attend school once they reach 'compulsory school age', except for those born between 1<sup>st</sup> April and 31<sup>st</sup> August, ('a summer born child') may choose not to send that child to school until the September following his or her fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than 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 in response to such an application will be made on the basis of 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. Relevant 'Looked After' children. In this document, 'Looked after' 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 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, and 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. The older sibling must still be attending Astley CE Primary School on the closing date for application.

In the case of multiple applications from one family into a single year group where only one place remains available, random allocation will be used as a tie-break to decide which child should be admitted. This process will be independently verified.

4. Pupils whose parents worship, or are active in Christian churches within the Stourport and Kidderminster Deaneries. In order for your application to be considered under this particular criteria, a letter is required from your minister which includes confirmation of at least monthly attendance for a minimum period of a year prior to the date of your application. A copy of this letter must be sent to the School at the time you make your online application for a place. In the event that no letter 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. 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.

7. 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.

2.2 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.

### **3. Admissions procedure**

3.1 Deadline for application is 15<sup>th</sup> January 2019. 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.

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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 2019 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 directly to the school.

5.2 Parent/Carer should complete the application form using form CA1 available online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) and ensure that it is counter-signed by the current head teacher (if already attending a Worcestershire School).

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 Astley School will write to parents, within 10 school days of the form being received, to notify them of the decision. The school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of their right of an appeal.

### **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 Chairman of Governors c/o the school within 14 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.

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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 FGB on Wednesday 25<sup>th</sup> September 2017*

*This policy will be reviewed in September 2018.*

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**8 Catchment area map**

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

