



Grimley & Holt C of E Primary School

Excellence and excitement every day for every child

Admissions Policy

(Adapted from Worcestershire Children First)

Approved by: Mike Saunders & Andrew Richards Date: 5/12/19

Last reviewed on: September 2020

Next review due September 2021
by:

1.0 Guidance

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1st September 2019 and 2020 is set at 15. The school has adopted Worcestershire County Council's Fair Access Protocol and all applications are treated equally.

Worcestershire County Council is the admissions co-ordinating body for the school. The school Governing Board is the admission authority. From 2020, Worcester Children First, on behalf of Worcestershire County Council will co-ordinate In Year Admissions for all own admission authority schools. The Co-ordinated Scheme can be viewed at the following link:

https://www.worcestershire.gov.uk/downloads/download/1330/coordinated_schemes_for_all_worcestershire_schools

Applications for a September start in Reception must be made directly to the County Council online at www.worcestershire.gov.uk. within the published deadlines.

2.0 Reception 2020 & 2021

You are legally entitled to access education for your child the September following their 4th birthday. By law, children must be in school by the term following their 5th birthday.

At Grimley and Holt Primary School, we have only one intake date – September of each year. All children eligible to start school during the following year will start in September in order that their learning and socialisation will not be compromised. Please contact the Head teacher if you are considering deferring your child's start or needing a part time start for your child. Any change to admissions outside of the normal age range, including summer born children starting school, must be agreed prior to application with the Head teacher

When a child reaches compulsory school age they are required to be in school full time, unless they have deferred their starting age by prior agreement with the Head teacher. Closing dates for applications are published annually by the school and Worcestershire County Council. Offers of places are usually issued at the start of the Summer Term. Parents must then confirm acceptance of the place by the required date and attend an induction meeting. If the offer of a place is not confirmed by the parents before the deadline then the school will assume that the place is not required and offer it to another child.

3.0 Priority Criteria

If the number of applications exceeds the PAN, then the School Governors will give priority to applications based on the following criteria taken in turn:

1. Looked After Children and Previously Looked After Children (those children are no longer looked

after in England and Wales because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted)

2. Siblings on roll at the school at the time of admission
3. Children residing in the school's catchment area
4. Children of teachers who are permanently employed within the school
5. Other applicants

In accordance with legislation, a child with a Statement of Special Educational Needs or Education Health Care Plan (EHCP) will be offered a place at the school named in the Statement or EHCP.

Following application of the above criteria, if there remains an over subscription for places, places will be allocated to pupils 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 Board will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system. (In the event of equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Board will supervise this process.

4.0 Waiting Lists

Waiting lists for admission will be kept until the end of the first Autumn Half-Term period then discarded. Parents will need to advise the school should they wish to remain on the list. The list will be maintained in application criteria order as per section 3.0

5.0 Late Applications

Late applications will only be considered if received within one calendar month from the close of applications and that either of the following apply:

1. Family have moved into the area after the closing date for applications has passed.
2. Where it is agreed by the Governors that exceptional circumstances apply.

6.0 Applications Other than at Start of Reception Year/ In-Year (Side Admissions)

If places in the year group(s) required are available, the application should be direct to the school. If more than one application is received for a place, the above given entry criteria will be applied.

Appropriate waiting Lists are maintained by the school for each school year group. The lists are held until the end of the school year.

7.0 Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child(ren) a place in the school at any phase, may appeal in writing to the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel. The Appeals Team, based at County Hall in Worcester, make arrangements for appeals where the Admission Authority (AA) has not met a parent's preference for a particular school

8.0 Start Dates

Children transferring mid-year will only be allowed to start at the beginning of a new term. In the case of exceptional circumstances, an alternative date may be considered by the Head teacher.