



UNLOCKING YOUR
CHILD'S POTENTIAL

“Admissions Policy”

Agreed by Governing Body: 21.10.15.



When there are more applications than places, in a Community or Voluntary Controlled Middle or High school, children are admitted in the following order of priority:

- i) Relevant *‘Looked after’ and previously ‘Looked after’ children.
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Pupils who were attending a feeder school at the time of application;
- vi) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.
- vii) 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 Local Authority uses a 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 equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children’s Services will supervise this process).*

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



*'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.



Waiting list for schools that have too many applicants?

You should be aware that a school waiting list is an active document. As parents request for their children to be included on the list the position of an individual child already on the list can change. A waiting list does not give priority based simply on the date an application was added to the list.

Waiting Lists for Community and Voluntary Controlled schools are operated in line with the admissions criteria as above. Parents must apply in writing direct to the School Admissions Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from School Admissions will that child be on the list. The LA **will not** accept application requests by telephone.

To apply to go onto a waiting list you would need to supply School Admissions with the following information:

- Child's full name
- Child's Date of Birth
- Permanent home address

Details if the child is "looked after or previously looked after by a Local Authority" *'Looked after' means all those currently in care or accommodated by a Local Authority and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

- Name, D.O.B. and Year Group of any brother or sister on roll as a pupil at the preferred School (sibling connection)
- Name of the present school the child is attending

The LA will acknowledge your letter. This will be your confirmation that your child is included on the waiting list.

School Admissions will contact parents if a place becomes available and it can be offered to them. All available places will be allocated in line with the criteria published referred to above.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to School Admissions including the details listed above **at the beginning of each term**. Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.

Waiting list letters should be sent to the:

School Waiting List, School Admissions, Children's Services Directorate, PO Box 73,
Worcester. WR5 2YA

The system for operating the waiting lists as described above is in line with the guidance published in the "School Admissions Code of Practice".