# Northwick Manor Primary School

# Admission Policy 2028-2029

The Rivers C.of E. Academy Trust

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When there are more applications than places, children are admitted in the following order of priority:

1. Relevant *'Looked after and previously *'Looked after' children.

2. 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 school.

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.

3. 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. To find the catchment school for a postcode visit School Catchment Search;

4. 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;

5. Children of all 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

6. 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 Headteacher Advocate 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. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the School Improvement Board will supervise this process).

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

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

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 a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

## Late Applications

The Headteacher Advocate has agreed to accept late applications, within the time-frame set out in the Local Authority co-ordinated scheme, and treat them as being on time, only in the following circumstances;

a) where a family have just moved address, (refer to Information for Parents booklet);

b) where it is agreed by the Headteacher Advocate, 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 not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

## Waiting Lists

Waiting lists are maintained by the school, and parents need to apply, in order to be included. These waiting lists will be maintained until the Autumn term. At that stage parents will need to reapply at the start of the following term if they wish to be included.

## 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.

## 'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for an Academy, Community or Voluntary Controlled School in Worcestershire, must apply directly to School Admissions.

Following full public consultation the Cabinet of the County Council has approved, for Worcestershire Residents, a Scheme for in-Year Admissions, which is applicable for any in-year admissions for September 2025 onwards. Those applications will now be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. Please follow the link below for more information.

https://www.worcestershire.gov.uk/coordinatedschemes

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

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.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Headteacher Advocate will request the Head Teacher to reach the final decision. This will involve the Head Teacher 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.