



Malvern Parish CE Primary School Admissions Policy for the Academic Year 2025/2026

At Malvern Parish CE Primary School (the School), in keeping with the policy of this Local Authority (LA), admits children in the September of the school year in which they become five years old.

In September 2025 the School will have places for 30 children in its Reception class. The School's published admission number (PAN) for admission to the Reception class is 30. NB: The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

The closing date for applications will be the same as that for the LA. Applicants should complete and submit the **LA application form**. All applications must reach the **LA** by **15 January 2025**. Any supplementary information form (SIF) (attached to this policy) in support of a Foundation Place must reach the **School office** by **15 January 2025**. The notification date will be **16 April 2025**.

The Local Academy Board (LAB) has agreed to accept late applications (including late changes to on time applications), received between 16 January 2025 and 28 February 2025 and treat them as being on time, only in the following circumstances:

1. Where a family have moved address after the closing date for on-time applications.
2. Where it is agreed by the LAB that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case independent supporting documentary evidence will be required. Applications meeting 1. or 2. will be deemed to be on time.

Any other applications received after 15 January 2025 will only be considered be for places, after all those applications received (or deemed to be received) on time.

All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs. Where the School is named in a child's Educational Health and Care Plan, the LAB is legally required to admit the child to the School. Such children will therefore be allocated places before the following criteria are applied.

The School operates an equal preference system. All preferences are treated as equal initially and the oversubscription criteria applied to each preference.

If the number of applications exceeds the PAN, the Governors will give priority to applications in 2025/2026 Academic Year

accordance with the criteria listed.

FOUNDATION PLACES

The LAB has designated a total of 16 places each year as Foundation Places. These are to be offered to children whose parents are regular worshippers, and have been so for a minimum of at least monthly attendance for one year, in an Anglican or other Christian Church (as defined by the Council of Churches for Great Britain and Ireland) and reside within a three-mile radius of the School. The SIF completed by your church minister must be submitted to the School at the time of application.

In the event of over subscription applicants will be admitted to the School according to the following criteria which are set out in order of priority.

- i) 'Looked After' and previously 'Looked After' children. (See Note 2).
- ii) The presence of a sibling (See Note 3) in the School at the time of admission with priority given to nearness of their home address to the School by the shortest straight-line distance (See Notes 4 & 5).
- iii) children whose home address is **nearest** to the School by the shortest straight-line distance (See Notes 4 & 5).

In the event of under-subscription or there being fewer qualified applicants for Foundation Places any unfilled places will become additional Open Places. Unsuccessful applicants for the Foundation Places will automatically be considered for Open Places.

OPEN PLACES

The LAB has designated a minimum of 14 places as Open Places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen this church school for the type of education that it provides. In the event of over-subscription applicants will be admitted to the School according to the following criteria which are set out in order of priority.

- i) 'Looked After' and previously 'Looked After' children (See Note 2).
- ii) The presence of a sibling (See Note 3) in the School at the time of admission with priority given to nearness of their home address to the School by the shortest straight-line distance (See Notes 4 & 5).
- iii) children whose home address is in the catchment area of the School with priority given to nearness of their home address to the School by the shortest straight-line distance (See Notes 4 & 5). Copies of the catchment area map can be viewed on the School website or obtained from the School office or local authority.
- iv) children whose home address is **nearest** to the School by the shortest straight-line distance (See Notes 4 & 5).

THE NOTES BELOW APPLY TO BOTH FOUNDATION AND OPEN PLACES

Note 1 Special Education Needs Children with an Educational Health and Care Plan that names the School must be admitted. This will reduce the number of places available to other applicants.

Note 2 'Looked After' and previously 'Looked After' Children

"A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement 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.

Note 3 Siblings Children who have a sibling connection at the School at the time of application and at admission. The sibling connection includes, as well as brother or sister, half-siblings (that is children who share one parent), step-siblings and legally adopted children. They must also be living at the same home address. Documentary evidence may be required.

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. However, if the offer to this family results in the PAN being exceeded no places will be available to other children on the waiting list until the PAN is no longer exceeded.

Note 4 Home Address The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time).

Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

Note 5 Measurement "Pupils who live **nearest** to the school by the shortest straight-line distance. The 2025/2026 Academic Year

measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The LAB 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 Governing Body/Academy Trust will supervise this process).***"

APPEALS

Parents who wish to appeal against the decision of the LAB to refuse their child a place in the School may apply in writing to Chair of the LAB within 20 school days of the date of your notification. Appeals will be heard by an independent panel.

WAITING LISTS

If applications who have been unsuccessful wish, they may have their names put on a waiting list in School in case further places become available. Pupils will be admitted from the waiting list according to the oversubscription criteria set out above as applied to those applicants on the waiting list at the time the place becomes available. Therefore, new applicants may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria. The waiting list will be maintained until the 31st December 2025.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the School, the LAB will not consider a repeat application in the same academic year.

SCHOOL ENTRY

All parents are legally entitled to access education in the September following their child's fourth birthday; however, children must, by law, start school by the beginning of the term after their fifth birthday (compulsory school age).

Part time and Deferred Entry They may wish to do this either full time or part time, until the child reaches compulsory school age. At the point that a parent has been offered a school place, they may decide that their child's entry to a reception class be **deferred** until later in the same reception academic year group, when they reach compulsory school age. Parents cannot defer entry until the following academic year.

Summer Born Children The parents of children born between 1 April and 31 August (Summer Born), can also **request** that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group, this is **delayed entry**. The LAB must make the decision based on the circumstances of each case and in the best interests of the child concerned. The LAB taking into account the views of the head teacher of the School, the views of the

parent's/carer's; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay their entry into school and be taught behind their chronological age group. The reasons for the decision will be clearly set out.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

This process must be completed in advance of the closing date of 15 January 2025. In the event that the delayed entry is not approved, parents will need to make Application in time for the 2025 Reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage. **Entry in Year 1** It is also possible that children with a date of birth in the summer term could start school in the September after their fifth birthday and miss the entire Reception year. In this case normal In-year admission arrangements will apply, and admission is dependent on a place being available in Year 1.

Admissions Outside of the Normal Age Range 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 LAB must make the decision based on the circumstances of each case and in the best interests of the child concerned. The LAB will take into account the views of the head teacher of the School; the views of the parent's/carer's; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely, in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught behind or ahead of their chronological age group. The reasons for the decision will be clearly set out.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year admissions)

Following full public consultation, the Cabinet of the County Council approved, for Worcestershire Residents, a Scheme for In-Year Admissions, which is applicable for any in-year admissions for September 2022 onwards. Those applications are now coordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link.

<https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinatedschemes>

The School has adopted the Worcestershire Fair Access Protocol. As part of this Key Stage 2 classes can 2025/2026 Academic Year

be required to exceed the PAN by up to 2 places in each year to admit pupils recognised by the Local Authority as being 'hard to place' within the 'Fair Access Protocol.'

Parents and carers should complete common application form CA1 and return it to the Schools Admissions Team. If you need to complete our Supplementary Information Form, you can find it on our website with our 2025-26 Admissions Policy. If required, you should submit it with the CA1 form.

If a place is not available, at the request of the parent/carer the school will add the child's details to its waiting list for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria.

Children allocated to the school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

Determined by the LAB on 14th September 2023



Malvern Parish CE Primary School
Supplementary Information Form for Admissions to the Academic Year 2025/2026

Child's Name	
Child's Date of Birth	
Child's Address	
Name of Anglican or other Christian Church	
Address of Anglican or other Christian Church	

I confirm that the parents of the child (named above) have worshipped at the church (named above) and attended at least monthly during the course of the last year.

Name, Title

Signature

Please affix church stamp or embossment

2025/2026 Academic Year