MALVERN PARISH CofE PRIMARY SCHOOL
ADMISSIONS POLICY: 2028-2029

Our Vision and Values

At Malvern Parish our vision is for all children and adults to become aware of their God given gifts so they can flourish as individuals, achieve academically and build firm foundations for the future.

This vision is deeply rooted in strong Christian tradition and based upon:

"I have come that they may have life and have it to the full". John 10.10
"For I know the plans I have for you," declares the LORD, *"plans to prosper you and not to harm you, plans to give you hope and a future."* Jeremiah 29.11.

We seek to develop our vision through our Christian values of Friendship, Respect, Trust, Peace, Truthfulness and Forgiveness and live out these values in every part of school life.

Malvern Parish CofE Primary School is an academy within the Diocese of Worcester Multi Academy Trust.

Class Size

Our Published Admission Number (PAN), set by the Trustees/Local Academy Board, is 30 per year group (Reception – Year 6) giving a total of 210 overall for the whole school. The Trustees/Local Academy Board retain the right to amend the PAN for future years. 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.

Admissions Criteria

1. *'Looked after'
   *'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. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

2. Siblings (see below for definition) of pupils attending the Academy and living within the catchment area of the Academy.

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 the school. To find the catchment school for a postcode, you can visit the following website;

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

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 the school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

3. Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at the 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.

4. Pupil's home address within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in the school. To find the catchment school for a postcode, you can visit the website, noted above.

   *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 usually 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. In such cases the address used will be determined by random selection (lottery). Worcestershire County Council who are totally independent of the Trust / School will supervise this process.

5. Children of any member of staff at the Academy, 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 Academy. The Local Authority uses a 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 Children, Families and Communities will supervise this process).

7. Children who the Governors consider have a special reason for admission such as medical, physical or social circumstances. Parents/Carers will be required to produce a relevant medical certificate or appropriate information at the time of application.

In accordance with legislation, a child with a Health and Care Plan will be offered a place at the school named in the Plan.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e.

a) sibling connection
b) children of staff
c) according to distance, each assessed as indicated above.

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.

Late Applications

The Trust has agreed in its coordinated scheme to accept late applications and treat them as being on time, if received by 28th February 2028 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 School Admissions, 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

If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2028.

Fair Access Protocol

As part of the Local Authority's Fair Access Protocol, a school with Key Stage 2, 3 and 4 classes will exceed the published admission number to admit pupils covered by the Protocol.

'In Year' Transfer Arrangements

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 2020 onwards. Those applications will now be coordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Schemes for all Worcestershire schools can be viewed at the following link:

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

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 significantly performing academically above age expectations 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 Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Trust will request the head teacher of the school to take account of the parents' 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; 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 permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Parents/carers must follow the process as outlined in Appendix 1 and completed the documentation as in Appendix 2 – application for delayed or accelerated transfer.

Appeals

Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made on the form available from the school office, must be returned to the school (addressed to the Chair of Governors) within 20 school days of the date of the letter refusing a place.

Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals.

Appendix 1

Process for applying for Delayed Entry into School

Step 1: Parent/carers can 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 known as delayed entry.

Step 2: Parent/carers should discuss their request with the head teacher of the school that they wish to apply for, in the first instance. The head teacher of the school must make the decision based on the circumstances of each case and in the best interests of the child concerned.

Step 3: The head teacher will take account of the following areas when making a decision as to whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

- the 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 had they not been born prematurely; and / or
- where relevant evidence from specialist (SEND, The Virtual School) agencies supporting the child.

Step 4: This process must be completed in advance of the closing date of 15th January prior to the child's usual start date. For more information on the time frames please follow link:

Step 5: Delayed entry is AGREED (if denied please go to step 7) Delayed entry agreed by the Head Teacher and Trust Admissions Authority

Step 6: The Delayed Transfer Recording Sheet (Appendix 2) is to be completed and copied to the info@dowmat.education, and parents are informed by the head teacher/head of school that the Delayed Transfer has been agreed.

Step 7: delayed entry is DENIED

Delayed entry is declined by the Trust and Head teacher/Head of School as the evidence submitted does not justify the delay and the parent/carer is informed.

Appendix 2 – Application for DELAYED OR ACCELERATED TRANSFER (i.e. placed outside their chronological age group)

School _____

School Contact _____

Pupil's Name _____ D.O.B. _____

Current School Year Group _____

1. Reasons for considering placing this pupil outside his/her chronological age group:
   (✓ please tick all the relevant statements below)

   (i) the pupil has exceptional intellectual skills and is isolated as a learner in their present peer group which presents significant challenges for teachers in terms of providing appropriate curriculum extension; ☐

   (ii) the pupil has significant cognition and learning difficulties and cannot productively engage in group learning tasks which presents teachers with significant challenges in providing an appropriately differentiated and accessible curriculum ☐

   (iii) often in association with (ii) the pupil is significantly delayed in their social and emotional development and is unable to establish adequate relationships with their peer group and is at risk of isolation; ☐

   (iv) a child or young person may have experienced adverse childhood experiences which has led to some form of trauma and attachment needs (Children Looked After or Previously Looked After); ☐

   (v) a child or young person may have missed a substantial part of an academic year due to a medical condition, pregnancy or other exceptional reasons; ☐

   (vi) reasons associated with a child's physical condition: physical frailty which appears to justify a "less structured" environment than that found in the same age group; ☐

   (vii) By law, parents of Summer Born children (born between 1st April to 31st August) are able to request that their child delay entry to the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. ☐

1. When did this situation first come to the school's attention and how long has this been an issue? (Include here any information from previous schools or settings including the involvement of external agencies - please attach relevant paperwork)

2. Describe the current situation and reason for consideration of a change of year group. This should include strategies which have already been employed within the school for meeting this pupil's needs within their chronological year group.

3. Summarise the advice received from all relevant professionals in the box below identifying the name and role of the person giving the advice and the date it was given.

4. Summarise the views of the pupil and their parents/carers.

Pupil's view

Date: ……

Parent information

Parents name/s: ……

Parents address: ……

Parents'/carers' view:

Parents' signature ……

Date:……

5. Final Outcome/Decision

Agreed ☐ Declined ☐

Headteacher's signature: ……

Date: ……

Please return a copy of this completed form to: the Headteacher of school and copy to info@dowmat.education