

Sytchampton Endowed Primary School

Admissions Policy 2026/27

Published Admission Number (PAN)

The Published Admission Number for any academic year is 15 (fifteen). The School may not refuse the admission of new pupils until the PAN is reached.

Age at Time of Admission

Sytchampton Endowed Primary School provides for the admission of all children in the September following their fourth birthday. Where a place is offered at Sytchampton Endowed Primary School: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Closing Date for Applications

The closing date for applications for admission is 15th January 2026.

Applications Exceeding the Published Admission Number

All aspects of the school's admissions arrangements will be compliant with the School's Admissions Code. The school operates an equal preference system where all preferences are treated as equal initially, and the oversubscription criteria applied to each preference.

If the number of applications exceeds the PAN then the following order of priorities will be used to determine admission. The validity of an application considered under such criteria will be determined at the discretion of the Governors:

- a) *'Looked after' and previously *'Looked after' children
- b) Children whose primary residence is, on the closing date for applications, within the defined catchment area for the school - a map of the school's catchment area is available from the school office upon request
- c) Children who at the time of their admission have a sibling attending the school i.e. The sibling link as well as brother or sister, also includes half siblings (that is children who share one birth parent), step-siblings and legally adopted children. They must be living at the same home address.
- d) Children who have special reasons for admission i.e. medical, physical, social or compassionate grounds. Such special considerations will not be considered unless supported by a relevant certificate that must be produced at the time of application.

- e) Children, other than those meeting with priorities a) to d) whose primary residence is **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 centre of the school. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply 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 will supervise this process).**

SEND Children

Children with an Education Health & Care Plan which name Sytchampton Endowed Primary School, will be allocated a place.

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 (eg 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 (evidence may be required if in state care outside of England prior to being adopted).

Primary Residence

For the purposes of this admissions policy, “primary residence” is considered to be the permanent only residence or main residence of the child. Documentary evidence may be required. Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application form and must be agreed as the address to be used by both parents jointly.

Multiple Births

After taking into account the over-subscription criteria and if the offer of places in the Reception class to all siblings seeking entry would lead to the PAN being exceeded, Governors will refer to the class size legislation which makes children of multiple births exceptions for the whole time they are in Key Stage One and will admit them all.

Late Applications

Late applications will be considered after the applications received on time, unless there are exceptional circumstances i.e. illness, moved address. In each case, supporting documentary evidence will be required. All late applications should be received by 28th February 2026.

Sytchampton is a Voluntary Aided School and the Governors have the right, within the confines of the law, to determine the schools admission policy, in accordance with legislation.

The Local Education Authority, on behalf of the Governors, will notify parents of the outcome of their application for a place in the intake year.

Waiting List

In the case of over subscription, if your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31st December 2026 and any vacancies will be allocated in accordance with the priorities set out above.

Children of Service Personnel/Crown Servants

When applying oversubscription criteria, if the application is for the child of service personnel with a confirmed posting or the child of crown servants returning from overseas, the address the child will be living at will be used (even if a future address) as long as the parents provide some evidence of this intended address. A Unit or quartering address will be used as the child's home address when considering the application against oversubscription criteria, where a parent requests.

Admission of children outside 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. 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.

Applications must be made in writing to the Governors of the school who must make the decision based on the circumstances of each case and in the best interests of the child concerned. This will involve the Headteacher 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.

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: <http://www.worcestershire.gov.uk/schooladmissions>

The process is set out in full in documentation on the Worcestershire School Admissions website, [Policy on Delayed and Accelerated Transfer](#)

Appeals Procedure

Appeals by parents, in writing, and setting out the grounds for the appeal should be submitted to the Chair of the Governors, care of the school within 20 school days from the date when notification of the refusal of a place was received. An independent appeals panel will be set up, comprising a minimum of three trained independent members with no knowledge of the school or child. The panel's decision is final and abiding.

The Governing Body reserves the right to amend the School's Admissions Policy, in accordance with legislation, providing that it does not apply to the current year of admission.

In-year Applications

(Please note that Sytchampton Endowed Primary School is a Voluntary Aided School) and takes part in in-year co-ordination by Worcestershire County Council

Information on in-year applications can be found at <http://www.worcestershire.gov.uk/inyearapplications>

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
 - Download form from website (as above)
 - Child's current school (if in Worcestershire).
 - School being applied for (if in Worcestershire)
 - Worcestershire Hub Centre (Tel 01905 822700)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).
- 3) Applications should be forwarded by parents to the Local Authority who will consult with the Governors to determine whether an offer can be made. Governors will consider at either the next committee meeting if timely, or via video/telephone conferencing and all discussions will be formally minuted. Any offer or refusal of a place will be made by the Local Authority on behalf of the Governors.
- 4) The Local Authority will write to parents, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 5) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

6) Full details of the co-ordinated scheme for Worcestershire schools can be found here: <https://www.worcestershire.gov.uk/coordinatedschemes>

Deferred Entry

If applicants wish to defer taking up a place allocated to them they must discuss this with the School. A place cannot be deferred beyond the academic year in which it is allocated.

Fair Access Protocol

All aspects of the school's admissions arrangements will be compliant with the School Admissions Code.

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.

If you have any queries regarding your application, please refer to the Information for Parents booklet which can be accessed via <https://www.worcestershire.gov.uk/admissionsguides>