



Perry Wood
PRIMARY & NURSERY SCHOOL

Admissions Policy 2026-27

Last Reviewed: October 2025

Review Due: October 2026

Reviewed by: Governors

Contents

Background.....	2
Late Applications	4
In-Year Waiting Lists.....	4
Fair Access Protocol.....	4
‘In Year’ transfer arrangements.....	4
Admission of Children outside of their normal age group	5
Early Years	5
Basic Eligibility Criteria	5
Allocation of Places.....	6
Priority 1.....	6
Priority 2	6
Priority 3	6

Background

Perry Wood Primary and Nursery School is an academy at part of the Griffin Schools Trust family of schools. Perry Wood Primary and Nursery School takes children aged from 2 years-11 years. We welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds. We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998. The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way. The number of places available is determined by the capacity of the school, and is called the ‘agreed admissions number’. Our published admissions number (PAN) is 60. When there are more applications than places, children are admitted in the following order of priority:

- *‘Looked after’ children and previously ‘Looked After’ children
- 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.
- 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 school;

- 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;
- Children of all staff at Perry Wood Primary school, where that member of all 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
- Pupils who live nearest to the school by the shortest straight line. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the centre of the School. The Governing Body 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 will supervise this process).

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

‘Looked after’ and previously ‘Looked after’ children 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, child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and cease 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 order indicated above to all catchment area applicants, i.e. sibling connection then children of all 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 school has agreed with the County Council in its co-ordinated scheme to accept late applications, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

- Where a family have just moved address, (refer to Information for Parents booklet);
- Where it is agreed by the Governing Body, 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.

Late application deadline 28th February 2021

In-Year Waiting Lists

The school maintains a waiting list and parents/carers need to apply, in order to be included. This waiting list will be maintained until 31 December and children will be added to it automatically if refused a place. After the 31st December parents will need reapply, at the start of each term if they wish to be included on the list for the following term.

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

From 2020 the Local Authority will be co-ordinating all in-year applications.

For further information, please follow the link below:

http://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications

Parents or carers seeking to transfer to a school need to be aware that they are responsible for ensuring their child continues to receive appropriate education in the interim

Admission of Children outside of their normal age group

Parents/carers 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/carers 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 Governing Body in conjunction with the Head Teacher, will reach the final decision. This will involve an 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.

The decision will be reached on the individual circumstances of each case.

Early Years

Basic Eligibility Criteria

All three year olds can take up a place of fifteen hours per week of the Free Early Education Entitlement, term time only, in the Nursery. Some three year olds may be entitled to thirty hours free education if they have working parents.

Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Alternatively, they can access the eligibility criteria handout from the school office, as well as an information page about the Nursery.

Children are funded the term after their birthday. The funding start dates are as follows:

Your child's date of birth	Availability of free early education entitlement funding from the government
Children born between Sept 1 st - Dec 31 st	Funding starts the following January
Children born between Jan 1 st - Mar 31 st	Funding starts the following April
Children born between Apr 1 st - Aug 31 st	Funding starts the following September

For administration purposes and to ensure parents are clear about the weeks that are covered by funding and those that are not, we calculate the funding being available for approximately 38 weeks over the academic year dependent on Worcestershire County Council published term dates, (1st September to 31st August) and as a guide, distributed as follows:

- 14 weeks during the 1st September to 31st December funding period
- 12 weeks during the 1st January to 31st March funding period
- 12 weeks during the 1st April to 31st August funding period

Allocation of Places

Once eligibility is established we will then offer places to children taking into account the additional priorities below:

Priority 1

- 1) Children in public care or fostered under an arrangement made by the local authority. Children who have been adopted from local authority care within the twelve months prior to applying for a school nursery place will also be included within the higher priority for looked after children.
- 2) Children who are the subject of a Child Protection Plan
- 3) Children with or without an Education and Healthcare Plan but who have Special Educational Needs and Disabilities, or with exceptional medical or mobility needs. Applications in this category must be supported by a statement in writing from a doctor or other relevant professional.

Priority 2

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 3

Children of parents and carers who live nearest school nursery. A 'straight line' measurement is given from the postal address to the School address. If we have more applications than there are places, we will offer places first to children living nearest to the School. If two children match in distance then they will be taken in age order, oldest first.

If we cannot offer children a place we will give families details of other school nurseries, childminders or independent sector nurseries that have places available in the immediate area.

The safety of children and quality of provision is paramount to the smooth running of the Nursery, therefore the Nursery is limited to a set number of places for each session.

Session options and available spaces for the three to four year old Nursery room are:

Option	Funded Hours	Timings	Total Spaces
Option 1	15 Hours	Monday to Friday 8.45am - 11.45am	24
Option 2	15 Hours	Monday to Friday 12.30pm - 3.30pm	24
Option 3	30 Hours	Monday to Friday 8.45am – 3.30pm	10