



# ADMISSIONS AND APPEALS POLICY

## 2027-2028



### Catshill First School & Nursery Catshill Middle School

This policy is reviewed at least annually by The Trust/Local Governing Body

Reviewed: March 2026

Next Review Date: February 2027

in collaboration with



**The Local Governing Body of the Catshill Federation is delegated to act in respect of admissions on behalf of The Spire Church of England Learning Trust**

## School Vision



## Admissions Information

The Catshill Federation has adopted the Worcestershire Fair Access Protocol.

### Catshill First School and Nursery

The School Admission Number for the academic year beginning September 2027 is 60, totalling 320 pupils across Reception, Key Stages 1 and 2. We also have a 26 place Nursery for mainstream children.

In general terms, the governors aim to preserve the ethos of the school as one which serves the neighbourhood. The Admission Policy has been formulated with this in mind.

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. There are 60 places available in each year group. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. A child with an Education, Health and Care Plan will be offered a place if the school is named in the Plan.

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(s) over PAN. These children are exceptions to the Infant Class Size legislation.

Legislation is in place to ensure that infant classes in Key Stage One, (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. There are a number of limited exceptions to this rule, known as

“excepted pupils.”, including children admitted outside the normal admissions round with an Education, Health and Care Plan (EHCP) naming the school, Looked after children and previously looked after children admitted outside the normal admissions round, children admitted following a successful appeal, children of UK service personnel admitted outside the normal admissions round, children admitted outside the normal admissions round where no other school place is available within a reasonable distance, twins or children from multiple births where one sibling is admitted as an excepted pupil, children with special educational needs who are normally taught in a special unit attached to the school but attend some mainstream infant classes.

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.

Parents/carers must seek the permission of the admission authority for their child to continue to be educated outside their normal age group when the child transfers to a different school. The process is set out in full in documentation on the Worcestershire School Admissions website, [Policy on Delayed and Accelerated Transfer](#). Parents/carers should adhere to the relevant dates for completion of application forms and late applications published by the Local Authority.

Parents/carers who would like their child to be admitted to the school during the year their child is five should ensure that they complete the necessary application by the 15th of January on Worcestershire County Council’s website. Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday
- b) the child’s parents/carers 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
- c) where the parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

The school encourages parents/carers to admit their children to school in the September following their fourth birthday. Children starting school at the beginning of September alongside their peers will benefit from the best possible learning and social experience.

### **Application Procedure**

Parents/carers who wish to register their child for a Nursery Place should contact the Head of School or the school Secretary.

Children are eligible to start school in Reception in the September following their fourth birthday. The school welcomes enquiries and is pleased to show parents/carers and children around the premises. Applications must be carried out via the Worcestershire County Council School Admissions system.

Membership of the Nursery will not guarantee a place in the main school, as the admission criteria will apply to all children seeking a place in the Reception year.

## **Catshill Middle School**

The School Admission Number for the academic year beginning September 2027 is 120, totalling 480 pupils across Key Stages 2 and 3.

In general terms, the governors aim to preserve the ethos of the school as one which serves the neighbourhood. The Admission Policy has been formulated with this in mind.

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. There are 120 places available in each year group. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. A child with an Education, Health and Care Plan will be offered a place if the school is named in the Plan.

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(s) over PAN. .

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.

## **Application Procedure**

To start in Year 5 in September applications must be carried out via the Worcestershire County Council School Admissions system. The school welcomes enquiries and is pleased to show parents/carers and children around the premises.

## **Federation Admission Criteria**

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: -

1. Children Looked after and previously Children Looked after including those who appear to have been in state care outside of England;
2. Catchment Area Siblings;
3. Catchment Area at a Feeder School;
4. Catchment Area Children of Staff;
5. Catchment Area;
6. Out of Catchment Area Siblings;
7. Out of Catchment Area at a Feeder School;
8. Out of Catchment Area Children of Staff;
9. Out of Catchment Area;
10. Distance.

In each criterion, children will be ranked in accordance with **Straight Line Distance**.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan, this will be prior to the allocation of any other places, wherever possible, and could reduce the number of places available.

## **DEFINITIONS**

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.

### **Catchment area**

It is the school allocated to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case. **There is no guarantee you will be allocated a place at your catchment school.**

### **Siblings**

A brother or sister of pupils attending 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.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carer's partner. 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.

### **Feeder School**

Within each area a pyramid of schools exists. Feeder schools are schools which feed up to the next phase of education within the same pyramid. In order to qualify for the Feeder School connection, children must be attending a feeder school at the time of application and at the closing date for applications.

### **Children of Staff**

Children of any member of staff that has been employed for two or more years at the time at which the application for admission is made

### **Straight Line Distance**

The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates 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.

The Admissions Authority for this Academy School has been delegated to the Local Governing Body; however, the Governing Body participates in the Co-ordinated Admission Arrangements of the Local Authority. All applications for an academic year are considered at the same time; the beginning of March, by the Local Authority. The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents/carers can apply for a place in the school of their choice. Parents/carers have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications should be made to Worcestershire County Council School Admissions department. Full details are available on Worcestershire County Council's website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk).

The Local Authority, on behalf of school Governors, advises parents/carers of the outcome of their application. All preferences are treated equally.

### **Mid-Year Admissions**

Parents/carers wishing to apply for a place at our schools other than at the September intake to Reception, should send applications to School Admissions who will liaise with schools and write to the parents with the outcome of their application. Further information can be found at: [https://www.worcestershire.gov.uk/info/20099/school admissions/706/in-year applications](https://www.worcestershire.gov.uk/info/20099/school%20admissions/706/in-year%20applications)

If the year group in the school is full or oversubscribed and where further admissions would prejudice the efficient provision of education or use of resources, then the school will refuse the place. An applicant will be given the opportunity to appeal and an appeals form is to be completed (appendix A).

### **Waiting Lists**

The school operates a waiting list system for entry into Reception or Year 5 at the start of an academic year. The waiting list opens from the date when places are offered. If your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31st December of the current academic year.

The school also operates a waiting list system for all Years from 1-4 and 6-8. Where an application for admission to Years 1-4 or 6-8 is refused a child may be placed on the waiting list for that class by contacting the school office.

On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list changes.

### **Late Applications**

Applications received after the closing date and up to the date announced by the school each year with the details of the co-ordinated admissions arrangements, will be treated as being on time only in the following circumstances:

- a. Where a family have recently moved address into the catchment area of this school,
- b. 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.

### **Repeat Applications**

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

### **Appeals**

If a child is not offered a place at the school, it is because the school is full and to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents/carers wish to appeal against a decision to refuse entry, they can do so by completing the appeals form (appendix A) and sending it to the school's Governing Body within 20 working days.

An independent appeals panel then meets to consider all appeals by parents/carers who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in October 2022.)

## **Appendices**

### Appendix 1

[SCHOOL ADMISSION APPEAL REQUEST FOR ALL SCHOOLS WITHIN THE SPIRE TRUST CHURCH OF ENGLAND LEARNING TRUST.docx](#)