



Great Witley CE Primary School

Admissions Policy 2027-2028

The parents of all pupils' resident in Worcestershire who are seeking a place for their child to enter a Reception class must complete a Worcestershire Local Authority Common Application by the closing date in January each year, indicating three school preferences.

The law states that children who have reached their fourth birthday are entitled to attend school full-time in a Reception class from September after their fourth birthday. The Local Authority (LA) is responsible for coordinating Reception places each September on behalf of Great Witley. The LA will send details to Great Witley CE Primary for any child wishing to start at school for initial consideration based on the school's admission criteria. The LA will be responsible for making any offer or refusing any place on the school's behalf, based on the information from the initial considerations by the school. The LA will also offer parents the right of appeal in all refusals. The school has adopted the Local Authority's Fair Access Protocol.

Application forms, details of the school's catchments area may be obtained from:

[Apply for a school place | Worcestershire County Council](#)

Our Vision: Let your light shine and be extraordinary

Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests, enable pupils to flourish and be extraordinary people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their extraordinary futures in an ever-changing world.

"Let Your Light so shine, that they may see your good works, and glorify your Father which is in heaven". Matthew Ch5 v16

Great Witley CE Primary School Admissions Criteria

The Trust Board at Great Witley CE Primary will determine the admission criteria and waiting list criteria for all applications. The criteria will be applied for admission to a place in all year groups within the school as follows:

The catchment area for this school includes The Shelsleys, Stanford Bridge, Little Witley and Shrawley as well as Great Witley (a map of the catchment area is attached to this policy see **Appendix 1**).

Priority with regards to admissions shall be as follows:

1. *Looked After children and previously Looked After children.
2. Children residing within the above catchment area (see Appendix 1).
3. Out of area children with siblings attending the school at the time of admission. (The sibling link, as well as brother or sister, also includes half-siblings, i.e. children who share one birthparent and legally adopted children. They must also be living at the same home address.)
4. Out of area children.

Notes:

1. *'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 case 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 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.

2. In accordance with legislation, a child with an **EHCP** Education Health Care Plan will be offered a place at the school named in the Statement or EHC plan.

3. In the event of applications on behalf of twins or multiple births, an offer can be made for all of the siblings. However, if the offer to this family results in a breach of the Infant class size limit (30 pupils to a single school teacher in Reception, Yr 1 and Yr 2 classes) no places will be available to other children on the waiting list until the infant class size limit of 30 is no longer being exceeded.

If there are not enough places to accommodate all the applicants, priority will be given in each category from which children are admitted, to those living 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 School. The Academy Trust 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 Trustees/Academy Trust will supervise this process)."

All applications for admissions during the academic year September to August will need to be received by the local authority in the area that they live in (the 'home' authority) on or before **15th January 2028**. The home authority must then pass information on applications to other local (maintaining') authorities about applications to schools in their area. Late applications will be accepted until **28th February 2028** for this school. Any applications received after the closing date will only be considered for any places that remain after all on time applications have been considered.

As part of the LA's Co-ordinated Admission Arrangements with schools, letters advising parents of the allocation of places will be sent out by the LA on behalf of the Academy Trust/Trustees on **16th April 2028**.

N.B. The Academy Trust/ Trustees wish to make it clear that the only address considered with regard to admissions is the child's main residence at the time of application. Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms.

The school's Published Admission Number (PAN) is **thirty**. The law requires that all children start full-time education by the beginning of the term following their fifth birthday. Parents are entitled to access full time education for their child from September following their fourth birthday. The school's policy regarding admission of Reception children at the start of the Autumn Term is to take all the children full time; however, parents may wish to discuss this arrangement with the Headteacher.

Waiting lists

Waiting lists are maintained by Great Witley CE Primary School, and parents will automatically be added to the waiting list. These waiting lists will be maintained until 31st December 2027. At this stage parents will need to reapply at the start of the following term should they want to be included.

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. The School Adopts the Protocol.

Admission of children outside their normal age group

Great Witley CE Primary School provides for the admission of children in September following their fourth birthday. Where a place has been offered for a child at Great Witley CE Primary School that child is entitled to a full-time place in September following their fourth birthday. The child's parents can defer the date their child is admitted 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. 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.

The Academy Trust/ Trustees of the school will make the decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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 been previously educated out of their normal age group; and whether they may naturally fall into a lower age group if it were not for being born prematurely. The Academy Trust/ Trustees and the Head Teacher will make the final decision. This will involve the Head Teacher completing an educational assessment to determine whether it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Parents/carers should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The headteacher will share their views on the request with the trust via the directors of education, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

In-Year' Admissions

In-Year Admissions will be coordinated on behalf of all schools by School Admissions, on behalf of the Local Authority.

[Changing schools \(In-Year applications\) | Worcestershire County Council](#)

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

1. The Authority provides a common application form (CA1) for parents to apply for a place at any mainstream school in Worcestershire. Once completed, this must be returned to the School Admissions Team.
2. Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
3. Parents will be invited to state up to three preferences on the CA1 for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
4. Where a parent approaches a school directly the parent should be advised to complete a CA1 and return it to School Admissions.

