



ST MARY'S CE
PRIMARY SCHOOL

Admissions Policy 2027/2028



Everyone learning, everyone succeeding



St Mary's C of E (VA) Primary School takes children aged from 2 years -11 years.

We welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

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 30.

Parents considering our school for their children are welcome to telephone or call into meet the Headteacher and visit the school.

Legal framework

This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2021) School Admissions Code
- DfE (2014) School Admissions Code
- DfE (2012) School Admissions Appeals Code

Reception Admissions

Children are legally entitled to be admitted in the school year from the September following their 4th birthday.

Applications for a place in Reception should be made through the local authority in which your child lives. If you are a parent or carer and wish to apply for a place for your child, you will need to complete a common application form available on

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

and return it to your local authority which will be Worcestershire. Please list the school you are applying for in order of preference. Put your preferred school first.

Attendance in our school nursery does not automatically guarantee that a place will be offered in the main school, reception places must be applied for separately following the processes above.

The Local Authority will admit children up to the Pupil Admissions Number which is presently 30 according to the criteria on their website.

Children are admitted into the school from the beginning of the autumn term of the year in which they are admitted to the school.

All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

St Mary's CE (VA) Primary School as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

When there are more applications than places, children are admitted in the order of priority according to this policy.

Key Dates for 2027/2028 Reception Admissions

Closing date for Primary School Applications	15 th January 2027
Late Application date	28 th February 2027
Notification Date	16 th April 2027

Late Applications

The Governors have agreed to accept late applications, within the time frame set out in the co-ordinated scheme, and treat them as being on time, 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 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.

Waiting Lists

The school will maintain a waiting list for pupils not granted a Reception Class place and children will be added to this automatically. If a place later becomes available, it will be allocated in accordance with the admission criteria set out in this policy and not on a 'first come, first served' basis. This waiting list will be maintained until 31st December. At that stage parents will need to reapply at the start of the following term if they wish to be included.

Oversubscription Criteria

The Governor's Admission Policy determines the criteria for entry as follows:

- Children Looked After and Previously Looked After (Children in Care). 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 being 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.
- Pupils who would still have a sibling at school at the time of admission. The sibling link as well as brother or sister also includes half-siblings (that is children who share one birth parent), fostered and legally adopted children. They must be living at the same address at the time of application and admission.
- Children living in the area normally served by the school (the catchment area). The Catchment Area map is available to view in school and can be obtained from the Local Authority
- Children of all staff at the school, 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.
- Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on/appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the governing body. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents/carers should attach any medical certificates or any other appropriate information from independent sources to their application form.
- Pupils who live nearest to the school by using 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 Governing Body will utilise the Local Authority 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).

In accordance with legislation, a child with an Educational Health Care Plan will be offered a place at the school 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 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 EHCPs, 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

In-Year Applications for Admissions

St Mary's CE (VA) Primary School follows the Code of Admissions where all places are allocated in an open and fair way. We fulfil the government's requirement to restrict Early Years and Key Stage 1 classes to a maximum of 30 and prefer to keep our numbers below this if possible. Requests for admission to Reception made after the normal round of admissions, from 1 September, or for places in other Year Groups should be made directly to school admissions.

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

Where vacancies exist in a year group, pupils may be admitted at any time during the school year.

Where the year group is full a place may still be offered providing;

- There is an education, health and welfare plan in place
- The child is a 'looked after' child
- No other applicants (other than those prioritised through EHW and LAC) have been refused places in the same year group – wherever they live
- The child is living or moving into the school's priority area (evidence will be required) the admission will not breach the class size limit for infants
- The school is willing

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.

Admission of Children Outside the 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, 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. St Mary's CE (VA) Primary School will make the decision based on the circumstances of each case and in the best interests of the child concerned. They will request the Head Teacher to take 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 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.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore consider requesting delayed or accelerated entry. This process must be completed in advance of the closing date of 15th January prior to the child's usual start date. A decision will be made, and parents/carers will be informed.

Parents must seek permission from the appropriate admission authority for their child to be admitted outside the normal age group if they transfer to a different school.

Appeals

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision. A letter will be issued to parents which includes the details of how a person can appeal against the decision to refuse a place, the refusal letter will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.

Should you wish to exercise the right to appeal please notify in writing our Chair of Governors at St Mary's CE (VA) Primary School, Stoney Lane, Kidderminster, DY10 2LX or via office@stmarys.worcs.sch.uk within 20 school days of the date of the refusal letter. Further details can also be found on the LA's website..

We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools' adjudicator. The schools' adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

The Code on School Admission Appeals sets out the appropriate deadlines for appeals and includes:

a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals (the deadline is set annually in co-ordinated scheme);

b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

c) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority.

Confirmation the Admissions Policy 2026/2027 in respect of St Mary's CE (VA) Primary School has been approved by the Governing Body.

Signed by:

Rev V Houghton__ *V Houghton*____
Chair of Governors

Date _6th October 2025__

Miss S Perrett____ *S Perrett*_____
2025____
Headteacher

Date _6th October

Agreed at the Governing Body Meeting on: _6th October 2025__