

Admissions Policy

2024/2025



Approved by:	Headteacher & Governors
Last reviewed on:	September 2023
Next review due by:	September 2024

Astwood Bank Primary School Admissions Policy 2024-2025

Rationale

Astwood Bank Primary School is situated in Astwood Bank in Redditch, Worcestershire. It is an Academy School and as such is its own admissions authority as part of the coordinated scheme with the Local Authority. This means it determines the priorities for admission should the school be oversubscribed, working alongside the Local Authority. Each application is considered on its own merit in accordance with our criteria. Being part of the coordinated scheme ensures that each child receives only one offer of a place as the Local Authority coordinates admissions across the county and admission in other local areas such as Studley, in consultation with neighbouring authorities.

Astwood Bank Primary School continues to use the catchment area which pre-dates it becoming an Academy. Your child's catchment school can be obtained via <http://www.worcestershire.gov.uk/cms/school-information/school-search>. A map is also available at the school office.

Visiting Astwood Bank Primary School

The school appreciates that parents need to choose their first, or subsequent school, carefully. To aid parents in this process the school offers Open Mornings in the early Autumn Term to see the school in action. Please see our website or phone the school for confirmation of the dates for these. Additionally, there may be times when parents may wish to apply at other times of the school year and again, please contact the school for an appointment.

Pupil Admission Number (PAN)

The Pupil Admission Number for 2024-2025 reception places is 60, organised into two classes. Children will be admitted to the school in the school year in which they will be 5 years of age, which is from 1st September 2024 to 31st August 2025.

The Application Process

Prior to applying for a place all parents are ***strongly advised to read 'The Information for Parents Book on Admissions and Transfers to Schools'*** which is available at [School Admissions Booklets and Guides](#)

It can also be located in schools, libraries and at your local Worcestershire Hub. Although we would hope all applicants receive a place at Astwood Bank Primary School, parents are strongly advised to name three schools on the form as should the school be oversubscribed the LA will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to Astwood Bank Primary School will need to complete the Common Application Form (CA1) an online form, which can also be found on www.worcestershire.gov.uk/schooladmissions or via Worcestershire Hub Centre (Tel: 01905 822700).

If a parent living outside of Worcestershire wishes to apply for a place at the school, they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration.

The closing date for applications received at Worcestershire County Council, or the parent's local authority if this is different from Worcestershire is **15th January 2024**.

Procedures following Application

Any applications submitted to the home Local Authority naming Astwood Bank Primary School in any order of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the oversubscription criteria below. This list is returned to the LA for the coordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents who have applied on-line will be sent an email by the Local Authority on 16 April with details of the school offered. If any parent applies using a paper application, they will be sent a letter via 2nd class post on 16 April. Parents/carers must respond to their offer within 2 weeks either by using the on-line system or returning the acceptance slip contained with the offer letter. If parents named Astwood Bank Primary School but were not offered a place they will be advised of their right of appeal

If you wish to withdraw your application for any reason, or wish to decline an offer of a place at Astwood Bank Primary School you must inform the Head Teacher and Pupils Admissions and Transfers at your home local authority immediately in writing.

Late Applications

Late applications received after the closing date will be given the lowest priority, no matter which criteria point they meet unless:

- A family has moved into the catchment area of the school, in which case a copy of the solicitor's letter or tenancy agreement will be needed to evidence this
- There were exceptional circumstances that caused the delay, agreed by the Governing Body, evidence of these circumstances may be sought

Age of Entry to School

All children must legally be in school by the term following their fifth birthday. It is normal for all children to start Astwood Bank Primary School in the September after their fourth birthday mostly full time, however we recognise that parents know their children better than we do and therefore can accommodate children starting school part time. Normally this is for the first term, but in special circumstances this could be for longer. Please talk to the Head Teacher regarding this if you feel it applies to you and your child.

Parents do have the right to defer entry to the term following their fifth birthday, however if parents are considering doing this we would strongly advise them to talk to the Head Teacher about this decision, and should parents wish to defer after a place after being offered a place they must inform the Head Teacher. Should this mean that your child would not enter school until September following their normal entry date, as their birthday is

between May and August, the place cannot be guaranteed a year in advance, as it cannot be kept open. Parents would, in these circumstances, need to apply for a Year 1 place.

Admission of Children outside of 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, 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.

The Head Teacher of the school will reach the final decision. This will involve the Head 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.

How to apply for year groups other than Reception, or for in year admissions

A parent can make an application for a place at Astwood Bank Primary School at any time, however places can only be allocated if the PAN is not full. The PAN is 60 for all year groups.

As with applications to the new intake classes, Astwood Bank Primary School asks parents to complete the Standard Application Form (CA1), found online at www.worcestershire.gov.uk or via the Worcestershire Hub Centre (Tel: 01905 822700) and forward it to School Admissions.

All applications are co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link: <https://www.worcestershire.gov.uk/coordinatedschemes>

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the oversubscription criteria. School Admissions will notify parents of the decision, and if refusing the place, will offer the right of appeal. All appeals must be made in writing to the Governing Body of Astwood Bank Primary School **within 20 school days of receipt of notification.**

For In-year applications, appeals will be heard within 30 school days.

Waiting Lists

Astwood Bank Primary School operates a waiting list for any oversubscribed year group according to the following circumstances:

1. Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.
2. The school secretary will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at Astwood Bank Primary School.

3. At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.
4. As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list.
5. Parents will **not be informed** of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

Oversubscription Criteria

The purpose of the published oversubscription criteria is to give everyone a fair and equal opportunity to apply for a place at the school, in line with the Local Authority's Fair Access Protocol. At Astwood Bank Primary School the following criteria will be applied to all applications if they are in year or for the new intake. This ensures that should there be a case of oversubscription all applications are treated the same:

1. Children in care or accommodated by a Local Authority and children who ceased to be in care or accommodated by a Local Authority because they were adopted or made subject of a child arrangements order or special guardianship order including children who were in state care outside of England when they were adopted.
2. Children with a sibling on roll at the time of application - the sibling must be attending the school at the time of entry for the younger child. A sibling is defined as a full, adopted half or step brother or sister living at the same 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.
3. Children living in the school catchment area - this is defined as the address where the child is normally resident. In cases of shared custody, the school will need to see the terms of the residency order to clarify the home address. Where there is no residency order, school will consider that residency is with the parent who has primary, day to day care.
4. Children of all staff who have been employed at the school for a minimum of two years or recruited to fill a skill shortage.
5. Distance measuring - Pupils who live **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 Governing Body/Academy Trust will utilise the LA 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 equal distance applicants, any place will be allocated by random selection. Someone totally independent of the Governing Body/Academy Trust will supervise this process).**

In cases of equal distance places to be allocated by random lottery, supervised by an independent source.

A child whose statement or Education Health Care Plan that names Astwood Bank Primary School will be offered a place at the school.

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.

All Early Years and Key Stage One classes are limited to a class size of 30 by law. However, there are exceptional circumstances where this can be exceeded. These are:

- The child has a statement or EHCP admitted outside the normal admission round
- If the child is a relevant looked after child, or previously looked after child admitted outside the normal admissions round
- In circumstances of a procedural error made by the admission authority or local authority in the original application process
- The child has been admitted after an independent appeals panel upholds an appeal
- If the child moves into the area outside the normal admissions round and there is no other available school within a reasonable distance
- The child is of a UK service person admitted outside the normal admissions round provided this is accompanied by an official letter regarding their relocation
- The child is a twin and the sibling has been offered a space as there is a vacancy

Appeals

All parents have the right to appeal the decision not to admit their child to Astwood Bank Primary School. Appeals must be made in writing to the Chair of the Governing Body, c/o Astwood Bank Primary School, Church Road, Astwood Bank, Redditch. Worcestershire, B96 6EH - stating the child's name and date of birth, their own name and the year group they are appealing for.

The school uses Worcestershire Appeals Panel to manage its Appeals on its behalf. Appeals letters will be acknowledged, and the chance to put concerns in writing with evidence will be offered. Further notification will be received of the hearing date and parents will receive paperwork regarding the appeal in line with statutory requirements at this time. Parents will be invited to attend the appeals hearing to state their case in person. The school and parents will be bound by the decision of the appeal panel to admit or not.

Useful contacts:

Astwood Bank Primary School

Tel: 01527 892681

Website: www.astwoodbank.worcs.sch.uk

Email: ABPS-office@shiresmat.org.uk

Head of School: Mrs Debbie Yarnold

Worcestershire Pupil Admissions

Tel: 01905 822700

Web address: https://www.worcestershire.gov.uk/info/20099/school_admissions

Online Postcode Catchment area check

Web address: <https://www.worcestershire.gov.uk/schoolsearch>

SENDIASS

(providing impartial information, advice and support on matters relating to children and young people with special educational needs and /or disabilities

Tel: 01905 768153

Web: www.SENDworcestershireshire.co.uk

ACE (Advisory Centre for Education)

a national charity that provides independent advice for parents and carers of children aged 5-16

Tel: 0808 800 5793

Website: www.ace-ed.org.uk

Astwood Bank Primary School



A centre of learning and opportunity

Appendix 1 - Timeline for Reception Admissions Process

- 1) September 2023: The online application process will open in Worcestershire [www.worcestershire.gov.uk/school admissions](http://www.worcestershire.gov.uk/school-admissions). For other LA's please see their websites
- 2) The closing date for applications is 15th January 2024.
- 4) **All applications** must be ranked, in accordance with oversubscription criteria (and not just up to PAN.
- 5) 16th April 2024: LA to send out all decision letters, on behalf of the Academy's Governing Body
- 6) All unsuccessful applicants to be notified of their right to appeal by the LA.

