



**STOUR VALE  
ACADEMY  
TRUST**

# **PROPOSED ADMISSION ARRANGEMENTS (NORMAL AGE OF ENTRY – SEPTEMBER 2026)**

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## 1. Introduction

This policy relates to applications for admission to member schools within Stour Vale Academy Trust (the admission authority).

Stour Vale Academy Trust is responsible for determining the member schools' admission arrangements (including this policy) and deciding who can be allocated a place in accordance with this policy.

We have an inclusive education policy which aims to maximise the opportunity to meet parental preference. We do not support the use of selective admission policies based on aptitude or academic achievement.

Our admission arrangements ensure that the process is fair and equitable for all.

## 2. Aims

Through our admission policy we aim to:

1. explain how to apply for a place at a member school within Stour Vale Academy Trust;
2. set out the arrangements for allocating places to the pupils who apply to member schools within Stour Vale Academy Trust; and
3. explain how to appeal against a decision not to offer your child a place.

## 3. Legislation and statutory requirements

Our admission policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy trust, our member schools are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in:

- [School Standards and Framework Act 1998](#)

This policy complies with our funding agreement and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, the Human Rights Act 1998 and the Special Educational Needs and Disability Discrimination Act 2005 and the Equality Act 2010.

## 4. Definitions

**Normal admissions round:** the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** children who, at the time of making an application to a school, are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions.

**Previously looked after children:** children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order (an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014), or
- became subject to a special guardianship order (an order appointing one or more individuals to be a child's special guardian (or special guardians)).

This includes children who appear to have been in state care outside of England and have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Compulsory school age:** a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 5. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

Supplementary application forms are not required for admission to member schools within Stour Vale Academy Trust.

You will receive an offer for a school place directly from your local authority.

Please note that pupils already attending a nursery at a member school will not transfer automatically into the main school. A separate application must be made for a place in Reception.

## 6. Allocation of places

Please refer to the detailed admission arrangements for each member school within Stour Vale for the following information:

- Admission number
- Oversubscription criteria
- Tie-break

- Children below compulsory school age
- Requests for admission outside the normal age group
- Late applications
- Waiting lists
- Repeat applications
- Changing or adding new preferences
- Twins and multiple births

## 7. Challenging behaviour

We will not refuse to admit to any member school within Stour Vale a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with Education, Health and Care plans (EHCPs) where the school is named in the EHCP as the most appropriate to meet the child's individual needs.

## 8. Fair Access Protocol

Member schools within Stour Vale participate in the relevant local authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 9. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCPs name the school as the most appropriate to meet their individual needs, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Applications for in-year admissions are coordinated by the local authority in whose area the member school is located; please see their websites for details of the relevant scheme:

Dudley Local Authority: <https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/changing-schools>

Sandwell Local Authority: <https://www.sandwell.gov.uk/school-admissions/applying-transfer-child-mid-year>

Worcestershire Local Authority: <https://www.worcestershire.gov.uk/worcestershire-education-and-early-years-services/support-services/improving-schools-and-settings/school-admissions>

## **10. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about how to appeal against the decision and about the process for hearing appeals.

The appeals timetable for each member school within Stour Vale will be published on their website by 28 February 2026.

## **11. Monitoring arrangements**

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to comply with mandatory requirements), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on admission arrangements for each member school within Stour Vale at least once every seven years.

## **12. Detailed admission arrangements for member schools within Stour Vale Academy Trust**

The detailed admission arrangements for each member school within Stour Vale are shown below.

## Holywell Primary and Nursery School



### **HOLYWELL PRIMARY AND NURSERY SCHOOL**

**School Road, Rubery, B45 9EY**

**Local Authority: Worcestershire CC**

### **Admission number**

The published admission number (PAN) for Reception at Holywell Primary and Nursery School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

### **Application process**

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Worcestershire).

Worcestershire Local Authority coordinates applications for admission to Holywell Primary and Nursery School. Please refer to their website for more information:  
<https://www.worcestershire.gov.uk/schools-education-and-learning-contact/apply-school-place-0/apply-school-place>

### **Oversubscription criteria**

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Children of Staff
4. Catchment Area
5. Out of Catchment Area Siblings
6. Out of Catchment Area Children of Staff
7. Out of Catchment Area

## 8. Distance

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

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

### Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by random selection (lottery), independently overseen by Worcestershire Legal and Democratic Services.

### Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer 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.

### Requests for admission 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.

Parents should make their application, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Worcestershire Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their 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. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Worcestershire Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the parents' 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;
- whether they may naturally have fallen into a lower age group if it were not



- for being born prematurely; and
- the headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out here, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Late applications, including late changes to on-time applications**

Between 16 January 2026 and 28 February 2026, it is likely that several late applications will be received. Late applications for places will be accepted within this timeframe, and treated as being on time, only in the following circumstances:

- Where a family have just moved address.
- Where it is agreed by the admission authority 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 28 February 2026, late applications (including late changes to on-time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

All applications received after 28 February 2026 for the intake year, must be sent to Worcestershire Local Authority, and will be processed as soon as possible. An offer, or refusal, of a school place will be given by Worcestershire Local Authority, on behalf of Holywell Primary and Nursery School.

### **Waiting lists**

Parents need to apply to be included in waiting lists.

The waiting list is ranked in line with the published oversubscription criteria and is maintained for the whole of the academic year, so for applications for intake in September 2026, the waiting list will remain open until 31 July 2027. Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of July 2027 if they wish to be included in the new waiting list for the new academic year, by completion a fresh application form (CA1 form). Only on receipt of an acknowledgement letter will that child be on the list.

## Twins and multiple births

In the event that one or more but not all children from that 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. In circumstances where no children from a multiple birth can be offered a place and parents appeal against the decision, parents are advised to note that all appeals are dealt with on their own merits and independent appeal panels are not obliged to allow all children from a multiple birth to be admitted, if one appeal is successful.

## Definitions used in admissions administration

### 1. Catchment area

Catchment area refers to 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. Copies of catchment area maps, if required, are available from the local authority, or can be viewed in school. To find the catchment area for a postcode, please visit this web page: [Search for a School Catchment by Postcode](#) (opens in a new window)

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.

### 2. Siblings

Sibling refers to 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.

### 3. Children of staff

Children of any member of staff employed at the mainstream school in either of the following circumstances:

- a) where that member of staff has been employed for two or more years at the time at which the application for admission is made, or
- b) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage.

#### 4. Straight line distance

The measurement will be taken using the GeoCode Points for each property and the GeoCode Point for the school. Worcestershire 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.