

When there are more applications than places, children are admitted in the following order of priority:

- i) \*'Looked after' and previously \*'Looked after' children. Including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption
- ii) Siblings (see below for definition) of pupils attending the school and living within the catchment area of 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. Copies of catchment area maps, if required are available from the school or LA. To find the catchment school for a postcode visit School Catchment Search 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.
- iii) Pupils living within the catchment area of the school. Copies of catchment area maps, if required are available from the school or LA. To find the catchment school for a postcode visit School Catchment Search ;
- iv) Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. 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;
- v) Children of all members of 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
- vi) 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 Trust Board 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 Trust Board will supervise this process).

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named on the Plan.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangement

## CRANHAM PRIMARY SCHOOL ADMISSIONS POLICY for 2026/27

order or special guardianship order. Including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include halvesiblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

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.

When parents share responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent. The address used when making the application will be the address used when determining distance from school.

### **Late Applications**

The Trust Board has agreed to accept late applications, within the time-frame set out in the LA 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 Trust Board, 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**

Waiting lists are maintained by the School, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the 31<sup>st</sup> December. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

### **Appeals**

In the event of applicants not being admitted to the school, they may submit an appeal in writing, setting out the grounds on which the appeal is made, to the Trust Board within 20 school days of the date of notification of the refusal of a place. Reasonable deadlines will be set for those making an appeal to submit any additional evidence. Those making an appeal will receive at least 10 school days notice for their appeal hearing. The appeal will be heard by an independent appeal panel and decision letters are sent within 5 school days of the hearing when possible.

### **Fair Access Protocol**

As part of the Worcestershire Fair Access 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.

### **'In Year' transfer arrangements**

From 2020, Worcestershire Children First on behalf of the Local Authority will be co-ordinating all in-year applications and parents should contact the School Admissions Team in the first instance.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

### **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.

Parents/carers should make their request in writing or via email to the headteacher ([cranhamoffice@riverscofe.co.uk](mailto:cranhamoffice@riverscofe.co.uk) – FAO 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.

For more information visit:

<https://www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies>