



## **Great Witley CE Primary School**

### **Admissions Policy 2026-2027**

#### **Our Vision: Love Learn Live**

We follow Jesus' example by valuing and cherishing all God's children in an ever-changing world. We are loved so we can love, we learn so that we can grow and therefore live our lives to the full, flourishing in the eyes of God today and in the future.

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

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 regard 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 siblinglink, 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 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.

**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 (the 'home' authority) on or before **15<sup>th</sup> January 2026**. 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 **28<sup>th</sup> February 2026** 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 **16<sup>th</sup> April 2026**.

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 the 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.

#### ***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 the 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 the 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 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 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 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.

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 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>

Own Admission Authority Schools continue to reach their own decisions on whether or not they can offer or refuse a place, School Admissions will be the conduit for applications and responses to parents on their behalf.

### **Waiting Lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year **and will automatically be added** This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, **If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2026.**

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal using the appeal request form which can be found on our website, setting out the grounds on which the appeal is made, Please address the appeal to the headteacher Kate Ramsey within 20 school days of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

**Appendix 1 Catchment Map (attached below, page 4)**

Appendix 1 - Catchment Map

