

Responsible body	Title of policy	
Full Governing Body	Admissions 2026-27	

1 Admission numbers

1.1 At Hallow C.E. Primary School we offer a warm welcome to all. The published admission number for the school is 29.

2 Criteria for admission

2.1 In this document, '*looked after*' means all relevant 'Looked after' and previously 'Looked after' children ie. those children currently accommodated by or in the care of a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by or were in the care of a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order. . This includes 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.

2.2 The term '*sibling*', as well as brother and sister, includes half siblings (that is children who share one birth parent), step siblings, and foster siblings and legally adopted children. They must be living at the same address at the time of application and admission, and will still be on role at the time of admission. The older sibling must still be attending Hallow CE Primary School on the closing date for application.

2.3 When there is over subscription, the following criteria will be applied progressively to applications

- 1) 'Relevant looked after children' and 'previously looked after children'.
- 2) Those children who live in the catchment area of the school, which is the ecclesiastical parish of Hallow (as shown at section 9 of this policy).
- 3) Those children with siblings currently attending Hallow School. In the case of multiple applications from one family into a single year group where only one place remains available, random allocation will be used as a tie-break to decide which child should be admitted. This process will be independently verified.
- 4) Those who practise a Christian (Trinitarian) commitment by attending:
 - a. St Philip and St James Church, Hallow
 - b. St Bartholomew's, Grimley or St Martin's in Holt
 - c. Any other C of E Church
 - d. Any other Christian Denomination

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In order for your application to be considered under this particular criteria, the minister's declaration at Appendix 1 of this policy should be completed by your minister providing confirmation of at least monthly attendance for a minimum period of a year prior to the date of your application. This form must be sent to the School at the time you make your online application for a place. In the event that no form is received by the School, your eligibility for entry under the 'religious' criteria cannot be considered.

- 5) Those who demonstrate a special need for admission (e.g. medical, social or physical circumstances). Appropriate evidence would be required including possible professional referral (e.g. from a local authority).
- 6) Children who reside outside the ecclesiastical parish, who live nearest to the school by the shortest straight line distance calculated using the GeoCode Points for each home address and the GeoCode point for the school

Within each of the categories listed 1 – 6 above, where there are more applicants than places available, allocation will be prioritised on the basis of measurement by distance from the school to each child's home address (except where the particular provisions of 3 above apply). The measurement will be taken using the GeoCode Points for each home address 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 supplies the co-ordinates that are used to plot an address within this system. In the event of equidistant applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the governing body.

2.4 Parents may state an order of preference on the application, but all preferences are treated equally.

2.5 It should be noted that attendance at any Playgroup or Pre-school does not form part of the admissions criteria for a place at Hallow CE Primary School.

2.6 Any child who has an Education Health and Care Plan will be admitted to the school if their plan names the school as the appropriate educational provision for them.

2.7 As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', the school can be required to exceed the published admission number to admit pupils covered by the Protocol.

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3 Starting at Hallow School

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

3.2 Children must attend school once they reach 'compulsory school age', except in the circumstances set out in paragraph 3.4 below. 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 in each year.

3.3 The school expects that children will normally attend school full time from the beginning of the autumn term of the year in which they are admitted to the school. However, the school recognises that:

3.3.1 parents have the right to defer the date their child is admitted to the school until later in the school year, 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 the application for admission was made; and

3.3.2 where parents so wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

3.4 The parents of any child born between 1st April and 31st August, ('a summer born child') may choose not to send that child to school until the September following his or her fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Where a parent wishes to make an application to the school for admission of a child out of their normal age group, they should, in the first instance, contact the head teacher. Decisions about admission in response to such an application will be made by the Governing Body on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following:

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; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school.

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4 Admissions procedure

4.1 The governing body hereby adopts Worcestershire County Council's Fair Access Protocol with regard to admissions. The deadline online applications is 15th January 2024. The Admission Authority of the School has agreed to accept late applications received between 16th January 2024 and 28th February 2024 and treat them as being on time, only in the following circumstances:-

- a) where a family have just moved address,
- b) where it is agreed by the Admission Authority of the School 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 received after 28th February 2024, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time. Applications for available places will be determined in accordance with the admissions criteria set out in this policy.

4.2 Applications for available places will be determined in accordance with the admissions criteria set out in section 2 of this policy.

4.3 If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

5 Requests for admission into the Reception Class

5.1 **If resident in Worcestershire**, a Parent/Carer should apply online via www.worcestershire.gov.uk/schooladmissions.

5.2 **The parents of pupils resident outside Worcestershire**, but who wish to apply for a place at any Worcestershire school, must complete an application provided by their "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

5.3 Service families are asked to provide evidence of their Unit postal address or quartering area address if application for a place is made prior to posting.

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5.4 If you do not have access to the internet please contact School Admissions at Worcestershire County Council on 01905 822700.

5.5 If assistance is required, please contact our Office Manager to arrange a visit.

5.6 Notification of an offer will be sent out on the 16th April 2024 by the Local Authority.

6 In-Year applications

6.1 Late applications and all applications for transfers made during the school year (known as ‘in-year applications’) should be made to School Admissions, who, on behalf of the school will co-ordinate all applications for in-year places

6.2 The parent/carer should complete the application form using form CA1 available online at www.worcestershire.gov.uk/schooladmissions and ensure that it is countersigned by the current head teacher (if already attending a Worcestershire School).

6.3 If you do not have access to the internet please contact School Admissions at Worcestershire County Council on 01905 822700.

6.4 If assistance is required, please contact our Office Manager to arrange a visit.

6.5 School Admissions will write to parents, within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of their right of an appeal.

More information can be found be following the link below:-

[Co-ordinated Schemes for all Worcestershire Schools | Worcestershire County Council](#)

7 Waiting List

7.1 If a child is refused a place at the school due to oversubscription, parents have a right to ask for their child’s name to be placed on a waiting list maintained by the school. 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. Waiting lists will be held until the Friday at the end of the first full week of the spring term. At this point, parents will be contacted again to see if they wish to be considered if a place becomes available.

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8 Right to appeal

8.1 If parents are refused a place for their child at the school, they have the right to appeal to an independent appeal panel.

8.2 Parents are asked to note that this right does not apply if a child is offered a place at the school but it is not in their preferred age group.

8.3 Appeals should be made, in the first instance, in writing, to the Chair of Governors c/o the school within 20 school days of receiving notification. The Chair will set in motion the procedure for convening an appeal panel. If this panel decides that a child should be offered a place at the school, then the child will be admitted.

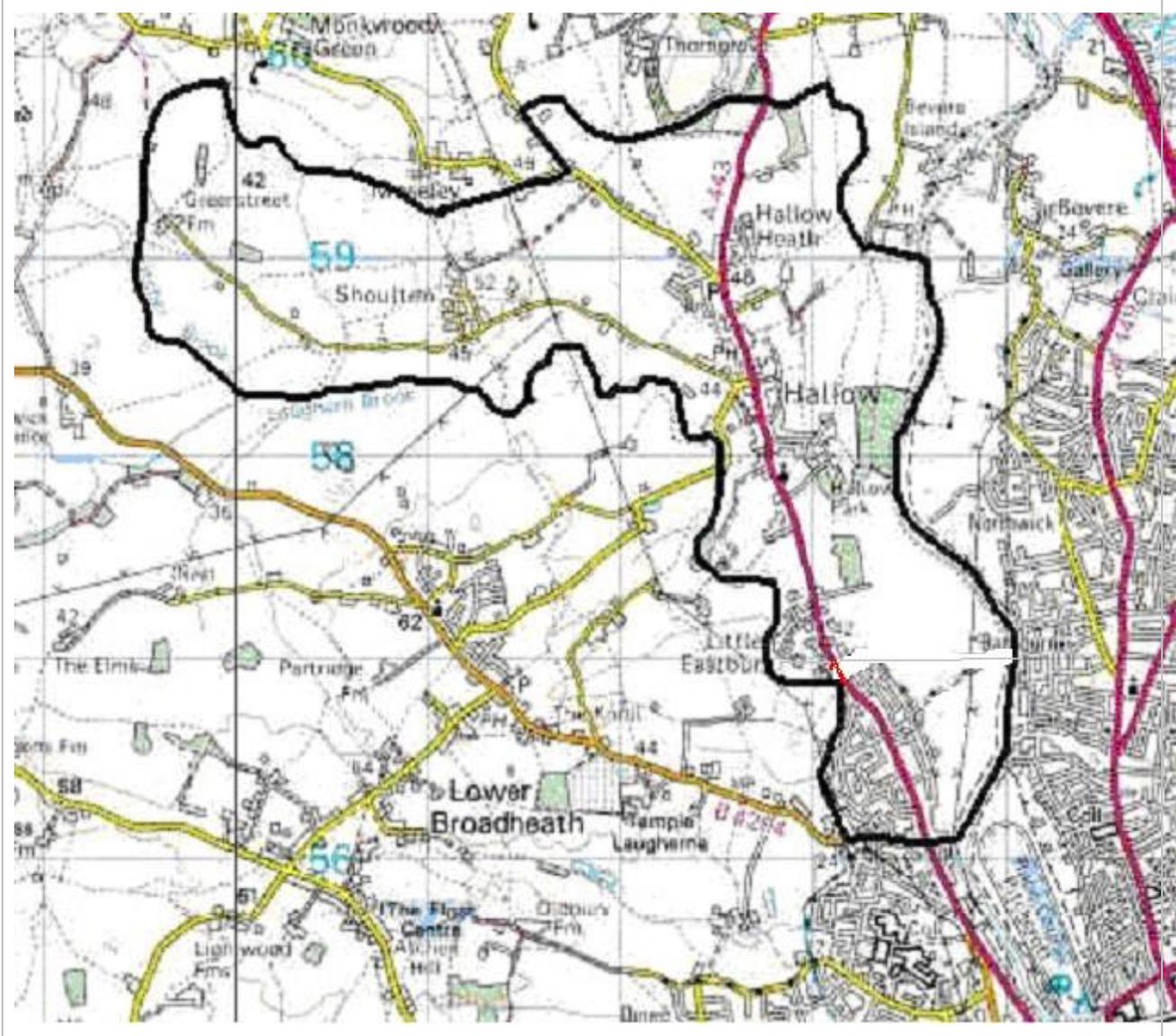
8.4 Please note that in the case where the year group is over-subscribed the decision whether to admit a child is the responsibility of the Governing body, which must act in accordance with the law. Members of staff at the school are not able to guarantee that a child will be offered a place at the school.

9 Catchment area map

9.1 This map can be viewed on the Hallow School website at www.hallow.worcs.sch.uk

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10 Scheme of delegation

Responsible body	Governing Body
To whom delegated	
Formulation of policy and procedure	Admissions Committee
Amendments to policy	Admissions Committee

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	Monitoring of policy	Admissions Committee
	Implementation of policy	Headteacher
	Date of last policy review	October 2024
	Date of next policy review	October 2025

Appendix 1
Admissions 2025-26
Supplementary Information Form

I can confirm that and
(insert name of one or two parents)
 who have parental responsibility for
(insert name of child named in the admission application)
 have attended
(insert name of place of worship)
 at least once a month over the last year prior to the date of this admission application.

Signed:

Name:

Position:

Please note that:

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

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