



# Admissions Policy

## 2026-2027

Date of policy: 06.09.24

Ratified by the Governing Body on: 14.02.25

Signed :

A handwritten signature in blue ink, appearing to read 'N. R. R.', is placed on a grey rectangular background.

(Chair of Governors)

# Lickhill Primary School

## Admissions Policy for 2026-2027

### Introductory statement

Lickhill Primary School is part of a Multi Academy Trust – Central Region School Trust. It welcomes applications from families of all faiths and no faith. Lickhill Primary School is a one-form entry through school for children aged 2-11 years in Stourport which can offer a broad and balanced curriculum with added focus on core skills. The school has additional access to breakfast and after-school club (Stay and Play) as well as holiday clubs.

### Admission number(s)

The school has an admission number of 30 for entry in reception. The school will accordingly admit this number of pupils if there are sufficient applications.

Where fewer applicants than the published admission number(s) for the relevant year group are received, the school will offer places at the school to all those who have applied.

### Application process

Applications for Lickhill Primary School should be made online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). Applications will be accepted from 1<sup>st</sup> September 2025. The closing date for applications is 15<sup>th</sup> January 2026. Offers will be made by the LA on behalf of the governing body on 16<sup>th</sup> April 2026. Please note that you should receive acknowledgement of your application via email from Worcestershire. Contact county directly if you do not receive acknowledgement as this may hinder the process and you may not have correctly completed the online application process.

### Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- a. Looked after (LAC) and children who were previously looked after by English local authorities (PLAC), and children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted - internationally adopted previously looked after children – (IAPLAC).

b. Children living within the school's catchment area agreed with the LA – a map is available in the school office or from this website link:

<http://www.worcestershire.gov.uk/schoolsearch>. Children will be regarded as “living” within the catchment area in the following circumstances:

- (1) It is their full-time place of residence.
- (2) It is the full-time place of residence of one parent where the parents share responsibility for the child and where the child lives for a part of a week in term-time.
- (3) Where a contract for the purchase of a property / land has been exchanged that will become a full-time place of residence (see (1) and (2) above).
- (4) Where a lease is signed in respect of a property that will become a full-time place of residence (see (1) and (2) above).
- (5) Where a license is signed in respect of a Gypsy/Traveller plot that will become a full-time place of residence (see (1) and (2) above).
- (6) Where the parents of a child of UK Service Personnel or Crown Servants are returning to live in the catchment area under an extant posting or discharge order.

c. Pupils who would have a sibling in the school at the time of application and admission. Where such a connection is to be relied on it must be clearly stated on the application form. A sibling includes full brothers and sisters, half brothers or sisters, legally adopted children and other children living permanently in the same household.

d. Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on / appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the GB. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents / carers should attach any medical certificates or any other appropriate information from independent sources to their application form.

e. Pupils who live nearest to the school. The distance will be calculated by measuring the distance from the main entrance of the pupil's place of

residence from the public highway to the highway adjacent to the main school gates. The GB will normally use the "Google Maps UK" software to calculate distances. A child's place of residence will be determined in accordance with the criteria set out at sub-sub-paragraphs b(1) to b(6) above. (In the event of equi- distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/ Academy Trust will supervise this process. Random allocation will not be applied to multiple birth siblings from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.)

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.

### **Late applications**

The Governing Body has agreed to accept late applications, within the time- frame set out in the Local Authority co-ordinated scheme, and treat them as being on time, only in the following circumstances:

- a change of address;
- where it is agreed by the governing body that individual circumstances apply and the delay was reasonable given the circumstances of the case.

**In each case, supporting documentary evidence will be required.** If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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 received, on time.

Late applicant cut-off date is 28<sup>th</sup> February 2025

### **Fair Access Protocol (FAP)**

As part of the new 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. The school adopts the Protocol.

<https://www.worcestershire.gov.uk/policiesandappeals>

Additions to this have been made in line with the new 2021 Code – these extend the mandatory categories of children who can be placed via the FAP to include children on a Child in Need/Child Protection Plan, children in

refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place;

Placement decisions need to be made within 20 school days of a child being referred to the FAP.

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

In-Year Admissions will be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Worcestershire Co-ordinated Scheme can be viewed at the following links:

[www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

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.

### **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application specifying why admission out of normal year group is being requested.

When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

### **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. 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, following an unsuccessful application.

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 oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Waiting lists will start at the point of entry until at least December 31<sup>st</sup>. Once contacted that a space is available, the parents must follow the In-Year application process via the county protocol.

[www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

## Appeals

In accordance with the Schools Standards and Framework Act 1998, applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school office at [office@lps.crst.org.uk](mailto:office@lps.crst.org.uk) for information on how to appeal.

## Notes:

### 1. Looked After and Previously Looked After children;

**a.** A '**looked after child**' (**LAC**) has the same meaning as in section 22(1) of the

*Children Act 1989, and means any child who is:*

- i. *in the care of the local authority or*
- ii. *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.*

**b.** '**Previously Looked After**' (**PLAC**) 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 the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. - internationally adopted previously looked after children – (IAPLAC). Satisfactory evidence will be required to validate 'Previously Looked After' status.

**2. Siblings:** children are defined as siblings if:

- i. the sibling is already in attendance at the preferred school and will be in attendance (statutory school age only) on the date at which the applicant transfers to that school
- ii. they are full or half brother or sister or
- iii. step, fostered, adopted and other children living permanently at the same address, including civil partnerships
- iv. they are adoptive brother or sister or
- v. they are children of the same household;

**3. Home address:**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.