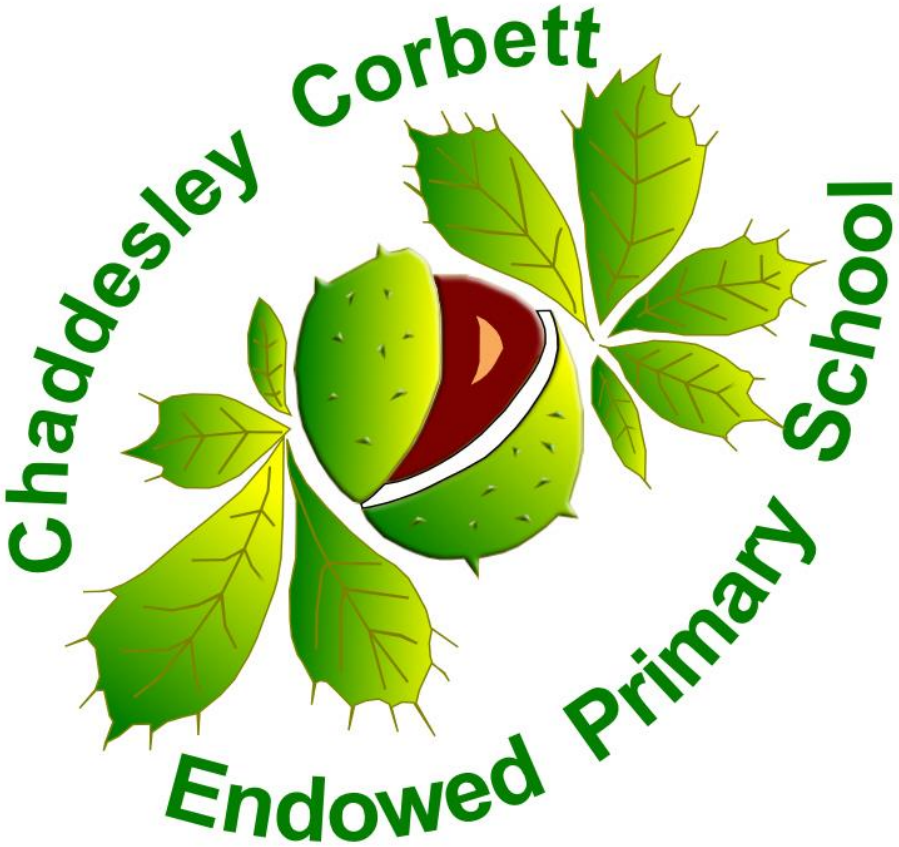
CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



ADMISSIONS POLICY

2027/2028

Adopted by the Governing Board: 22 September 2025

INTRODUCTION

1. Parents considering our school for their children are welcome to telephone to make an appointment to meet the Headteacher and visit the school.

2. The Admissions Authority for this Voluntary Aided School is the Governing Board; however, the Governing Board participates in the Co-ordinated Admission Arrangements of the Local Authority ("LA"). The Governing Board will adopt the relevant dates for completion of application forms and late applications published by the LA.

3. The school has had regard to the DfE statutory Schools Admissions Code 2021 ("the Code") in setting this policy. Where the Code sets out matters which "must" or "must not" be followed, this policy should be read so as to comply with these requirements. Where any future revisions to the Code conflict with the terms of this policy, mandatory requirements of the revised code will take precedence.

4. The school will seek to give effect to the LA's Fair Access Protocol. The school will have regard to advice from the Local Admissions Forum. The Governing Board does not discriminate between first, second and third preference applications. All application preferences are treated equally. This means, for example, that priority is not given to a pupil on the basis that our school is his/her parents' first preference on the application form.

5. The school has a Pupil Admission Number ("PAN") of 30 and we will normally seek to admit pupils into each class up to this number.

6. There are two reasons why an application might have to be refused:

    a. The school is oversubscribed.

    b. Information provided by the parents is found to be fraudulent or intentionally misleading.

7. The school does not rely on tests for aptitude or ability, interviews, financial circumstances, or any other family information in making decisions on pupil entry except as expressly provided for in this policy (significant reasons for admission as part of over-subscription criteria). The school does not require parents to fill out a supplementary information form. Parents are not asked to enter into any agreements, or give expressions of willingness to enter into any agreement, as a condition of entry into the school. Proof of address may be asked for in connection with the application of the over-subscription criteria.

8. The school does have a uniform policy. However, the school does not wish parents to be discouraged from applying for a place at this school by the requirement to wear uniform. We operate a scheme for remission of the cost of items of uniform embroidered with the school logo for children eligible for the pupil

premium. The scheme is administered discreetly so that no parent should be embarrassed to ask for help.

9. Parents should be aware that they are legally entitled to access education in the September following their child's 4th birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

10. A pre-School Nursery is on-site. However, attendance at this Nursery does not guarantee that a place will be offered in the main school. All parents must apply for a place in the main school in accordance with this policy.

11. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The school will make its decision on the basis of the circumstances of each individual case.

ADMISSION TO THE MAINSTREAM AUTISM BASE (The ARC)

12. Admission to the autism base, for pupils with EHC Plans, is managed by the LA.

ADMISSIONS DURING THE NORMAL ADMISSIONS ROUND

13. For our school, the "normal admissions round" is for entry into the Reception Class at the start of an academic year. The timing of the round each year is as announced by the LA. Unless the school is over-subscribed, the school will admit all pupils seeking a place.

14. Parents seeking a place for children at our school should make an application to the Governing Board of the school by completing the LA School Admission Application Form (which is available from the LA, the school office and on-line) attaching/including any relevant information which parents wish to be taken into account in the admissions process. The completed application form should be returned to LA, or made on-line, by the date each year announced by the LA.

15. The school will accept late applications up to the date announced by the school each year with the details of the co-ordinated admissions arrangements. Late applications will be treated as being on time in the following circumstances:

    a. Where a family have recently moved address into the catchment area of this school,

    b. Where it is agreed by the Governing Board that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

What Happens If The School Is Oversubscribed?

16. The Governing Board will not normally exceed the PAN of 30 unless directed to do so by an appeals panel, in order to admit a child where the school is named on an Education, Health and Care Plan or where another exception is provided for in the Code.

17. A child with an Education, Health and Care Plan will be offered a place if the school is named in the plan.

18. Where there are more applicants than places that fall to be allocated at any one time, all expressions of parental preference will be treated equally and children will be admitted (or offered places) on the basis of the following order of priority:

a. 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 care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. 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 case as a result of being adopted.

b. Children living within the school's catchment area agreed with the LA – a map is available on the school website and can be seen in the school office. 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 Governing Board. 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 or, in the event they complete an on-line application, send it to the school.

e. Children of teaching staff at the school a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

f. Children who are eligible for the early years pupil premium and attend the on-site nursery at the time of application.

g. Children eligible for the service premium at the time of application.

h. 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 centre of the school. The school will normally arrange for the Arcview GIS software package used by the Local Authority to determine the distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. A child's place of residence will be determined in accordance with the criteria set out at sub-sub-paragraphs c(1) to c(6) above.

i. In the event that two or more applicants are impossible to separate under sub-paragraph g, then a place will be awarded by a ballot supervised by someone independent of the school (i.e. random allocation).

19. Where there are too many applications to offer all children within a particular over-subscription criterion a place, places will be offered according to the subsequent criteria.

20. Where, having regard to the over-subscription criteria, the school is unable to offer places in the same class to all siblings seeking entry to that class (for example in the case of twins or triplets) the school will offer the other sibling(s)

from a multiple birth a place as "excepted pupils" in accordance with the provisions of the Code. Where siblings are to be entered into a ballot, each sibling will be entered into the ballot individually. However, when one sibling is drawn in a ballot, his/her sibling(s) will then be allocated the same place in the ballot order.

21. Prospective parents who would like to discuss the over-subscription criteria, either because they do not understand them, or to find out (based on experience in previous years) whether they have a realistic likelihood of being offered a place at this school are welcome to contact the Headteacher.

APPLICATIONS FOR IN-YEAR PLACES AND THOSE OUTSIDE THE NORMAL ADMISSIONS ROUND

22. For applications for in-year places and for admission outside the normal application round, application forms should be returned directly to Worcestershire County Council

Further information can be found at
www.worcestershire.gov.uk/inyearapplications

23. Where at any one time the number of applications exceeds the number of places, vacancies will be filled by applying the over-subscription criteria applied in the normal admissions round (see paragraphs 16 to 18 above).

ACCEPTING PLACES , DEFERRED ENTRY AND ACCELERATED TRANSFER

24. Parents are asked to accept an offer of a place for their child within 14 days of the date of the letter offering a place.

25. Once a place is accepted, parents may defer the pupil's entry into the school so long as the place is not to be deferred to the following academic year, and only:

a. Where the child is below compulsory school age and then only until the child reaches compulsory school age, otherwise

b. Until the start of the next half-term, or

c. As exceptionally agreed with the Governing Board.

26. Parents of children with a date of birth in the summer term wishing to start school in the September after their firth birthday can determine whether they want to apply for a place in the Reception year group or in Year 1.

27. 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 Governing Body 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.

28. Details of who to apply to; the date by which applications should be made; and the factors taken into account are set out in full in documentation on the Worcestershire School Admissions website, Policy on Delayed and Accelerated Transfer.

WAITING LISTS

29. The School operates a waiting list system for entry into the Reception Class at the start of an academic year. The waiting list opens from the date when places are offered. If your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31st December 2027.

30. The school also operates a waiting list system for Years 1 to 6. Where an application for admission to Years 1 to 6 is refused a child may be placed on the waiting list for that class by contacting the school office.

31. On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. The school can tell parents at any time where their child is ranked on a waiting list but cannot give any indication of the likelihood of being offered a place. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list change. There is no formal appeal against a ranking on a waiting list, but the school is willing to discuss a child's position on the list against the oversubscription criteria so as to satisfy itself that the position allotted is correct.

32. As a place become available, the vacancy will be filled by an offer to the child at the top of the waiting list. Where places fall to be allocated by ballot, a fresh ballot will be held at the time the vacancy comes to be allocated. Places offered from a waiting list should be accepted within 5 working days or it will be offered to the child next on the list (or drawn by fresh ballot).

33. Unless other arrangements with the school are agreed (and subject to any right to deferred entry set out in the Code) any child offered a place from a waiting list should join the school within 20 school days or the place will be lost.

APPEALS

34. Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which **must be made on the form available from the**

school office, must be returned to the school (addressed to the Chair of Governors) within 20 school days of the date of the letter refusing a place. The school will indicate (in the left column) on the appeal form the circumstances that led the place being refused **before** the form is issued.

35. Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (or any subsequent legislation or code of practice).

36. The Independent Appeals Panel will inform parents of the outcome of appeals.

NB: This section does not form part of the Policy. It is updated each year.

CO-ORDINATED ADMISSION ARRANGEMENTS – 2027-28

37. The Governing Board agrees to the LA timetable:

a. The closing date for applications for admissions in the school year 2027-2028 for the following September, will be 15 January 2027.

b. Thereafter, the Governing Board will notify the LA of the order of priority for the admission of all applicants by 28 February 2027.

c. The Local Authority, having taken parental preference into account, will write to all parents on behalf of the Governing Board with notification of outcomes from applications on or about 16 April 2027.

38. The date for consideration of late applications (see paragraph 14 of the policy) is up to and including 09.00 hours on 28 February 2027.

APPENDIX – example appeals forms

N.B. These are examples only. Parents who wish to appeal must obtain a form from the school office which will have the relevant information added.

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Infant Class Size Appeal)

NAME OF CHILD: Date of birth:	PARENTS: Name: Address: Telephone: Email:
Class into which entry is sought: Date on which entry is sought:	Place refused on:

I/we wish to appeal the decision to refuse a place at the school because the school misapplied its admission criteria:

Criteria applied by the School and the result in this case	**Do you agree?**
The applicant is / is not a relevant child looked-after or previously looked-after by the Local Authority	Yes / No Comments:
The applicant is / is not a child living within the School's catchment area.	Yes / No Comments:
The application form did / did not indicate that the applicant is a child who would have a sibling in the School at the time of application and admission.	Yes / No Comments:
The application form did / did not indicate that the applicant was relying on other significant reasons for admission such as medical, social or compassionate grounds.	Yes / No Comments:
In the opinion of the governing board the applicant is / is not a child who, in the opinion of the governing board has other significant reasons for admission	Yes / No Comments: NB: if you relied on "significant reasons" for admission, on appeal it will usually be necessary to show that

such as medical, social or compassionate grounds.	the conclusion of the governing board was one which no reasonable governing board could have reached. Continue on a separate sheet if necessary
The applicant is eligible for the early years pupil premium and attended the on-site nursery at the time of application.	Yes / No Comments:
The applicant is eligible for the service premium at the time of application.	Yes / No Comments:
The applicant lives …… from the school calculated by the shortest straight line distance using the GeoCode Point for property and the GeoCode Point for the centre of the school.	Yes / No Comments:
The applicant was not successful in a ballot	Yes / No Comments:
The governing board misapplied its criteria in relation to another child which caused my child not to be admitted.	Yes / No Which child did the governing board wrongly admit? On what grounds do you say that child was wrongly admitted?

I/we wish to appeal the decision to refuse a place at the school because the school failed properly to apply the Statutory DfE Admissions Code:

Which parts of the statutory admissions code did the school fail to comply with?	Please give details of why you say the statutory admissions code was not complied with

I/we wish to appeal the decision to refuse a place at the school because the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances.

Please set out why you think the decision was unreasonable in this case (please note that you must show that the decision was unreasonable and not simply that you disagree with it):

Signed…….
Name ……..
Date ……

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Non – Infant Class Size Appeal)

NAME OF CHILD: Date of birth:	PARENTS: Name: Address: Telephone: Email:
Class into which entry is sought: Date on which entry is sought:	Place refused on:

I/we wish to appeal the decision to refuse a place at the school because the school misapplied its admission criteria:

Criteria applied by the School and the result in this case	**Do you agree?**
The class is oversubscribed	Yes / No Comments:
The applicant is / is not a relevant child looked-after or previously looked-after by the Local Authority	Yes / No Comments:
The applicant is / is not a child living within the School's catchment area.	Yes / No Comments:
The application form did / did not indicate that the applicant is a child who would have a sibling in the School at the time of application and admission.	Yes / No Comments:
The application form did / did not indicate that the applicant was relying on other significant reasons for admission such as medical, social or compassionate grounds.	Yes / No Comments:
In the opinion of the governing board the applicant is / is not a child who, in the opinion of the governing board has	Yes / No Comments:

other significant reasons for admission such as medical, social or compassionate grounds.	NB: if you relied on "significant reasons" for admission, on appeal it will usually be necessary to show that the conclusion of the governing board was one which no reasonable governing board could have reached. Continue on a separate sheet if necessary
The applicant is eligible for the early years pupil premium and attended the on-site nursery at the time of application.	Yes / No Comments:
The applicant is eligible for the service premium at the time of application.	Yes / No Comments:
The applicant lives …… from by the school shortest straight line distance measured using the GeoCode Point for the property and the GeoCode Point for the centre of the school.	Yes / No Comments:
The applicant was not successful in a ballot	Yes / No Comments:
The governing board misapplied its criteria in relation to another child which caused my child not to be admitted.	Yes / No Which child did the governing board wrongly admit? On what grounds do you say that child was wrongly admitted?

I/we wish to appeal the decision to refuse a place at the school because the school failed properly to apply the Statutory DfE Admissions Code:

Which parts of the statutory admissions code did the school fail to comply with?	Please give details of why you say the statutory admissions code was not complied with

I/we wish to appeal the decision to refuse a place at the school because the following grounds for admission of my child outweigh any prejudice to the school.

Signed…….
Name ……..
Date ……