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# Stoke Prior First School

## Admissions Policy 2025 – 2026

Approved	Name	Date
Headteacher:	Alison Paisley	
Ratification by Trust Board:	S A Griffiths, Chair	01.09.25
Cycle of Review:	Annual	
Next Review Date:	August 2026	



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## Stoke Prior First School Admission Arrangements for the Academic Year 2025 - 2026

From 1<sup>st</sup> September 2025, Stoke Prior First School is part of the Aequalis Education Trust. The admissions authority for the school is the Board of Directors of the Aequalis Education Trust who have responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Academy Governing Body (LAGB) of Stoke Prior First School.

The school admits pupils from the beginning of the academic year in which they are five, into the Reception class. The children are expected to start school in the month of September. Parents who wish to view the school prior to application are welcome to make an appointment by contacting the school office.

From 1<sup>st</sup> September 2025, the LAGB acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. **The LAGB has set its Published Admission Number - PAN as 30 pupils. Please note that the Key Stage 1 classes cannot exceed 30 pupils. The planned number for our Key Stage 2 classes is also 30.**

### Admissions Process for Parents of Pupils Living in Worcestershire

The admissions process for Stoke Prior First School is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at Stoke Prior First School in the normal admissions round, an application must be made using the school admission application process of the Local Authority in which you live naming Stoke Prior First School on the application form. Applications need to be made via the Worcestershire County Council website: <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place> You are advised to read this information prior to making an application.

### Admissions Process for Parents of Pupils Living outside Worcestershire

The parents of pupils who live outside Worcestershire, but who wish to apply for a place at Stoke Prior First School, must complete an application form provided by their "home" Local Authority – this is the Local Authority of the pupil's home address. The "home" Local Authority is responsible for forwarding the application details to Worcestershire Local Authority for consideration in the allocation of school places.

### Home Address

A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Local Authority's Applying for a School Place online application and is either the address that is:

- Owned by the child's parent(s) or,
- Leased to or rented by the child's parent(s) under lease or written rental agreement

Evidence of ownership or rental agreement may be required. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the online Applying for a School Place application, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy the LAGB that the child lives at the address put forward by the parents.

The LAGB reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

**In accordance with legislation, a child with an Education, Health Care Plan for Stoke Prior First School will be offered a place at the school.**

### Oversubscription Criteria

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

1.	<b>"Looked After" and "Previously Looked After"</b> : children including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Note 1 for full definition.
2.	<b>Siblings in Catchment</b> : of pupils attending the school and living within the catchment. 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. 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. The catchment area search on the WCF website can be found in Appendix 2.
3.	<b>Siblings outside Catchment</b> : if the siblings living outside catchment have a sibling connection at the 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.
4.	<b>Children of Staff at Stoke Prior First School</b> : 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.
5.	<b>Straight Line Distance</b> : 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 Aequalis Education Trust uses the Local Authority's 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 LAGB, Aequalis Education Trust and the School Admissions Process will supervise this process.

## Multiple Births

In the event that one or more but not all children from that 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. In circumstances where no children from a multiple birth can be offered a place and parents appeal against the decision, parents are advised to note, that all appeals are dealt with on their own merits and independent appeal panels are not obliged to allow all children from a multiple birth to be admitted, if one appeal is successful.

## Infant Class Size Legislation

Legislation is in place to ensure that, infant classes in Key Stage 1, (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. There are a number of limited exceptions to the Infant Class Size legislation including:

- children of UK service personnel admitted outside the normal admissions round
- children with Education Health Care Plans
- looked after children
- children with special educational needs who are normally taught in a unit attached to the school
- where a procedural error has occurred
- children admitted following successful appeal and
- children admitted outside of the normal admissions round where no other place is available.

## Late Applications

Late applications will be managed in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received after 15<sup>th</sup> January 2025 will be considered as being submitted on time only in the following circumstances:

- where a family have just moved address, (refer to Information for Parents booklet) and
- where it is agreed by Stoke Prior First 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 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

The waiting list for Stoke Prior First School is maintained by the school. For a child to be added to the waiting list, the parent must email the Admissions Officer at Stoke Prior First School. The pupil will remain on the waiting list until:

- the parents request for their child to be removed from the list or,
- until a place is offered or,
- the child is at the end of the academic year.

If a school place becomes available, the waiting list will be ranked in line with the published oversubscription criteria as this is when the waiting list is ranked in line with the admissions criteria. Parents will be informed if a place becomes available for their child and they will be instructed to apply for the place via Worcestershire School admissions.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

## In Year Fair Access Protocol

The LAGB is committed to taking its fair share of children (at Key Stage 2) who are vulnerable and/or hard to place as set out in locally agreed protocols. Accordingly outside of the normal admission round, the LAGB is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The LAGB has this power, even when admitting the child would mean exceeding the PAN.

### **Pupils with an Education, Health and Care Plan (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Pupils with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children. An EHCP is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

### **In Year School Transfer Arrangements**

Parents are required to obtain advice from the following link:

<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/changing-schools-year-applications>

Parents are required to complete both:

- the online application and  
[https://emsi.worcestershire.gov.uk/CitizenPortal\\_LIVE/en?\\_gl=1\\*koxheg\\*\\_ga\\*MTgwMjA5OTQ2MS4xNzU2MzA3NDYw](https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/en?_gl=1*koxheg*_ga*MTgwMjA5OTQ2MS4xNzU2MzA3NDYw)
- the Education History Form whereby the parent must include signatures of the pupil's current Headteacher and send it directly to School Admissions  
<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/changing-schools-year-applications>

On receipt of the in-year application form, the school will respond to Worcestershire School Admissions to advise whether a place can be offered; Worcestershire School Admissions will communicate the outcome to the parents.

### **Admission of Pupils Outside 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. Parents will be advised of the outcome of their application in writing and, where the Board of Directors' decision is to refuse their child a place, have the right to appeal to an independent appeal panel. If there are no places available and admission is refused, the child will be added to the waiting list in line with the Waiting List paragraph above. If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **Appealing a Place**

Parents who wish to appeal against the decision of the LAGB to refuse their child a place in the school should make that appeal request in writing to the Chair of the LAGB at the school address using the form in Appendix 2. Appeals are heard by an independent appeals board and the decision to grant an appeal lies solely with the appeals board following a virtual hearing. Should a parent want to appeal to the appeals board that the school is to be instructed to go over its published admission number for their child, parents are required to write a full statement to the reason that they are requesting an appeal hearing including why they are challenging the admissions process. Appeals are an additional cost to our school whether successful or not.

### **Definitions:**

#### **Note 1**

"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, become subject to an adoption, a child arrangements order or special guardianship order. It also 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. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided for this application.

**Note 2**

“Sibling”: a sibling connection includes

- brother and sister
- half-siblings
- adopted children
- step-siblings
- a child of the parent/carers partner
- children who are brought together as a family by a civil partnership and who are living at the same address

In all cases, the siblings **MUST** be living at the same home address.



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# **Stoke Prior First School**

## **Appeal Form 2025 – 2026**

### **Appendix 1**



# Stoke Prior First School Admissions Appeal Form 2025 - 2026

## Academy Trust Admission Appeal Form

This form should be completed if you wish to appeal against the decision not to offer your child a place at Stoke Prior First School.

Please complete all sections in BLOCK CAPITALS and return to:

The Chair of Governors at Stoke Prior First School, Ryefields Road, Stoke Prior, Bromsgrove B60 4ND

### Section A – Child’s Details

Name of child:	
Date of birth:	
Current school that your child has been offered or is attending:	
Year group applying for:	

### Section B – Parent/Carer’s Details

Full name:	
Relationship to the child:	
Address:	
Contact Number:	
Email:	

### Section C – Application to Stoke Prior First School

Date of refusal letter:	
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### Section E – Attendance at Hearing

Do you wish to attend the hearing in person? <i>(please circle either Yes or No)</i>	<b>1. Yes</b> <b>2. No – I wish for my written submission to be considered.</b>
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### Section F – Representation

Will you be bringing anyone to represent you eg. legal representative, friend, interpreter? <i>(please circle either Yes or No)</i>	<b>1. Yes</b> <b>2. No</b>
If 'Yes', please provide details:	

### Section G – Declaration

I confirm that the information provided on this form is true and accurate.	
<b>Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	

### Notes for Parents/Carers

- You have the right to appeal under the School Standards and Framework Act 1998.
- Appeals are heard by an **Independent Appeal Panel**.
- You may submit additional evidence up to 10 school days before the hearing.
- The decision of the Independent Panel is binding on the Academy Trust.





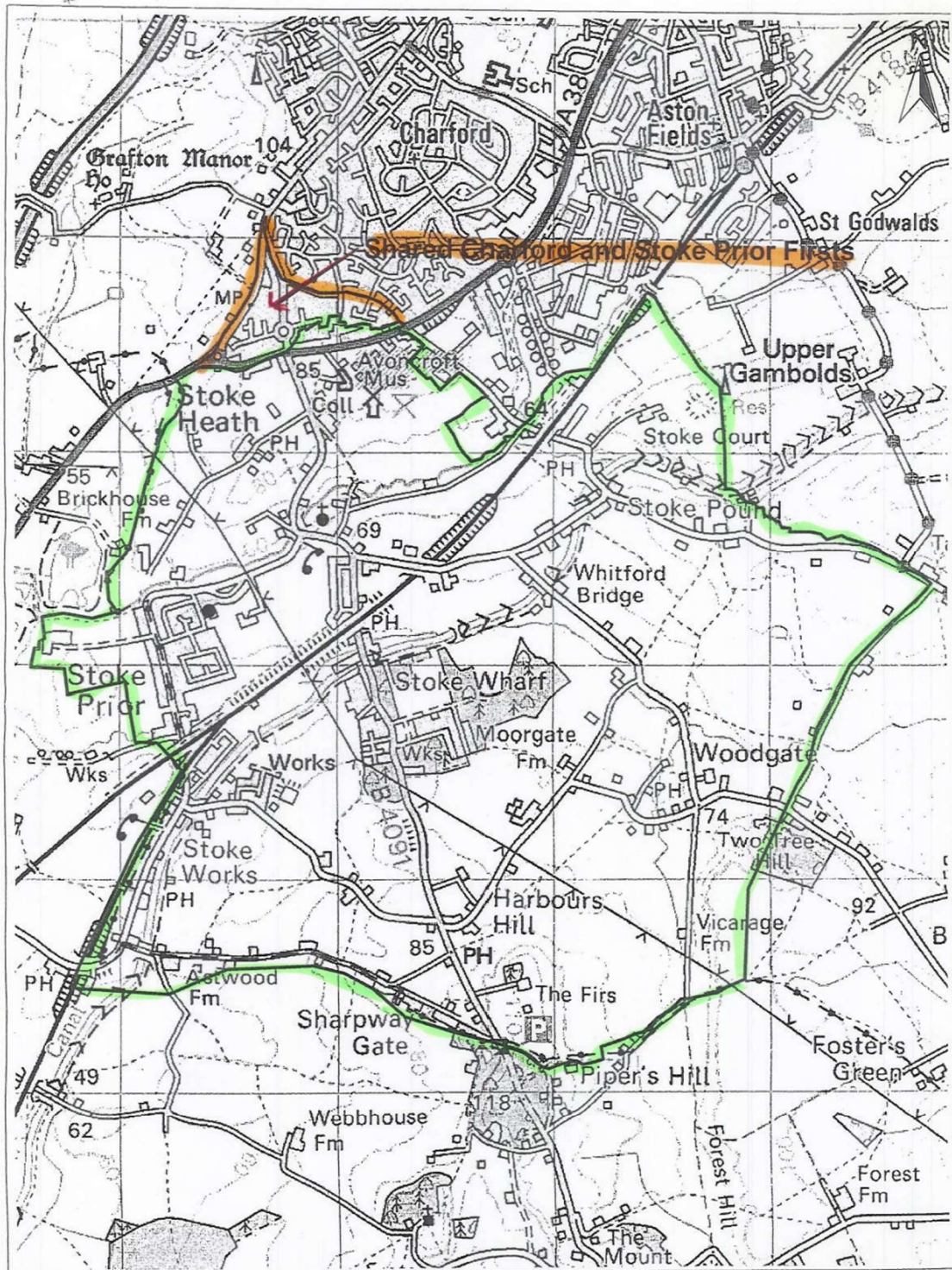
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# Stoke Prior First School

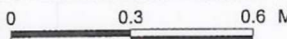
## Appeal Form 2025 – 2026

### Appendix 2




**worcestershire**  
 county council  
 County Hall,  
 Spetchley Road,  
 Worcester  
 WR5 2NP

Scale 1:16,000



**Stoke Prior First School**  
**Catchment Map - September 2003**

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**Appendix 3**  
**Stoke Prior First School**  
**Appeal Arrangements from 16<sup>th</sup> April 2025**  
**School Admission Appeal Timetable**

<b>Appeals for Normal Round of Admissions</b> <i>Please note that appeals will be held by video conference.</i>	
Date of allocation of places:	16 <sup>th</sup> April 2025
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate):	IRRELEVANT AS TIME HAS PASSED
Appeals will be heard by:	IRRELEVANT AS TIME HAS PASSED
Notice of appeal hearing:	At least 10 school days before the appeal hearing date.
Deadline for Local Academy Governing Board to submit evidence for the appeal:	At least 10 school days before the appeal hearing date.
Deadline for sending appeal papers to all parties:	No later than 10 school days before the appeal hearing date.
Deadline for appellant to submit additional evidence:	10 school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at appeal.
Late applications for appeals will be heard by:	At the same time as previously scheduled appeals if possible or as soon as is reasonably practicable if not.
Decision letters to be sent to appellant:	Normally within 5 school days.
<b>Appeals for In-Year Admissions</b> <i>Please note that appeals will be held by video conference.</i>	
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate):	20 school days from the date of notification that the application was unsuccessful.
Appeals will be heard:	As soon as is reasonably practicable.