STOKE PRIOR FIRST SCHOOL

Admissions Policy 2028-2029

Applying

Applications are welcomed from all who wish their children to attend Stoke Prior First School. All applications must be made via Worcestershire School Admissions: Apply for a school place | Worcestershire County Council. Applications are then processed and forwarded to the elected Admission authority for Stoke Prior First School, this is the Local Academy Governing Body. The final decisions are then returned to Worcestershire admissions team who then communicate directly with parents as per Worcestershire school admissions processes.

For main September intake, applications open on the 1st of September the year prior to intake and close 15th January. Offers are shared 16th April. The admission authority for Stoke Prior First School is their nominated Local Governing Body. Admission into Reception class normally enter the beginning of the academic year in which they are five years old and leave at the end of Year 4. Current Reception intake has a Pupil Allocation Number of 30 students. This figure will be the admission limit when the school is over subscribed. In this event, the following oversubscription criterion will apply. (Please see page 2).

Waiting lists: If an application is unsuccessful in the normal admissions round, child will be automatically added to our school waiting list via Worcestershire school admissions portal and kept until December 31st of that first year. If you still wish to be considered for any vacancies at our school after that date, parents will need to request to be added to the schools waiting list by emailing office@stokeprior.worcs.sch.uk.

Please include.

- Child's Full name and date of birth
- Current address
- Current School and year group/allocated school
- Parent contact number

Those on waiting lists will remain until the end of the current academic year. All waiting lists are cleared at the end of the current academic year and a new waiting list created on 1st September. Parents must request for their child to be added to the new waiting lists from 1st September annually by emailing the above details to office@stokeprior.worcs.sch.uk. Waiting lists are ranked at a time when a place is available to be offered. Ranked positions are not shared with parents.

Fair Access Protocol

As part of 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. School Admissions Policies and Appeals | Worcestershire County Council

Infant Class Size Legislation: Legislation is in place to ensure that, Infant classes in Key Stage One, (those where most children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single schoolteacher. 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.

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 Transfer Arrangements

Parent/Carers are to complete in-year application form to include the signature of the pupils current Headteacher and send it directly to School Admissions. In line with the Code of Practice, on receipt of an in- year application the school will aim to respond within 48 hours term time and school day to WCC on whether a place can be offered. Worcestershire School Admissions will communicate with parents within published timeline: In-Year Applications | In-Year Applications | Worcestershire County Council . Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim. Co-ordinated Schemes for all Worcestershire Schools | Worcestershire County Council

Admission of children 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 we will request that our Head Teacher to consider and reach the final decision. This will involve our Head completing an educational assessment to determine whether it is appropriate for the individual child to delay or accelerate their entry into our school and be taught outside of their chronological age group.

Definitions for oversubscription criterion

1	EHCP, Children Looked After and Previously looked after by distance
2	Catchment Area Siblings by distance
3	Catchment Area Children of Staff by distance
4	Catchment Area by distance
5	Out of Catchment Area Siblings by distance
6	Out of Catchment Area Children of Staff by distance
7	Out of Catchment by distance
8	Late by distance

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, became subject to an adoption, a child arrangements 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. 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 with the application.

Siblings: A brother or sister of pupils attending the school. 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. The sibling connection, as well as brother and sister will include half-siblings, adopted children, stepsiblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

Multiple Births: If one or more but not all children from that multiple birth can be allocated a place(s), all children from that multiple birth will be admitted even if this takes school over PAN. In circumstances where no children from a multiple birth can be offered a place and parents/carers 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.

Catchment: It is the school allocated to take children for the geographical area within which the child's home address falls. It is likely to be the school nearest to your home address, but this will not always be the case. There is no guarantee you will be allocated a place at your catchment school. The catchment area search on the WCF website can be found at http://www.worcestershire.gov.uk/schoolsearch. Home address is where the child considers home. 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 Governing Body that the child lives at the address put forward by the parents. The Governing Body 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.

Staff: Children of any member of staff employed at the school in either of the following circumstances: Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or member of staff is recruited to fill a post for which there is a demonstrable skill shortage.

Distance: Straight-line distances are measured using the Geocode Points for property and the Geocode point for the school. The Governing Body/Academy Trust utilise Local Authority software package called ArcView GIS to determine distance. Ordnance Survey supplies the coordinates 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 Governing Body/Academy Trust will supervise this process).*

September Intake Late Applications: Applications received between 16th January and 28th February will be treated on time if the reason is where a family have just moved address, (refer to Section 1 of the relevant Information for Parents book) and the delay was reasonable given the circumstances of the case. In each case supporting documentary evidence will be required by 28th February. Any information received after this date will result in the late applications ranked as per criteria.

Appealing a place

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. If you wish to appeal an application that has not resulted in a place being offered at Stoke Prior, you have the right to appeal that decision. To appeal that the school should 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. On receipt of the letter of appeal, this will be forwarded to the appeals team who, will coordinate the virtual hearing within 40 school days. Parents will be informed of the date for the hearing no later than 10 school days. All supporting documents must be received no later than 6 days before the hearing. All correspondence will be direct from the appeals team. Please note, for September intake, appeals are heard by an independent appeals board during the month of July. Whilst you await the appeal, an alternative provision must be secured in the event of an unsuccessful appeal. Further information on appealing a decision is detailed via: Appealing a school place offer | Worcestershire County Council. Request to appeal for a place at Stoke Prior First School is to be sent directly to: office@stokeprior.worcs.sch.uk.

Resources:

Find a school | Worcestershire County Council

Apply for a school place | Worcestershire County Council

Appealing a school place offer | Worcestershire County Council

Contact Details;

office@stokeprior.worcs.sch.uk

Contact | Worcestershire County Council