ADMISSIONS POLICY 2025/2026

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Suckley School

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ADMISSIONS POLICY

AIMS:

1. To ensure that school admission arrangements work for all parents and children.
2. To enable parents' preferences for the school of their choice to be met to the maximum extent possible.
3. Admission criteria to be fair, objective and ensure equal opportunity for all.
4. To comply with all relevant legislation.

- The agreed pupil admission number (PAN) for Suckley School is 12 children per year group.

- Suckley School's designated catchment area is outlined as those children living in the civil parishes of Suckley, Alfrick and Lulsley.

- All admissions questions should be directed to the Headteacher or school Secretary.

- Parents wishing to apply for a place must apply to their home Local Authority. For reception entry, Worcestershire parents are asked to complete an online application and CA1 form for in year entry.

ADMISSIONS CRITERIA

When there are more applications than places at Suckley School children are admitted in the following order of priority:

1. *'Looked after' and previously 'Looked After' children
2. **Siblings of pupils attending the school living **within** the ***catchment** area of the school.

   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.

3. Pupils living within the **catchment** area of the school.

4. **Siblings of pupils attending the school living **outside** of the ***catchment** area of the school

5. Distance – as measured for pupils who live **nearest** to the school by direct line. The measurement will be taken from the geocode point of the child's home address to the geocode point of the school. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. The Governing Body will utilise the same process. (***In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process***

*"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 (eg 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

**Siblings must be attending the school at the time of entry of the younger child. The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings 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 same sex civil partnership and who are living at the same address, are also considered to be siblings.
***Copies of catchment area maps, if required are available from the LA, or can be viewed in school.

Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection then according to distance, each assessed as indicated above.

In the event of a multiple birth where not all children from that multiple birth can be allocated a place, the school, where possible will offer all children a place in this exception.

THE APPLICATION PROCESS

We operate within the Worcestershire Local Authority (LA) coordinated admissions procedure.

ALL pupils, **who reside within Worcestershire**, who wish to apply to any First, Primary or Middle School, including **any** school outside the county of Worcestershire, are required make an online application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete **an application form 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 the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates).

Parents should be aware that different LAs and Academies, Foundation and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they

ensure that they have understood the information that is available from each LA/School, before stating their preference on any application form.

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required. (The addresses and telephone numbers of all the neighbouring LAs can be found in the Information for Parents Admission Booklet).

The Application Form and Closing Date

Parents are invited to state three preferences on a common application form, which will also enable parents to state the reasons, for their preference. All preferences are to be **treated as equal initially**, and sent out to other admission authorities (i.e Academies, Foundation and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of application forms will be **15th January 2025**

We then operate within the Worcestershire LA's coordinated admission arrangements. Through this arrangement, any children residing in a neighboring county will apply within their home LA. Worcestershire will then communicate with the other LA in order to process the application.

Finalising the Allocation Process

On 16th April 2025, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the "home" LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made.

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application form, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or after consultation with other relevant admission authorities, the nearest available school with places, which includes Academies, Foundation and Voluntary Aided Schools.

Late Applications

Between 16th January 2025 and 1st March 2025, late applications could be received. The Governing Body has agreed to accept late applications and treat them as being on time, only in the following circumstances;

a) Where a family have just moved address, (refer to Local Authority Information for Parents booklet);

b) 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. **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.**

ADMISSION INTO RECEPTION:

Parents wishing to admit their child to the school at the start of reception should contact the school secretary or the Headteacher for full information of the process. There will also be a starting school guide alongside online information and application. Parents living in Herefordshire or counties other than Worcestershire should ensure that they use their own counties admissions form, but place Suckley School as their chosen school if that is the case.

Suckley admits children as follows:

a) a child is entitled to a full-time place in the September following their fourth birthday;
b) the child's parents can 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 it was made; and
c) where the parents wish, children may attend part-time until later in the school year in consultation with the head teacher, but not beyond the point at which they reach compulsory school age.
d) In rare circumstances, parents may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. In such a case a decision on the basis of the circumstance and the best interests of the child concerned is made. This will include taking account of the 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
When informing a parent of the decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

ADMISSIONS OTHER THAN AT NORMAL AGE FOR ADMISSION

'In Year' transfer arrangements

Parents and carers should complete common application form CA1 and return it to school admissions.
Full details of the Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire can be found here.

www.worcestershire.gov.uk/inyearapplications

Further information regarding admission to Suckley School is available by contacting Mrs. H Field, Head Teacher at Suckley School, Church lane, Suckley, Worcestershire.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing within 20 school days to Chair of Governors. Appeals will be heard by an Independent Appeals Panel whose decision in binding on all parts.

WAITING LISTS

The school will maintain a waiting list where year groups, classes or key stages have reached their pupil admission number (PAN). Parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2025. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.