

**MERCIAN EDUCATION TRUST  
MALVERN VALE SCHOOL**

**RECEPTION ADMISSIONS POLICY  
2017 – 2018**

Applications for Malvern Vale site are managed by Somers Park School.  
Applications are accepted for pupils who will be 5 between 01.09.2017 and 31.08.2018.

- Applications for Reception classes should be received by 15<sup>th</sup> January 2017.
- Late applications will receive a lower priority and only be considered following those received on time. Places will be allocated by the school admission panel consisting of three Directors of the Academy, and be subject to the approval of the full Board of Directors.
- Malvern Vale Site published admission number is 30.
- Where there is a multiple birth, the allocation of a place to one child will ensure all of that birth may attend. Where this takes place the school may exceed a class size of 30.

**ADMISSION CRITERIA**

Places will be allocated for admission for pupils born on or between 1<sup>st</sup> September and 31<sup>st</sup> August of the following year.

In the event of over subscription, applicants will be given priority in accordance with the following criteria:

1. Relevant “Looked After and Previously Looked After” children.
2. Pupils with the presence of a sibling at Malvern Vale Site when the child will be admitted.
3. Pupils who have a parent employed at the school.
4. Pupils who live closest to Malvern Vale Site in a direct line from the school

**Admissions Addendum**

**Statement of Educational Needs or Education, Health and Care Plan**

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

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

A parents may wish to 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. In addition, the parents of a summer born child may want to choose not to send that 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 these instances, following professional consideration, the Headteacher of the school would reach a final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

### **ALLOCATIONS**

- Parents will be informed by the local authority on our behalf of placements on the date specified in the Worcestershire ‘Information for Parents’ handbook.
- Acceptance of places should be returned within two weeks of the offer.
- In the event of an application for a place being not allocated, submissions to an independent appeal panel should be made within two weeks.
- All preferences at point of application are equal and will be ranked according to the admissions criteria.
- Should a parent wish to discuss deferred entry, they should arrange to meet the headteacher.
- In year applications are made directly to Malvern Vale Site.
- A copy of the ‘In Year Fair Access’ protocol is available from the local authority.
- Malvern Vale Site will maintain a waiting list during the first year of reception.
- Parents should note that a place in the school nursery does not necessarily ensure a place in Malvern Vale Site Reception classes.

### **DEFINITIONS**

- a) Sibling may be a brother or sister, ‘half siblings’, adopted child, child of parent/carer, or civil partnership child, who lives at the same address.
- b) Where the member of staff wishes their child to be admitted to Malvern Vale Site they must have been employed at the school for 2 or more years at the time the application is made, or be a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) The Local Authority will make “direct line” measurements and advise the school of distances. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the main school site. The Local Authority uses a 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 Directors will supervise this process).
- d) “Looked After” means all those in the care for or accommodated by a Local authority under the terms of the Children Act 1989  
Previously Looked After is a child who becomes subject to adoption, child arrangements order or special guardianship order following having been in the care of or accommodated by, the Local Authority.