

September  
2020



# Admissions Policy

*Inspire to Aspire*

Responsibility:- Directors Board

Agreed on:- March 2018

Signed:-

To be reviewed: \_\_\_\_\_  
January 2021

(This Policy applies to all schools within MET)

# Admissions Policy 2020

## 1. Purpose of the Policy

1.1 The purpose of this policy is to make the admissions process to schools within Mercian Educational Trust (the Trust) clear and open.

1.2 The Directors of the Trust have agreed that the admission arrangements for all its schools will remain in line with the agreed arrangements for Worcestershire's maintained non-denominational secondary and primary schools other than in the case of Out Of Area siblings, as defined in Note 2b of Section 2.2 below. This Policy should be read in conjunction with the general terms contained in the Worcestershire Admission to Primary and Secondary School Booklets.

1.3 The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code (DfE Dec 2014). This includes reference to the Worcestershire Fair Access Protocol. The admission arrangements must be confirmed by 28 February each year and published on the schools' websites by 15 March.

1.4 Reception admissions: The Directors and Governors are supported by the Worcestershire Local Authority (LA) in processing applications for places and informing families. MET is the admission authority. Schools are responsible for allocation of places using the criteria set out in this policy

1.5 Planned Admission Numbers (PANs):

School	Great Malvern	Malvern Vale	Somers Park
PAN	48	30	58

1.6 Infant Class Sizes: Infant classes (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.

1.7 Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

1.8 The Trust commissions independent appeals panel which hears appeals from unsuccessful applicants for a place in any year group.

## 2. The Admission Criteria and Arrangements

Should any school be over-subscribed in Reception (i.e. there are more applications than places available), initial allocations will be made according to the criteria below. These are listed in order of priority and will be applied to all applications for the school received by the published closing date for applications.

- a. **Children in Public Care or Previously in Public Care** (Please see Appendix 1 Note 1)
- b. **Siblings** - Pupils with the presence of a sibling at the chosen School when the child will be admitted. (Please see Appendix 1 Note 2)
- c. **Pupils who have a parent employed at the school.** (Please see Appendix 1 Note 3)
- d. **Geographical considerations** - Pupils who live closest to the chosen school in a direct line from the school (Please see Appendix 1 Note 4)
- e. **Tie Breaker** - Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria a) to e), any remaining places will be allocated by drawing lots (Please see Appendix 1 Note 5)

### 2.3 Children with Education, Health and Care Plans (EHCPs).

Children with EHCP's are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. Each governing body is required by Section 324 of the Education Act 1996 to admit to the school a child with a Statement that names the school whether or not there are places available. Any appeal concerning the Statement or the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber).

### 2.4 Children of Multiple Births

Whenever possible, in managing the allocation of places to schools, the Trust will endeavour to place children of multiple births in the same school within the places available. Where the last child to qualify for a place is a twin or child of multiple birth, numbers will be breached to enable all children of the same birth to attend the same school.

### 2.5 Late applications

Late Applications **will** receive a lower priority. All late applications will only be considered following those received on time. Places will be allocated by the school admission panel using the criteria set out above.

## **Children of UK Service Personnel (UK Armed Forces)**

Mercian Educational Trust recognises the particular needs of children of UK service personnel (UK Armed Forces).

The LA ensures that the needs of these children are taken into account by:

- a. allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- b. accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address. A quartering address will be used only where the housing authorities confirm in writing that a house will be offered in the area.
- c. accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- d. considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- e. wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### **2.6 Home Address**

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). MET will not accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply.

Worcestershire Council and the Trust reserve the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, Worcestershire Council and the Trust will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. All evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes. Where sufficient evidence is not forthcoming, the Trust will use the address which is furthest from the school, measured in a direct line between the address point of both addresses and a central point within the main school building using the LA's computerised mapping system, for the purposes of determining ranking for allocation of places. If an application or the evidence is later

proved to be fraudulent or misleading, the Trust reserves the right to withdraw the place up to the end of term 2.

### **Definition of statutory school age for primary phase children**

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age.

<b>Child's fifth birthday</b>	<b>Can defer until</b>	<b>If I defer which class will my child join</b>
1 September 31 December	January	Reception class
1 January 31 March	April	Reception class
1 April 31 August	Please see section 2.9 below, but if a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time	

However, children are normally admitted to school in the September following their fourth birthday.

### **2.7 Deferred entry to Reception**

Where an applicant to Reception is below compulsory school age the parent(s) can request:

- a.** that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see section 2.7 above), or
- b.** that their child takes up the place part-time until the child reaches compulsory school age.

### **2.9 Delayed entry to Reception**

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child(ren) to start school in the reception year group in the September following their fifth birthday, the Trust will make a decision based on the circumstances of the individual case. Factors considered may include:

- 🚫 in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- 🚫 whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school;
- 🚫 whether they have previously been educated outside their normal age group. Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age.

Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

## **2.10 Appeals –**

### **a. September intake.**

After the closing date for applications (15<sup>th</sup> January for Reception) the LA will send each school lists of all their applicants. Each school will apply its admission criteria and allocate up to the PAN to each school. Parents will be informed of the allocation of places by the Local Authority. If parents wish to appeal they need to contact Worcestershire Council Appeals Team:

*School Admissions*

*Prime House*

*Woodbury Lane*

*Norton*

*Worcester*

*WR5 2PT*

primeschooladmissions@babcockinternational.com

An independent appeals panel will be convened at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

### **b. In-Year applications – Appeals for In-Year admission should be made using the same process as September intake.**

## **2.11 Waiting Lists**

Where the school is oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the school for the period of the academic year.

## **2.12 In-Year Transfer Years Reception to 6**

Parents who wish to obtain a place at any of the schools other than at the September intake to Reception, should apply directly to the school. Parents will have a decision about allocating a place within two weeks.

If a place is available, at any of the schools but taking account of the parents' preference, the student will be invited for an induction meeting and tour after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group in the preferred school is full or oversubscribed then the school will refuse the place but the applicant will be given the opportunity to appeal and an appeals form will be supplied. The Trust will also notify the parents of any places available at another suitable Trust school. If the parents choose to appeal for a place at the preferred school an independent appeals panel will be convened by the LA at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

### **3. Consultation Process**

This policy was developed through the Trust and LA's consultation processes.

### **4. Relationship to other policies**

Parents and students are encouraged to visit the schools' websites and attend open days/evenings.

### **5. Roles and Responsibilities**

The Headteachers will ensure that all parents/carers of students, or potential students, are fully aware of the Admissions Policy and process in appropriate meetings, publications etc.

## Appendix 1.

### Admission Criteria Notes:

- 1. Children in Public Care** are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989.  
**Children Previously in Public Care** are those who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangement Order or Special Guardianship Order.
- 2. Siblings:** children are defined as local siblings if:
  - a. the sibling is already in attendance at the preferred school and will be in attendance (statutory school age only) on the date at which the applicant transfers to a school within the Trust
  - b. they are full or half brother or sister or
  - c. they are adoptive brother or sister or
  - d. they are children of the same household;
  - e. The sibling rule **does not** apply across the Trust, but is specific to each school.
- 3. Employees** - Where the member of staff wishes their child to be admitted to a MET school 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.
- 4. Geographical considerations** - 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.
- 5. Tie breaker:** Lots will be drawn by an employee of the Trust who is independent of the admissions process.



### **Advice on applying for a place at a MET School**

Parents seeking a place at the Academy are invited to:

- **Visit the school to learn and assess its ethos and learning environment .**
- Obtain an admissions pack – This will contain a prospectus, latest OFSTED report, and the Worcestershire Local Authority ‘Starting School’ leaflet.
- All applications for September Admissions in Worcestershire are made on-line to the local authority. The LA forward all applications to the school to allow the school to allocate places to the based on MET admissions policy.
- In year applications are made directly to the school.

#### Key Dates

- School Starters - Applications are accepted for pupils who will be **5 years old** between 01.09.2019 and 31.08.2020.
- Applications for Reception classes should be received by **15<sup>th</sup> January 2019**.

#### **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.
- Appeals - 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.
- A copy of the ‘In Year Fair Access’ protocol is available from the local authority.
- Parents should note that a place in the school nursery does not automatically ensure a place in the school Reception class.