

CHADDESLEY CORBETT ENDOWED

INTRODUCTION

1. Parents considering our school for their children are welcome to telephone to make an appointment to meet the Headteacher and visit the school.
2. The Admissions Authority for this Voluntary Aided School is the Governing Board; however, the Governing Board participates in the Co-ordinated Admission Arrangements of the Local Authority ("LA"). The Governing Board will adopt the relevant dates for completion of application forms and late applications published by the LA.
3. The school has had regard to the DfE statutory Schools Admissions Code 2014 ("the Code") in setting this policy. Where the Code sets out matters which "must" or "must not" be followed, this policy should be read so as to comply with these requirements. Where any future revisions to the Code conflict with the terms of this policy, mandatory requirements of the revised code will take precedence.
4. The school will seek to give effect to the LA's Fair Access Protocol. The school will have regard to advice from the Local Admissions Forum. The Governing Board does not discriminate between first, second and third preference applications. All application preferences are treated equally. This means, for example, that priority is not given to a pupil on the basis that our school is his/her parents' first preference on the application form.
5. The school has a Pupil Admission Number ("PAN") of 30 and we will normally seek to admit pupils into each class up to this number.
6. There are two reasons why an application might have to be refused:
 - a. The school is oversubscribed.
 - b. Information provided by the parents is found to be fraudulent or intentionally misleading.
7. The school does not rely on tests for aptitude or ability, interviews, financial circumstances, or any other family information in making decisions on pupil entry except as expressly provided for in this policy (significant reasons for admission as part of over-subscription criteria). The school does not require parents to fill out a supplementary information form. Parents are not asked to enter into any agreements, or give expressions of willingness to enter into any agreement, as a condition of entry into the school. Proof of address may be asked for in connection with the application of the over-subscription criteria.
8. The school does have a uniform policy. However, the school does not wish parents to be discouraged from applying for a place at this school by the requirement to wear uniform. We operate a scheme for remission of the cost of items of uniform embroidered with the school logo for children eligible for the pupil

premium. The scheme is administered discreetly so that no parent should be embarrassed to ask for help.

9. Parents should be aware that they are legally entitled to access education in the September following their child's 4th birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.
10. A pre-School Nursery is on-site. However, attendance at this Nursery does not guarantee that a place will be offered in the main school. All parents must apply for a place in the main school in accordance with this policy.
11. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The school will make its decision on the basis of the circumstances of each individual

16. The Governing Board will not normally exceed the PAN of 30 unless directed to do so by an appeals panel, in order to admit a child where the school is named on an Education, Health and Care Plan or where another exception is provided for in the Code.
17. A child with an Education, Health and Care Plan will be offered a place if the school is named in the plan.
18. Where there are more applicants than places that fall to be allocated at any one time, all expressions of parental preference will be treated equally and children will be admitted (or offered places) on the basis of the following order of priority:
 - a.

sisters, half brothers or sisters, legally adopted children and other children living permanently in the same household.

- d. Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on/appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the Governing Board. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents/carers should attach any medical certificates or any other appropriate information from independent sources to their application form or, in the event they complete an on-line application, send it to the school.
- e. Children of teaching staff at the school.
- f.

drawn in a ballot, his/her sibling(s) will then be allocated the same place in the ballot order.

21. Prospective parents who would like to discuss the over-subscription criteria, either because they do not understand them, or to find out (based on experience in previous years) whether they have a realistic likelihood of being offered a place at this school are welcome to contact the Headteacher.

APPLICATIONS FOR IN-YEAR PLACES AND THOSE OUTSIDE THE NORMAL ADMISSIONS ROUND

22. For applications for in-year places and for admission outside the normal application round, application forms should be returned directly to Worcestershire County Council

Further information can be found at
www.worcestershire.gov.uk/inyearapplications

23. Where at any one time the number of applications exceeds the number of places, vacancies will be filled by applying the over-subscription criteria applied in the normal admissions round (see paragraphs 16 to 18 above).

ACCEPTING PLACES AND DEFERRED ENTRY

24. Parents are asked to accept an offer of a place for their child within 14 days of the date of the letter offering a place.

- 25.

NB: This section does not form part of the Policy. It is updated each year.

CO-ORDINATED ADMISSION ARRANGEMENTS - 24-25

- 35.** The Governing Board agrees to the LA timetable:
- a. The closing date for applications for admissions in the school year 2024-2025 for the following September, will be 15 January 2024.
 - b. Thereafter, the Governing Board will notify the LA of the order of priority for the admission of all applicants by 28 February 2024.
 - c. The Local Authority, having taken parental preference into account, will write to all parents on behalf of the Governing Board with notification of outcomes from applications on or about 16 April 2024.
- 36.** The date for consideration of late applications (see paragraph 14 of the policy) is up to and including 09.00 hours on 28 February 2024.

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Infant Class Size Appeal)

NAME OF CHILD:

Which parts of the statutory admissions code did the school fail to comply with?

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

ADMISSIONS APPEAL FORM (Non - Infant Class Size Appeal)

NAME OF CHILD: Date of birth:	PARENTS: Name: Address: Telephone: Email:
Class into which entry is sought: Date on which entry is sought:	Place refused on:

I/we wish to appeal the decision to refuse a place at the school because the school misapplied its admission criteria:

Criteria applied by the School and the result in this case	Do you agree?
The class is oversubscribed	Yes / No Comments:

other significant reasons for admission
such as medical, social or
compassionate grounds.

NB: if you relied on "significant
reasons" for admission, on appeal it

Which parts of the statutory