

# **Sytchampton Endowed Primary School**

## **Admissions Policy 2024/25**

### Published Admission Number (PAN)

The Published Admission Number for any academic year is 15 (fifteen). The School may not refuse the admission of new pupils until the PAN is reached.

### Age at Time of Admission

By law, your child reaches school age at the beginning of the term after the one in which his/her fifth birthday falls. Standard Admission

measurement will be taken using the GeoCode Points for each property and the GeoCode point for the centre 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. **(In the event of equi-distance applicants, any place will be allocate**

The Local Education Authority, on behalf of the Governors, will notify parents of the

## In-year Applications

(Please note that Sytchampton Endowed Primary School is a Voluntary Aided School) and takes part in in-year co-ordination by Worcestershire County Council

Information on in-year applications can be found at

<http://www.worcestershire.gov.uk/inyearapplications>

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

Download form from website (as above)  
current school (if in Worcestershire).  
School being applied for (if in Worcestershire)  
Worcestershire Hub Centre (Tel 01905 822700)

- 2) Parent/Carer to complete the application form and ensure form is countersigned by current headteacher (if already attending a Worcestershire School).
- 3) Applications should be forwarded by parents to the Local Authority who will consult with the Governors to determine whether an offer can be made. Governors will consider at either the next committee meeting if timely, or via video/telephone conferencing and all discussions will be formally minuted. Any offer or refusal of a place will be made by the Local Authority on behalf of the Governors.
- 4) The Local Authority will write to parents, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 5) If there are insufficient places for

