

THE COPPICE PRIMARY SCHOOL
ADMISSIONS POLICY for 2024/2025

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1. Admissions Application

- 1.1 The Local Authority (LA), Worcestershire, is responsible for co-ordinating the admissions to the Reception Year on badmissions to the Rthe

** 'Looked after' means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in 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 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 care as a result of being adopted.*

*** A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:*

- Owned by the child's parent(s) or the person with parental responsibility for the child; or*
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement.*

Proof of address may be required. This may include:

- A copy of your council tax bill; or*
- If you are purchasing a new property, a solicitor's letter stating that contracts have been exchanged and specifying a completion date.*

In the cases where parents have equally shared responsibility of a child, the home address of the child is taken as the closest residency based on Geocodes where proof of address has been provided.

For children of UK service personnel and crown servants returning from overseas, the home address is that at which the child will be live, as long as some evidence is provided. If a parent requests the school will use a unit or quartering address as the child's home address.

- 1.4 In accordance with legislation, a child with an Education Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP.
- 1.5 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 children of staff then according to distance, each assessed as indicated above.
- 1.6 Admission into the school nursery does not automatically guarantee that a place will be offered in the main school.

2. Class Size

2.1

into each class up to this number in Reception. Under Infant Class Size Legislation class sizes are restricted to 30.

2.2

There are a number of limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with Education, Health & Care Plans

3. Siblings

3.1 T

8. Admission of children outside their normal age group

8.1 Parents

11. Data Protection Statement

11.1 The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

11.2