



Admission Policy 2024/25

For

Consultation DRAFT Approved by Trustees 18/10/2022

Determined by Trustees: 14/2/2022

Reissued following School Adjudicators determination: 06/10/2023

This Policy contains four sections:

- x Introduction
- x Admissions process
- x Oversubscription criteria and definitions
- x Useful contact details

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2024-25 and is available to view online at

www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. Parents are advised to read the book prior to making an application.

Section 1: Introduction

Holyoakes Field First School is a 4-9 academy (part of Bordesley Multi Academy Trust) serving an area of North East Worcestershire.

The Academy Trust is the admissions authority with powers to decide the arrangements for admitting students including the admissions criteria for schools in the trust.

Pupils will be admitted at the age of 4 without reference to ability or aptitude using the criteria below. The Published Admission Number for the year in Reception Year in September

2024 and subsequent years will be 60 unless changed in accordance with statutory procedures.

Admission to Holyoakes Field First School is not dependent on any "voluntary" contribution.

Section 2: Admissions Process
Entry to the school at the normal time of transfer (Reception Year)

Applications for all school places must be made via the OnLine School Admissions facility www.worcestershire.gov/schooladmissions with the opportunity to nominate schools, ranked in order of preference. Applications must be received by your home local authority (Worcestershire closing date 15th January 2024).

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you do not have access to the internet Application Forms are available from the school Local Worcestershire Hub or by request on Tel no: 01905 822700

When are decisions made?

For pupils resident in Worcestershire, an offer of a place will be made on 16th April 2024. The offer will be sent direct to parents by the Pupil Admissions and Transfers Section, even if it is on behalf of the Trustees/Governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighboring LA.

Where it is not possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer will include an acceptance/decline slip which must be returned by the date specified in the offer.

For pupils not resident in Worcestershire, the offer or refusal of a place will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Parents/carers are strongly recommended to check all the information they have given on application forms. The Academy Trust at Holyoakes Field will endeavour to query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

Education Health and Care Plan

Children for whom an Education Health and Care Plan has been agreed naming Holyoakes Field First School in the EHCP. Where places required by HCPs are known before the Trust's Admissions Committee meets, the number of students with HCPs naming this school will be deducted from the 60 places available to be offered. Such students are automatically offered places at the school and the Headteacher and Academy Trust will

consider each application for a pupil with an EHCP individually. A response of concern may be raised prior to the naming of the school on an EHCP if they consider that provision will be

We have to admit any student who is the subject of direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

Admission of Children outside of their normal age group

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group.

1. Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Catchment Area

Our catchment area is defined on the map which may be viewed at the school on request from Pupil Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area of Hdyoakes Field you may also visit www.worcestershire.gov.uk and use the online postcode catchment area checker.

Parent[s]/Carer[s]

- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the

