



Bredon Hancock's Endowed CE First School

Admissions Policy

September 2025 26



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Document Information

| Field | Title |
|----------------------|----------------------------------|
| Issuer | Miss Newton-Smith Headteacher |
| Reviewer | School Staff Governing Board |
| Approval for Release | Governing Board |

Document Version

| Version | Date | Comment | Next Review Date |
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Parents considering our school for their children are welcome to telephone to make an appointment to meet the Headteacher and visit the school.

The Admissions Authority to this Voluntary Aided School is the Governing Body; however, the Governing Body participates in the Co-ordinated Admission

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The Governing Body will not exceed the PAN of 30 unless directed to do so by an appeals panel or in order to admit a child where the school is named on an Education Health and Care Plan.

A child with an Education, Health and Care Plan (EHCP) will be offered a place at the school if it is named in the EHCP.

Where there are more applicants than places that fall to be allocated at any one time, children will be admitted on the basis of the following order of priority:

- a. Children looked-after by the LA ('Looked after' means all those currently accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order. This includes those who were previously in state care outside of England and have ceased to be in state care as a result of being adopted).
- b. Children living within the school's catchment area agreed with the LA (this can be seen in the school office and is available from the LA- <http://www.worcestershire.gov.uk/schoolsearch>). Children will be regarded as "living" within the catchment area in the following circumstances:
0.000003.07s 0 595.32 841.92 reW*nBT/F9 11.04 Tf1 0 0 1 49716 5703

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fostered/adopted children and other children living permanently in the same household. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

d.

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In-year applications will be co-ordinated on behalf of our school by School Admissions, for the Local Authority. The Co-ordinated Scheme can be viewed at the following link: <https://www.worcestershire.gov.uk/coordinatedschemes>

In dealing with such applications, the school will seek to comply with parental preference unless:

- a. Entry is sought to an infant class and the statutory infant class size restrictions would thereby be exceeded, unless a statutory exception applies.
- b. Entry is sought to any other class and the class size would exceed the PAN and the prejudice to the child caused by refusing admission is outweighed by prejudice caused to the school by admitting the child, unless a statutory exception applies. In considering the balance of prejudice, the school will have regard to the Code and to the LA's Fair Access Protocol.

<https://www.worcestershire.gov.uk/policiesandappeals>

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 13 to 16 above).

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.

Once a place is accepted, parents may defer the pupil's entry into the school so long as the place is not to be deferred to the following academic year, and only:

- a. Where the child is below compulsory school age and then only until the child reaches compulsory school age, otherwise
- b. Until the start of the next half-term, or
- c. As exceptionally agreed with the Governing Body.

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The School operates a waiting list system for entry into the Reception Class at the start of an academic year. The waiting list opens from the date when places are offered. A child may be placed on this waiting list by contacting the school office. This waiting list closes 31st December of the year in which the children start school each year. Thereafter, a fresh waiting list is established and operates in the same way as waiting lists for other classes. Parents wishing to place a child on this fresh waiting list must re-apply to the school office.

The school also operates a waiting list system for Years 1 to 5. Where an application for admission to Years 1 to 5 is refused a child may be placed on the waiting list for that class by contacting the school office.

On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. The school can tell parents at any time where their child is ranked on a waiting list but cannot give any indication of the likelihood of being offered a place. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list change. There is no formal appeal against a ranking on a waiting list, but the school is willing to discuss a child'

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The Independent Appeals Panel will inform parents of the outcome of appeals.

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

The Governing Body has agreed to the LA timetable:

- a. The closing date for applications for admissions in the school year 2025/26 will be 28th February 2024.
- b. Thereafter, the Governing Body will notify the LA of the order of priority for the admission of all applicants by 3rd March 2024.
- c. The Local Authority, having taken parental preference into account, will write to all parents on behalf of the Governing Body with notification of outcomes from applications on 16th April 2024.

Late application dates are determined by the admission authority.

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