OFFENHAM CE FIRST SCHOOL ADMISSIONS POLICY: 2025-2026 
Our Vision and Values 
We are Offenham CE First School and it is our desire

adm iss ion. Copies of catchment area maps, if required are available f rom the LA, or can be

viewed in the school. To find the catchment school for a postcode, you can visit the following

webs ite;

https://www. worcestershire. gov.uk /s choolsearch

In the event of a school catchment area change being approved, pupils who would still have a

sibling connection (see below for definition) at the time of admission and who are living at the

same address in the previous catchment area for the school, (but not wit hin the revised

catchment area), at the time the change was approved will be considered as living within the

catchment area.

*A s ibling, as well as brother or sister, also includes h alf -siblings ( childr en who share one birth

parent), step-children and legally adopted children. They must also be living at the same home

address . Children who are brought together as a family by a civil partnership and who are living

at the s ame address, are also considered to be siblings .

3 . Pupil’s home add ress within the catch ment area of the s chool. Copies of catchm ent area maps ,

if required are available from the LA, or can be viewed in the school. To f ind the cat chment

school for a postcode, you can visit the website, noted above.

*The home address is def ined as the only or main permanent resident ial address, at the closing

date f or applications, where the child usually resides and which is the us ual address of the

parent /carer with main responsibility f or the child. Where parents/carers have s hared

responsibility, the child’s home address will usually be considered to be that of the parent/carer

with wh om the child lives f or the majority of the s chool week ( e.g. three or more days out of

f ive Monday to Friday during term time). Where care is split equally , parent/carers mus t

In accordance with legislation, a child with a Health and Care Plan will be offered a place at the 
school named in the Plan. 
Where there are too many applications from within the catchment area, priority will be decided 
in the following order, 
a) sibling connection 
b) children of staff 
c) according to distance, each assessed as indicated above. 
In the event that one or more but not all children from a multiple birth can be allocated a 
place(s), all of the children from that multiple birth will be admitted even if this takes the school 
over PAN. These children are exceptions to the Infant Class Size legislation. 
Late Applications 
The Trust has agreed in its co-ordinated scheme to accept late applications and treat them as being on

health, effectively in the year group below or above their chronological age group. In addition, the 
parents of a summer born child may choose not to send that child to school until the September 
following their fifth birthday and may request that they are admitted out of their normal age group 
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to Reception rather than Year 1. 
The Trust must make the decision based on the circumstances of each case and in the best interests of 
the child concerned. The Trust will request the head teacher of the school to take account of the 
parents’
 views; information about the
 child’s
 academic, social
 and
 emotional
 development;
 where
 
relevant, their medical history and the views of a medical professional; whether they have previously 
been educated out of their normal age group; and whether they may naturally have fallen into a lower 
age group if it were not for being born prematurely in order to reach a decision as to whether or not it 
is appropriate for the individual child to delay or accelerate their entry into school and be taught 
permanently behind or ahead of their chronological age group. The reasons for the decision must be 
clearly set out. 
Appeals 
Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which 
must be made on the form available from the school office, must be returned to the school (addressed 
to the Chair of Governors) within 20 school days of the date of the letter refusing a place. 
Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The 
Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the 
hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (or any 
subsequent legislation or code of practice). 
The Independent Appeals Panel will inform parents of the outcome of appeals.