

ADMISSIONS. 2025-2026

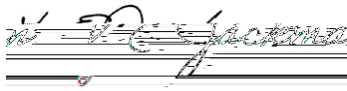
OUR MISSION:

WE ARE COMMITTED TO THE CHRISTIAN ETHOS - THAT EVERY CHILD IS SPECIAL IN THE EYES OF GOD AND WE TEACH THAT ALL PEOPLE SHOULD LOVE, CARE FOR AND RESPECT ONE ANOTHER AND OUR PLANET.

It is our ambition that all our pupils use our 5 Christian values Love, Peace, Hope, Compassion and Forgiveness to achieve our vision and mission.

13:34

It is from this Commandment and the teachings of Jesus that we teach our children five Christian values.

Recommended by:	Principal
Recommendation Date:	8 th February 2024
Ratified by:	LAGB
Signed:	
Position on the Board:	Chair of LAGB
Ratification Date	8 th February 2024
Next Review:	February 2025
Policy Tier (Central/Hub/School):	School



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Date of Application

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their home Local Authority. It is also available on-line at www.worcestershire.gov.uk for residents living in Worcestershire (other Home Local Authorities have their own arrangements.) The CAF (including if you apply on-line) must be received by your home Local Authority by their published deadline.

Procedure

Your home Local Authority will send those nominating o' o' #ofE First School in any position to the academy for assessment. The Common Application Form data will then be used to place applications in order of priority according to the scheme below.

Pupils for whom an Education Health and Care Plan has been agreed, naming the School on the EHCP

These pupils are automatically admitted to the School. Where places required by EHCP pupils are known



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offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.

Oversubscription Criteria for Admission to St Stephen's CofE First School

If St Stephen's CofE First School is oversubscribed, the purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The local governing board takes considerable time and the utmost care to ensure that the system is applied fairly.

At Age 4:

When there are more applications than places (which is normal) pupils will be admitted in the following order of priority:

1. Looked after children and all previously looked after children including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Young people who have a sibling currently attending St Stephen's CofE First School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of intended admission.
3. Other young people who live in the St Stephen's CofE First School Catchment Area. A copy of the Catchment map is available from the LA or can be seen in school.
4. Other young people.

Within each criterion priority will be given to those who live nearest to St Stephen's CofE First School. This distance will be measured from the front entrance of the home to the front entrance of the school in a straight line. In the case of oversubscription places will be allocated (for all the listed criteria) to pupils who live nearest to the school by the shortest straight-line distance. The measurement will be taken using the GeoCode Points from the centre of the building of the home address (centroid) to the Geocode point for the centre of the School buildings (centroid). This will be the shortest straight-line distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system.

In the event of equi-distance applicants, or multiple births, any place will be allocated by random selection (lottery). This process will be conducted by a suitable person independent of the school.

Definitions

Looked after includes all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or



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accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.

Parent[s]/carer[s] parent, guardian and others who have actual care of a pupil and whose address appears on the pupil benefit book or other legal agreement confirming the care of the pupil.

Sibling



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If a place is not available in the relevant year group, the application will be placed on a waiting list for admission into the relevant year group. These waiting lists will be maintained until the end of each

year. Parents should keep in direct contact with the school. Waiting lists are organised according to the criteria for oversubscription above.

When a place becomes available, it will be offered to the pupil at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure outlined above. Where places are awarded we reserve the right to refuse admission for a reasonable period of time to allow and encourage the parents / carers to work with their existing school. Additionally, we reserve the right to refuse admission for a reasonable period of time in order to collect

information about the child's individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all pupils joining our school, previous school (s) will be contacted to ensure a smooth transition.

Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group. The governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

u 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. They will also take into account the views of the Executive Principal and Head of School.

When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

‡ group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

The information contained in this policy is correct at the time of publication but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the

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