



Broadheath C.E. Primary School
Draft Admissions Policy (2026-27)
(for consultation)

Policy LAB Approval: October 2024
Date of last review: December 2023
Date of next review: Autumn Term 2025
Policy Owner: Headteacher

Broadheath Church of England Primary School is an academy within the Diocese of Worcester Multi-Academy Trust (DoWMAT).

The Local Academy Board (LAB) is the Admissions Authority however the admissions process is administered on behalf of the Local Academy Board by the Local Authority (LA).

All parents must apply through the Worcestershire County Council website www.worcestershire.gov.uk/schooladmissions. The LA, on behalf of the Governors, will notify parents of the outcome of their application for a place in the intake year from September. The closing date for receipt of completed applications for the academic year 2026-27 is 15th January 2026.

Class Size

Our Published Admission Number (PAN), set by the Local Academy Board, is 20 per year group (Reception to Year 6) giving a total of 140 overall for the whole school. The LAB retain the right to amend the PAN for future years. NB: The PAN only applies to the relevant age group. This means that the admission authorities may not refuse admission to other age groups on the grounds that they have already reached PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Admission criteria

When there are more applications than places, children are admitted in the following order of priority:

1. *'Looked after' children.

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements 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. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Indepe-4(e)4(t)-3(o)7(u)-4(t)-4(si)11(d)r4(mission)-6(s.(t)-4(h)5(rh)-4(4()-37(t)-4(s)1c)3(ievi-4(si)11(d)r

3. Pupil's home address within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in the school. To find the catchment school for a postcode, you can visit the website, noted above.

*The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection (lottery). Worcestershire County Council who are totally independent of the Trust / School will supervise this process.

4. Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at the school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
5. Children of any member of staff at the Academy, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.
6. Pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the Academy. The LA uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children, Families and Communities will supervise this process.

In accordance with legislation, a child with an Education, Health and Care Plan that names Broadheath C.E. Primary School will be offered a place at the school.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e.

- 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 time, if received by 28th February 2026 only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

