



v1.0	December 2023	R Ford	No change to previous version Inserted into new policy template
V2.0	September 2024	R Ford	Reduce PAN from 45 to 30 for receipt on intake

	Policies will be reviewed in line with EST internal policy schedule and/or updated when new legislation comes into force
	CHIEF FINANCE OFFICER

The electronic version is the definitive version of this document.

If a parent living outside of Worcestershire wishes to apply for a place at the school, they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration.

The closing date for applications received at Worcestershire County Council, or the parent's local authority if this is different from Worcestershire is

Any applications submitted to the home Local Authority naming Crabbs Cross Academy in any order of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the oversubscription criteria below. This list is returned to the LA for the co-ordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents will be informed, by an offer email from the LA on behalf of the Governing Body, on . If parents named the school but were not offered a place they will be advised of their right to appeal against this decision, with the offer letter. Appeals will be heard by the end of the summer term 2025

Parents/ carers must respond to the offer as soon as possible, but within , indicating whether they are accepting the place at the school.

If you wish to withdraw your application for any reason, or wish to decline an offer of a place at the school, you must inform the Headteacher and Pupils Admissions and Tsfers at your home local authority immediately in writing.

15 th January	The closing date for applications
28 th February	

