

St Clement's C of E Primary School and Pre School



Admissions Policy

FOR THE ACADEMIC YEAR 2026/2027

**Responsibility: Rivers
Trustees/Academy Trust**

Where measurement of distance is required under this policy, the measurement will be taken using the GeoCode Points for each property and the Geocode point for the school. Local Governing Body/Academy Trust, will utilise the Local Authority 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 the Local Governing Body /Academy Trust will supervise this process).

Primary Residence

For the purposes of this admissions policy, "primary residence" is considered to be the permanent, only or main residence of a child. In the case of shared parental responsibility, where the child lives for part of the week with each parent then documentary evidence will be required (Child benefit documentation is not suitable on this occasion). Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms.

Multiple Births

In the event of applications on behalf of twins or multiple births, an offer can be made for all of the siblings.

Service personnel

For children of service personnel and crown servants the address at which the child will live when applying their oversubscription criteria will be taken into account, so long as the parents provide some evidence of their intended address. The unit or quartering address will be taken as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

Appeals

In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal in writing, setting out the grounds on which the appeal is made, to the Rivers Trustees at the school within 20 school days of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

Waiting List

If applicants who have been unsuccessful wish, they may have their names put on a waiting list in school in case further places become available. Pupils will be admitted from the waiting list according to the oversubscription criteria set out above as applied to those applicants on the waiting list at the time the place becomes available.

Therefore new applicants may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria. The waiting list will be maintained until the 31 December 2026.

Applications for Existing Year Groups

All applications with a first preference for 'In Year' transfers into an Academy, Foundation or Voluntary Aided School in Worcestershire must be forwarded to School Admissions. Applications for schools in another Local Authority should be sent to the Admissions Authority for the school itself or the Local Authority.

The procedure for in-year admissions for Worcestershire is as follows:



