





- school age and not beyond the beginning of the final term of the school year for which the application for admission was made; and
2. Where parents so wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

In September 2026, we will have places for 30 children, which is the admissions number for our school. Attendance in our school nursery does not automatically guarantee that a place will be offered in the main school, reception places must be applied for separately following the processes below. All preferences are treated equally.

The Governor's Admission Policy determines the criteria for entry as follows:

- a) Children Looked After and Previously Looked After (Children in Care). A "Looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "Previously Looked After Child" is a child who immediately moved on from that status after being subject to an adoption, child arrangement 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.
- b) Children living in the area normally served by the school (the catchment area). The Catchment Area map is available to view in school and can be obtained from the Local Authority
- c) Pupils who would still have a sibling at school at the time of admission. The sibling link as well as brother or sister also includes half-siblings (that is children who share one birth parent), fostered and legally adopted children. They must be living at the same address at the time of application and admission.
- d) Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on/appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the governing body. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents/carers should attach

becomes available, it will be allocated in accordance with the admission criteria set out in this policy and not on a 'first come, first served' basis. Waiting lists will be held until the end of the school year.

If a parent requires multiple birth places and the school is oversubscribed, each child from that birth will be allocated a place as soon as a place becomes available even if it means the school will go over PAN.

Applications for 'In Year' transfers must be forwarded to Worcestershire County Council, School Admissions section. Details can be viewed at the following link:

---

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case.

Parents who are refused a place at the school are entitled to appeal against the decision. Appeals by parents, setting out the grounds upon which the appeal is made should be submitted in writing to the Chair of Governors, c/o the school, within 20 school days of the date of the notification of refusal of a place. Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Appeals Panel will be set up in accordance with The School Standards and Framework Act, 1998, and conducted in line with the Code of Practice issued by the DfES in February 2009.

The Admissions Policy will be published on the school website.

The closing date for applications will be the same as that for the LA. Applicants should complete the LA Application form online at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) All applications should be received by 15<sup>th</sup> January 2026. Notification of the offer of places will be sent by the LA on 16<sup>th</sup> April 2026.

Applications received between 16<sup>th</sup> January 2026 and 28<sup>th</sup> February 2026 may, at the Governors discretion, be treated as being on time only in the following circumstances:

- Where a family have moved address into the catchment area for the school.
- Where it is agreed by the Governors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case, independent supporting documentary evidence will be required.

All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs. If St Mary's is named in an Education Health and Care Plan the child will be given a place.

St Mary's has adopted the Local Authority's Fair Access Protocol. The school operates an equal preference system. All preferences are treated as equal initially, and the oversubscription criteria applied to each preference.