



Admissions Policy 2023-2024

Much Marcle Voluntary Aided Primary School

Admission arrangements to the Reception Year in September 2023-24

Pupils are normally admitted at the beginning of the academic year (1 September - 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2018 and 31 August 2019 may apply for a place in the Reception Year September 2023. There are 17 places available.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the academic year 2023/24 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the academic year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer-born children), parents who do not wish them to start at the school in academic year 2023 - 24, but to be admitted to the Reception Year in September 2023 should proceed as follows. They should apply at the usual time for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024⁽ⁱ⁾.

Until the child reaches compulsory school age, parents may also request that s/he attend part-time. In such cases, detailed arrangements should be discussed with the Headteacher. 'Part time' is understood to be 5 mornings.

Parents⁽ⁱⁱ⁾ wishing to apply for the Reception [Foundation] Year in September 2023 must complete the common online application made through the local authority in whose area you live at the time of application. The online application must be submitted to that local authority no later than 15th January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by Herefordshire local authority on the published 'National Offer Day'.

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Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Much Marcle V A Primary School will be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 'Looked after children' ⁽ⁱⁱⁱ⁾ and those defined by the school's admissions code as being 'previously looked after children'
- 2 Children with an Educational Health Care Plan that names the school
- 3 Children of service personnel^(v) with a confirmed posting to their area, or crown servants returning from overseas to live in that area
- 4 Children with a normal home address in the catchment area and with a sibling^(vi) on the roll of the school or the nursery at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry
- 5 Children with a normal home address^(vii) in the catchment area and who request a church place supported by an appropriate member of the clergy
- 6 Children with a normal home address^(vii) in the catchment area
- 7 Children with a normal home address outside the catchment area and with a sibling on the roll of the school or the nursery at the time of application or whose parent have accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 8 Children with a normal home address outside the catchment area and who request a church place supported by an appropriate member of the clergy.
- 9 Other children.

Note: Proximity of the child's home, as measured by the straight line distance between the home and the school ^(viii) with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise

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All Other Admissions

Admission to the school during the academic year depends on whether or not there are places available. Applications may be made to the school in the first instance.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances.

Appeals- Arrangements for appeals panels

The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DFE), which means that parents will have 20 school days from national offer day in which to submit an appeal. Appeal hearings will be held within 40 schools days of the deadline for the lodging of appeals. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.

The school will provide guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

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Appendix to the Admissions Policy

- (i) **Admissions outside the normal age group** - parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023.
- (ii) **“Parent”** is defined in law (The Education Act 1996) as either:
- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
 - any person who has care of the child or young person.
- If you are in any doubt, please contact the school for advice.
- (iii) A looked after child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) ¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians)
- (iv) **When applying under criterion 2** (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Much Marcle V A Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school/school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.
- (v) **Children of Service Personnel; admission authorities must:**
- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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- when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children; This is in accordance with Paragraph 2.18 of the Schools Admissions Code.

- (vi) **By sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.
- (vii) **By normal home address**, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. (The school may ask for evidence dated within the last 3 months showing that you live at this address.)

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place.

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence.

- (viii) For admission purposes, all distances are measured as a straight-line distance on a computerised mapping system between home address and the nearest entrance gate of the school. The shortest distance will be given priority.