



# PINVIN CE FIRST SCHOOL ADMISSIONS POLICY: 2023-2024

## Our Vision and Values

Everything we do and everything we learn at Pinvin C E First School is underpinned by our school vision that *'Together, we Inspire, Discover and Achieve'*, and as a Church of England School we seek to demonstrate six core values in our work and play: *Peace; Wisdom; Dignity; Joy; Hope and Community*. These values are embedded in daily school life and throughout the curriculum.

Our Christian Values are an integral part of our ethos and we live by our motto, that *'Together, we inspire, discover and achieve'*. This lies at the heart of what we do and it is our commitment for all our pupils to have the opportunity to excel, attain their very best and have the opportunity to fulfil their ambitions. These are values shared across the Diocese of Worcester Multi Academy Trust to which we belong.

We are committed to providing a stimulating and motivating learning experience, one of high expectations, that equips and prepares our pupils for the 21st Century including a better understanding of British Values in a global context. We believe that everyone in school should enjoy learning and feel proud of their achievements. To fulfil this, we provide a curriculum which aims to be engaging and purposeful and one which is underpinned by high expectations. Our goal is to prepare every child so that they can make a positive contribution to the society in which they live and develop character for life.

We strongly value the relationship we have with our parents, stakeholders and members of the community. We recognise that effective partnerships are essential in ensuring that we do the very best for our pupils and that it is a team approach. We appreciate and value the support our parents and stakeholders give us and the role they play in enriching our children's experiences and supporting the education we provide.

Pinvin CE First School is an academy within the Diocese of Worcester Multi Academy Trust.

## Class Size

Our Published Admission Number (PAN), set by the Trustees/Local Academy Board, is 25 per year group (Reception – Year 4) giving a total of 125 overall for the whole school. The Trustees/ Local Academy Board retain the right to amend the PAN for future years. NB: The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## Admissions Criteria

### 1. \*'Looked after'

\*'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. Independent supporting evidence will be required to be provided with the application.

2. Siblings (see below for definition) of pupils attending the school and living within the catchment area of the Academy.

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. 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 following website;

[https://www.worcestershire.gov.uk/info/20062/schools/2098/find\\_a\\_school](https://www.worcestershire.gov.uk/info/20062/schools/2098/find_a_school)

In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for the school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

\*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

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 (eg 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 all staff at the school, 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 Local Authority 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 a Health and Care Plan will be offered a place at the school named in the Plan.

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 2023 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;

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

### **Waiting Lists**

Waiting lists are maintained by the school and parents need to apply in order to be included. These waiting lists will be maintained until the 31st August 2024. At that stage, parents will need to reapply at the start of the following term if they wish to be included. Only on receipt of an acknowledgement letter from the school will that child be on the list.

### **Fair Access Protocol**

As part of the Local Authority's Fair Access Protocol, the school with Key Stage 2, 3 and 4 classes will exceed the published admission number to admit pupils covered by the Protocol.

### **'In Year' transfer arrangements**

In-Year admissions relates to applications by parents/carers to move their child to another school other than at the normal point of entry. These completed applications must be forwarded to the School Admissions Team at Worcestershire County Council.

In line with the allocation process, School Admissions will make available to all schools listed, the full details of the application. All Schools must consider the requests with regard to their published admission number, the current number on roll, class and school organisation, teaching, curriculum and, in respect of infant and primary schools, key stage 1 class size limits. The school will inform School Admissions of the availability of places and whether or not a place is available within 10 school days of the application being received.

Any parents/carers whose child is refused a school place will be informed in the decision letter of the reasons for refusal and their right to appeal against the decision.

Parents/carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

### **Admission of Children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is significantly performing academically above age expectations or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Trust will request the head teacher of the school to take account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.