



New Education Trust Church Lench CE First School

ADMISSIONS POLICY 2027/2028

Guidance

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1st September 2027 and 2028 is set at 15.

The school has adopted Worcestershire County Council's Fair Access Protocol and all preferences are treated equally.

Worcestershire County Council is the admissions co-ordinating body for the school. The school Governing Body is the admission authority. Worcestershire County Council will co-ordinate In-Year Admissions for all own admission authority schools.

Applications for a September start in Reception must be made directly to the County Council online at www.worcestershire.gov.uk. Applications must be made within the published deadlines.

Reception 2027/2028

You are legally entitled to access education for your child the September following their 4th birthday.

By law, children must be in school by the term following their 5th birthday.

At Church Lench CE First School, we recommend that all children join us at the September intake point, in order that their learning and socialisation will not be compromised. In line with the Code on Admissions 2.17, children may join at later points in the academic year, but not beyond the point at which they reach compulsory school age.

Please contact the Head teacher if you are considering deferring your child's start or needing a part time start for your child. Any change to admissions outside of the normal age range, including summer born children starting school, must be agreed prior to application with the Headteacher.

When a child reaches compulsory school age they are required to be in school full time, unless they have deferred their starting age by prior agreement with the Head teacher or CEO of the trust.

Parents must then confirm acceptance of the place by the required date and attend an induction meeting. If the offer of a place is not confirmed by the parents before the deadline, then the academy will assume that the place is not required and offer it to another child.

Priority Criteria

If the number of applications exceeds the PAN, then the school governors/ admissions will give priority to applications based on the following criteria taken in turn:

1. Looked After Children and Previously Looked After Children
2. Children with an EHCP as named in the EHCP
3. Siblings on roll at the school at the time of admission
4. Children residing in the school's catchment area
5. Children of teachers who are permanently employed within the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
6. Other applicants

In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP.

Notes

¹**Looked After Children** – 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 becoming 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.

²**Siblings** – includes; half-siblings, step-siblings and adopted siblings. The children must all reside permanently at the same address. Children who are brought together by civil-partnership who are also residing at the same address will also be treated as siblings.

³ **Catchment Area Map** – For those children whose parents have shared responsibility and care of a child and who lives with each parent for part of the week, parents can decide which address they wish to use as the primary residence when applying for a school place.

Over Subscription

Following application of the above criteria, if there remains an over subscription for places, places will be allocated to 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 School. The 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 equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).***

Waiting Lists

If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2026. The list will be maintained in application criteria order.

Late Applications

Late applications will only be considered if received within one calendar month from the close of applications and that either of the following apply:

1. Family have moved into the area after the closing date for applications has passed.
2. Where it is agreed by the governors that exceptional circumstances apply.

Appeals

Parents who wish to appeal a refusal for their child gaining a place in the school may appeal in writing to the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel.

Application for a child to be taught outside of their year group

Parents/carers should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The headteacher will share their views on the request with the Governing Body/trust, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

Applications Other than at Start of Reception Year In-Year (Side) Admissions

The school follows the 'In-year Fair Access Protocol'.

Waiting Lists

Waiting Lists are maintained by the school and county admissions for each school year group. The lists are held until the end of the academic year. If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2026.

Appeals

Parents who wish to appeal against the decision of the governors to refuse their child(ren) a place in the school at any phase, may appeal in writing to the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel.

Start Dates

Children transferring mid year will only be allowed to start at the beginning of a new term. In the case of exceptional circumstances, an alternative date may be considered by the Head teacher or CEO of the trust.

Date: May 2026

S Price and Governing Board