



BENGEWORTH CE ACADEMY

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# ADMISSIONS POLICY 2023 – 2024

January 2022



**Bengeworth**  
Multi Academy Trust

Brilliant People • Better Schools • Bright Futures



# GUIDANCE

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1<sup>st</sup> September 2023 and 2024 is set at 90.

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. From 2020 Worcestershire Children First 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](http://www.worcestershire.gov.uk). Applications must be made within the published deadlines.

## RECEPTION 2023 & 2024

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

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

At Bengeworth CE Academy we have only one intake date – September. **All** children eligible to start school during the following year will start in September in order that their learning and socialisation will not be compromised.

Please contact the Head of School 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 Head of School or Executive 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 of School or Executive Headteacher.

Closing dates for applications are published annually by the school and Worcestershire County Council. Offers of places are usually issued at the start of the Summer Term.

Parents must then confirm acceptance of the place by the required date and are requested to 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 will give priority to applications strictly based on the following criteria taken in turn:

1. Looked After Children and Previously Looked After Children<sup>1</sup>
2. Siblings<sup>2</sup> on roll at the school at the time of admission
3. Children residing in the school's catchment area<sup>3</sup>
4. Children of teachers who are permanently employed within the school
5. 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

**<sup>1</sup>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.

**<sup>2</sup>Siblings** – includes; half-siblings, step-siblings and adopted siblings. The children must all reside permanently at the same address.

**<sup>3</sup> Catchment Area Map** – Can be viewed at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) or at the school. 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

Waiting lists for admission will be kept until December 31<sup>st</sup> then discarded. Parents will need to advise the school each half term, should they wish to remain on the list. 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.

# APPLICATIONS OTHER THAN AT START OF RECEPTION YEAR

## IN-YEAR (SIDE) ADMISSIONS

All applications for In-Year places will be co-ordinated by the Local Authority. Parents/Carers completing an application form must forward the application form to School Admissions.

For more information, please click on the link below:

[https://www.worcestershire.gov.uk/info/20099/school\\_admissions/706/in-year\\_applications](https://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications)

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

### **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 of School or Executive Headteacher.

# Bengeworth

## Multi Academy Trust

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