Admissions Policy 2027 to 2028

Malvern Wells Church of England Primary School

Voluntary aided school in the Diocese of Worcester

Admission authority	The governing body of Malvern Wells CE Primary School
Published Admission Number	15 places in Reception
Applies to	Admissions during the 2027 to 2028 academic year
Status	Ratified by FGB
Date determined	17.09.26
Next review	Autumn 2026 for admissions in 2028 to 2029

Let Your Light Shine

At Malvern Wells, every child and family is welcomed, known and valued. As a Church of England school, we are committed to serving our whole community so that children of all faiths and none can belong, thrive and *let their light shine*.

1 Purpose and legal framework

The governing body is the admission authority for Malvern Wells CE Primary School. It is responsible for setting and applying these admission arrangements. Worcestershire County Council coordinates applications and offers in accordance with its coordinated schemes.

These arrangements have been prepared with regard to the School Standards and Framework Act 1998, the School Admissions Code 2021, the School Admission Appeals Code 2022, the Equality Act 2010, the Diocesan Boards of Education Measure 2021, Worcestershire County Council's coordinated schemes and the admissions guidance of the Diocese of Worcester.

The school welcomes applications from children of all faiths and none. Where the school receives more applications than places available, every application will be ranked fairly and consistently against the published oversubscription criteria.

2 Admission to Reception

The school's Published Admission Number is 15. The governing body must offer up to 15 places in Reception where there are sufficient applications. The PAN applies to Reception as the school's relevant age group. It does not create a separate admission limit of 15 for every other year group.

Children are normally admitted to Reception at the beginning of the school year in which they become five. A child is entitled to a full time place from the September following their fourth birthday.

3 How to apply in the normal admissions round

Parents must apply to the local authority in whose area they live, known as their home local authority. Worcestershire residents should apply through Worcestershire County Council's online Apply for a school place service at Apply for a Worcestershire School Place. Families living outside Worcestershire must apply through their own local authority, which will pass the preference to Worcestershire County Council.

All preferences are treated equally against the published oversubscription criteria. Naming the school as a preference does not guarantee a place.

For September 2027 entry, the national closing date is 15 January 2027. Offers will be communicated by the home local authority on 16 April 2027.

4 Education, Health and Care Plans

Children with an Education, Health and Care Plan that names Malvern Wells CE Primary School must be admitted. These children are admitted through the statutory Education, Health and Care Plan process before the oversubscription criteria are applied and count towards the PAN.

5 Oversubscription criteria and ranking of applications

All applications will be considered and ranked in accordance with the following oversubscription criteria. The criteria are applied in sequence. Where there are more applications than places available, places will be offered in this order. If applicants are equally ranked within any criterion, the distance tie breaker in criterion 6 will be used.

1 Looked after and previously looked after children

A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services functions at the time the application is made. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This includes children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. Appropriate evidence may be required.

2 Children living within the school catchment area

Children whose home address is within the area designated as the catchment area for Malvern Wells CE Primary School. The catchment area can be checked using Worcestershire County Council's Find a school service. A copy of the catchment map is also available from the school on request. Living within the catchment area does not guarantee a place.

3 Children with a sibling at the school

Children who will have a sibling attending Malvern Wells CE Primary School at both the time of application and the time the applicant would be admitted. A sibling is a full, half, step, adopted or foster brother or sister, or another child who lives permanently at the same address as part of the same family unit. Children who share an address because of a temporary arrangement will not be treated as siblings.

4 Children of families involved in Christian worship

Children where a parent or the child is involved in worship at an Anglican church or another Christian church that is a member of Churches Together in England and is situated within the school catchment area. A Supplementary Information Form completed by the church minister must be submitted directly to the school by the national closing date. The form must confirm participation in worship at least monthly for a continuous period of at least one year immediately before the application.

Where the relevant church has been closed for public worship during that period and has not provided alternative premises, only the period during which the church or alternative premises was available for public worship will be considered.

5 Children of staff

Children of a member of staff employed at Malvern Wells CE Primary School where the member of staff has been employed at the school for two or more years at the time the application is made, or where the member of staff was recruited to fill a vacant post for which there was a demonstrable skill shortage.

6 Other children ranked by distance

All other children, with priority given to the child who lives nearest to the school. Distance will be measured by Worcestershire County Council using the shortest straight line between the GeoCode point for the child's home address and the GeoCode point for the school. Ordnance Survey coordinates are used within the Council's geographic information system.

Where two or more applicants are otherwise equally ranked and the distance measurement is the same, the remaining place will be allocated by random selection. The process will be supervised by a person independent of the school and governing body.

6 Home address

The home address is the child's only or main permanent residential address at the closing date for applications. It is normally the address at which the child lives for the majority of the school week and where the parent or carer with main responsibility for the child lives.

Where a child lives at two addresses, the address at which the child lives for the greater part of the school week will be used. Where a child lives equally at two addresses, parents must provide independent evidence of the shared care arrangements. If a single main address cannot be established, the address to be used for the application will be determined by random selection, supervised by an officer of Worcestershire County Council who is independent of the school.

A business address, childminder's address or the address of a relative who does not have parental responsibility will not be accepted unless it is the child's genuine permanent home. The governing body may request evidence of residence.

7 Twins and children from multiple births

Where one child from a multiple birth can be offered the final available place, the governing body will admit the other child or children from that multiple birth even where this takes the Reception cohort above PAN. Where infant class size legislation applies, the additional child or children will be treated as excepted pupils as permitted by law.

8 Late applications

Late applications will be considered in accordance with Worcestershire County Council's coordinated admissions scheme for 2027 to 2028. Applications received after 15 January 2027 may be treated as on time only where Worcestershire County Council agrees that the circumstances permitted by its coordinated scheme apply. Supporting evidence may be required. All other late applications will be considered after on time applications.

9 Waiting lists

Where an application is refused in the normal admissions round, the child's name will be placed on the school's waiting list. The waiting list will be maintained until 31 December 2027. Parents who wish their child to remain under consideration after that date must make a further application in accordance with the arrangements then in force.

Waiting lists are ranked strictly in accordance with the published oversubscription criteria and will be reranked whenever a child is added or an applicant's circumstances change. A child's position may therefore move up or down. Time spent on the waiting list does not give additional priority. Looked after children, previously looked after children and children allocated a place through the Fair Access Protocol will take priority where required by the School Admissions Code. Whenever a vacancy arises, it will be offered to the highest ranked child.

10 In year applications

An in year application is an application for a school place outside the normal Reception admissions round. Worcestershire County Council coordinates in year applications for the school. Parents should apply through the Council's online Changing schools and in year applications service at Changing Schools.

The governing body, as the admission authority, will decide each application by applying these arrangements. Worcestershire County Council will communicate the decision to the parent as soon as possible and within 15 school days of receiving the application.

Where a year group is full, admission may be refused only where admitting another child would prejudice the provision of efficient education or the efficient use of resources. Parents refused a place have a right of appeal and may ask for their child to be added to the waiting list.

11 Fair Access Protocol

The school participates in Worcestershire County Council's Fair Access Protocol. Children considered under the Protocol will be admitted in accordance with its provisions and may be admitted above PAN where the Protocol requires this.

12 Starting school and deferred entry

Parents offered a Reception place may defer the date their child starts school until later in the same school year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents may choose for their child to attend part time until they reach compulsory school age. The school will work with parents to make suitable arrangements that support the child's needs and entitlement to education.

13 Admission outside the normal age group

Parents may request that their child is admitted to a year group outside their normal age group, including where a summer born child is requested to start Reception in the September following their fifth birthday. The request should be made alongside the school place application and supported by any information the parent wishes the governing body to consider.

The governing body will decide each request on its individual circumstances and in the child's best interests. It will consider the parent's views, the child's academic, social and emotional development, relevant medical history and professional views, previous education outside the normal age group and whether a prematurely born child would otherwise have fallen into a lower year group. The headteacher's views will also be considered. Reasons for the decision will be given in writing.

Agreement to educate a child outside their normal age group does not guarantee a place. The application will be considered with all other applications for that year group using the oversubscription criteria. Parents should also follow Worcestershire County Council's current delayed and accelerated transfer process.

14 Children of UK service personnel and Crown servants

For families of UK service personnel with a confirmed posting to the area, or Crown servants returning from overseas, applications will be considered before the family moves into the area where they are accompanied by an official letter confirming the relocation date. The application will not be refused solely because the family does not yet live in the area. A Unit or quartering address will be used where a future home address is not available. Where a future home address has been confirmed, that address will be used when applying the oversubscription criteria.

15 Offers and withdrawal of offers

In the normal admissions round, Worcestershire County Council coordinates the allocation of places at the school. Offers are communicated to parents by their home local authority on National Offer Day.

An offer will not normally be withdrawn once made. The governing body may withdraw an offer where it was made in error, where the parent has not responded within a reasonable period after being required to do so, or where it was obtained through a fraudulent or intentionally misleading application that affected the allocation of the place.

Before an offer is withdrawn, the parent will be given a further opportunity to respond and explain their circumstances. Where an offer is withdrawn, the parent may make a fresh application and will have a right of appeal if that application is refused.

16 Appeals

Where a place is refused, the decision letter will explain the reason for refusal, the right of appeal, how to appeal and the deadline for lodging an appeal. Information and application details are available through Worcestershire County Council's Appealing a school place offer service at https://www.worcestershire.gov.uk/schools-education-and-learning/appealing-school-place-offer. Parents will be allowed at least 20 school days from the date of notification to submit an appeal.

The governing body, as the admission authority, will ensure that the appeal is heard by an independent appeal panel in accordance with the School Admission Appeals Code 2022. Worcestershire County Council may administer the appeal on behalf of the governing body. The

panel's decision is binding on the governing body and the parent. The appeals timetable and application details will be published on the school website by 28 February each year.

17 Monitoring and review

The governing body will determine admission arrangements every year, including the PAN, even where no changes are proposed. Before consulting publicly on any future changes, it will consult the Diocese of Worcester as required by the Diocesan Boards of Education Measure 2021. Determined arrangements will be sent to Worcestershire County Council and the Diocese and published within the statutory timescales.

Appendix 1 School catchment area

The catchment area for this criterion is the area designated by Worcestershire County Council for Malvern Wells CE Primary School. Parents can check an address using the Council's Find a school service at https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/find-school. A copy of the catchment map is available from the school office on request.

The home address rules in section 6 apply when determining whether an address falls within the catchment area.

Appendix 2 Supplementary Information Form

Complete this form only if applying under criterion 4, Children of families involved in Christian worship. The completed form must be returned directly to Malvern Wells CE Primary School by 15 January 2027. Parents must also complete the application required by their home local authority.

The governing body may contact the minister to verify the information provided. Information will be handled in accordance with the school's data protection responsibilities and used only to determine the application.

Child's full name	
Child's date of birth	
Child's home address	
Parent or carer's name	
Name of church	
Church address	
Name of minister	
Minister's email or telephone	

Confirmation by the church minister

I confirm that the child named above, or a parent or carer of the child, has participated in worship at this church at least monthly for a continuous period of at least one year immediately before the application date.

Name	
Signature	
Date	
Role	

Sources

- Department for Education, School Admissions Code 2021
- Department for Education, School Admission Appeals Code 2022
- Worcestershire County Council, coordinated admissions scheme for first, primary and middle schools 2027 to 2028
- Worcestershire County Council, current coordinated scheme for in year applications
- Diocese of Worcester Diocesan Board of Education, Admissions Guidance for Schools and Academies 2025