



Malvern Wells CE Primary School

Admissions Policy

2025-2026

Let Your Light Shine!

“You are the light of the world. A town built on a hill cannot be hidden.” Matthew 5 v 14

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Class Size

Our Published Admission Number (PAN), set by the governors of Malvern Wells CE Primary School, is 15 per year group, giving a total of 105 overall for the whole school. The governors retain the right to amend the PAN for future years, as the school is a Voluntary Aided School. It is our intention to keep numbers in all classes no greater than 30. In September 2024, we will have vacancies for 15 children in reception.

Admission Criteria

Places are allocated by the Governors according to the following criteria, in decreasing order of priority:

1. *'Looked after' and previously *'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 (e.g. 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 because of being adopted.

2. Children living in the catchment area of the school at the time of allocation of places. Copies of the catchment map are available from County Hall and the school website. Alternatively, you can find out if a particular address falls within a catchment area of a school by using the 'Catchment Area Search' facility on the Worcestershire County Council website. In cases of over subscription, 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 coordinates 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 the Governing Body/Academy Trust will supervise this process).

3. Children who would have at the time of allocation of places, and still have at the time of admission, a sibling who is attending the school. (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).

4. Parents or the child are involved in the worship at an Anglican or other Christian church (as defined in the list of member churches of Churches Together in England https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) within the school catchment area. The Supplementary Information Form (SIF) completed by your church minister must be submitted to the school at the time of application and provides written confirmation of a history of at least monthly participation for a minimum period of a year prior to the date of application.

* "In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

5. Children living outside the catchment area who live nearest to the school by the shortest straight-line distance using the same method above.
6. In the event of a multiple birth application, the Governing Body will admit over the PAN.

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

Admissions into Reception Year for September 2024 Applications Procedure

Parents apply on-line to Worcestershire County Council if they are a Worcestershire resident by 10th January 2025. If they reside out of county they apply to the home Local Authority.

All offers of places or refusals will be decided by the Governing Body and confirmation of a place will be made in writing from the Local Authority on behalf of the Governing Body on the 17th April 2026.

Parents of children, who are refused admission, have the right of appeal within 21 days of the date of the letter of notification of the decision by writing to the Chair of Governors, c/o the school. Appeals will be heard by an independent appeals panel.

- All children are entitled to access full time education in the September following their fourth birthday. A parent can also choose to send their child to school part time or deferred entry if they wish, until the child is statutory school age. Any request to do so should be discussed with the Head Teacher.
- Induction procedures and admission arrangements are contained in the school document “Pupil Induction Policy and Procedures”. Our induction procedures are flexible, depending on the needs of the individual child and in discussion with parents or carers. Within this context, pupils with disabilities and/or Special Educational Needs, including behavioural difficulties are offered an induction programme which is sensitive to their needs.
- The Local Authority has an **In Year Fair Access Protocol** and we at Malvern Wells CE Primary School adopt it.

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 Governors must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Governors 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.

Late Applications for Reception Class

In certain circumstances where a late application is received it will be accepted as being on time if parents of a child have moved into the catchment area and are able to provide proof of address. In these circumstances, the application must be received by 28th February 2025. Any late applications for Reception must still be returned to the Local Authority.

Applications for Older Children

i.e. for entry into years other than Reception, or for entry into Reception at times other than September

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) The Authority provides a **common application form (CA1)** for parents to apply for a place at any mainstream school in **Worcestershire**.
- 2) In addition to the **CA1** Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
- 3) A supplementary form, where required, must be submitted with the **CA1** form. It will not be regarded as a valid application unless the parent has also completed the **CA1**.

- 4) Applications from parents for schools outside Worcestershire should be made direct to the school or the local authority in whose area the school is located to find out how they process in-year applications.
- 5) Parents will be invited to state up to three preferences on the **CA1** for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
- 6) Where a parent approaches a school directly the parent should be advised to complete a **CA1** and return it to School Admissions.
- 8) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.
- 9) Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

This is dependent on a place being available in the requested year.

Waiting Lists

The school will maintain a waiting list. When vacancies arise, they will be filled in accordance with our admission criteria and not on a first come first served basis. The waiting list will be maintained by school.

Contact

Parents wishing to apply for a place at the school should complete and return a CA1 form to:

School Admissions
Worcestershire Children First
County Hall
Spetchley Road
Worcester
WR5 2NP

For contact discussions:

The Head Teacher 01684 561179
Malvern Wells CE Primary School
263 Wells Road,
Malvern Wells,
Worcestershire,
WR14 4HF

Malvern Wells CE Primary School

Supplementary Information Form for Admissions to the Academic Year 2025-2026

Child's Name	
Child's Date of Birth	
Child's Address	
Name of Anglican or other Christian Church	
Address of Anglican or other Christian Church	

I confirm that the parents of the child (named above) have worshipped at the church (named above) and attended at least monthly during the course of the last year.

NB "In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

Name, Title

Signature

Please affix church stamp or embossment.