



**Admissions Policy for 2019/20**  
**Reviewed: Spring Term 2018**  
**Next review: Spring Term 2019**  
**Committee Responsible Full GB**

### **Applying for Places**

Applications are welcomed from all who wish their children to attend Alvechurch CofE Middle School.

Parents/Carers who are considering applying are warmly invited to visit us during our Annual open evening in October. The open evening for the 2019-2020 September intake will be held on 8<sup>th</sup> October 2018. In addition, visits can be arranged at any time during the school year by contacting our school office.

The School will be pleased to provide information and answer questions by letter or telephone, or to meet parents/carers to discuss possible applications. Alvechurch CofE Middle School follows Worcestershire County Council's admissions guidance and arrangements and advise all applications for September intake to be sent/applied for via Worcester County Council School admissions department. Full details are available on Worcestershire County Council's website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

Admissions into Year 5 Alvechurch C of E Middle School. Students normally enter the School in Year 5 in the September after they reach the age of 9 and leave at the end of Year 8. Current Year 5 intake has a Pupil Allocation Number of 110 students. This figure will be the admission limit when the school is over subscribed. Applications for September admissions into Year 5 and 7 are processed by the Pupil Admissions and Transfers Section at Worcestershire County Council. Other year groups are processed directly by the school and application to be sent to the school who in turn will provide information to Worcestershire County Council.

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## Oversubscription Criteria

When there are more applications than places, children are admitted in the following order of priority:

- i) **Relevant** \*'Looked after' and previously \*'Looked after' children.
- ii) **Siblings** (see below for definition) of pupils attending the school and living within the catchment area of the school. 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 schools.  
  
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 a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living **outside of the catchment** area but who would still have a sibling connection (see below for definition) at 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;
- v) Pupils who were attending a **feeder school** at the time of application;
- vi) Children of **staff** at our 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
- vii) 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 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's Services will supervise this process).

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school in the Statement or the Plan. \*'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.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. 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 Council has agreed in its co-ordinated scheme and on our behalf to accept late applications; within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances; where a family have just moved address, (refer to Information for Parents booklet); where it is agreed by the Directorate of Children's Services, 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 our School and parents need to apply directly to us in order to be included. These waiting lists will be maintained until a time that parents' request for their child to be removed from the list. Waiting lists are ranked in line with the admissions criteria as outlined above. Parents will be informed when a place becomes available for their child. For a child to be added to the list the following details are required to be sent to the school office. Full name, date of birth, current address, contact number, current school.

### **Fair Access Protocol**

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

### **In-Year Transfer Arrangements**

Parents/Carers need to complete an application form for ['In Year' transfers](#), to include the signature of the pupils current Headteacher and send directly to our school office. In line with the Code of Practice, on receipt of an in-year application, we will notify our Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or 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 their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group we will request that our Head Teacher to consider and reach the final decision. This will involve our Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into our school and be taught outside of their chronological age group.

### **Appeals**

Should an application be unsuccessful, parent/carers have the right to appeal decision by form of appeal. To appeal a decision a letter of intention to appeal must be sent directly to the school office to include information for grounds of appeal. This information will then be processed and forwarded to School admissions appeal board who will then, in turn correspond directly with parent/carers.

For any further information, parents/carers are advised to contact our school office manager.