



Admissions Policy for 2021/22
Reviewed: November 2020
Next review: November 2021
Committee Responsible Full GB

Applying for Places

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

In line with government policies surrounding the COVID 19 pandemic, Alvechurch CofE Middle School will not be holding an Open evening. For 2020 parent/carers who are considering on applying for a place for their child are invited to visit www.alvechurchmiddle.co.uk where there is relevant information about the school. The School will be pleased to provide information and answer questions by email or telephone.

Alvechurch CofE Middle School follows Worcestershire County Council’s admissions guidance and arrangements and advise all applications 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

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 Pupil Admissions and Transfers Section at 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** Those with specific Education Health Care Plan and *'Looked after' and previously *'Looked after' children. In accordance with legislation, a child with an Educational Health Care Plan will be offered a place at the school. *'Looked after' and previously *'Looked after' children" 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.

ii) **Siblings** (see below for definition) of pupils attending the school and living **within the catchment area** [AMS Catchment](#). 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.

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. Parents are able to check catchment schools by visiting <http://www.worcestershire.gov.uk/schoolsearch> For Alvechurch CofE Middle School catchment map, please visit [AMS Catchment](#)

Sibling Definition: The sibling connection, as well as brother and sister will include step, fostered, adopted and other children living permanently at the same 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.

iv) Pupils living **outside of the catchment** ([AMS 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; Alvechurch CofE Middle School feeder schools are considered; (Crown Meadow First School and Nursery, St-Andrews First School, Barnt Green, Beoley First School and Blackwell First School).

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 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 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).***

Event of Oversubscribed

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.

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, (28th February) 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 Alvechurch CofE Middle School, 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 list for Alvechurch CofE Middle School is maintained by the School. Parents need to apply directly to the school in order to be included. Waiting lists will be maintained until a time that parents' request for their child to be removed from the list or until a place is offered. 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 and instructed to apply for the place via Worcestershire School admissions. For a child to be added to the list the following details are required to be emailed to office@alvechurch.worcs.sch.uk Full name, date of birth, current address, parent contact number and email address, current school and year group.

Fair Access Protocol

As part of 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. http://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals

In-Year Transfer Arrangements

Parent/Carers are to complete [in-year application form](#) to include the signature of the pupils current Headteacher and send it directly to School Admissions. In line with the Code of Practice, on receipt of an in-year application. Worcestershire School Admissions will liaise with Alvechurch CofE Middle regarding availability.

http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated_scheme_in-year_applications_2020

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, 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

For applications that are not offered a place at Alvechurch CofE Middle School, applicants have the right to appeal the decision. Further information on Appealing a decision visit:

https://www.worcestershire.gov.uk/info/20099/school_admissions/544/appealing_an_admissions_decision