Admissions Policy for 2028-29

Committee Responsible Full GB

Applying for Places

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

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. Year 5 intake has a Pupil Allocation Number of 120 students. This figure will be the admission limit when the school is over subscribed. Applications Pupil Admissions and Transfers Section at Worcestershire County Council.

In accordance with legislation, a child with an Education, Health Care Plan for Alvechurch CofE Middle School will be offered a place at the school

Oversubscription Criteria 2

Late Applications 3

Waiting Lists 3

Fair Access Protocol 3

In-Year Transfer Arrangements 3

Admission of children outside their normal age group 3

Process to Appeal 3

Oversubscription Criteria

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

i) **'Looked after' and previously 'Looked after'** children and children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted 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, child arrangements order or special guardianship order. Including 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.

ii) **Siblings n catchment** (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. The catchment area search on the WCF website can be found at http://www.worcestershire.gov.uk/schoolsearch

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 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.

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

iv) **Siblings outside catchment** (AMS Catchment) area but who would still have a sibling connection (see above 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). *Feeder link is a criteria for main year intake applications and is removed once pupil starts Year 5*

vi) Children of **Teaching 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 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)*."**

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. Pupil will remain on waiting through to Year 8, or, until a time parents' request for their child to be removed from the list or until a place is offered. Any opening that are to be offered will be determined in line with the published 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 **current year group**. Waiting list will be ranked when a place is available and not before. No ranking will be shared with parents.

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.
School Admissions Policies and Appeals | Worcestershire County Council

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 the school will respond within 48 hours term time and school day to WCC on whether a place can be offered.
Worcestershire School Admissions will communicate with parents within published timeline:

In-Year Applications | In-Year Applications | Worcestershire County Council

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. Co-ordinated Schemes for all Worcestershire Schools | Worcestershire County Council

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 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.

Appealing for a place

Appeals are heard by an independent appeals board and the decision to grant an appeal lies solely with the appeals board following a virtual hearing. If parents wish to appeal following an application that has not resulted in a place being offered at Alvechurch CofE Middle School, you have the right to appeal the decision. Should a parent want to appeal to the appeals board parents are required to write a full statement to the reason that they are requesting an appeal hearing and must include why they are challenging the admissions process. Appeals are an additional cost to our school whether successful or not. Please note, Alvechurch Middle school is annually oversubscribed and have a high number of requests for appeals which are heard by an independent appeals board during the month of July. Whilst you await the appeal, an alternative provision must be secured in the event of an unsuccessful appeal. Further information on appealing a decision along with timeline are found via: Advice for parents and guardians on school admission appeals - GOV.UK (www.gov.uk)
Appeal are to be sent directly to: admissions@alvechurch.worcs.sch.uk