



Madresfield C.E. Primary School

Mrs. J. Greenwood B.Ed. – Headteacher
Tel: (01684) 573620

40, Madresfield Village,
Madresfield, Malvern,
Worcs. WR13 5AA

Madresfield C.E. Primary School – Admissions Policy 2016/2017

The Governors' will consider applications for admission to the school in the following categories, and in the following order of priority:

1. Relevant* 'Looked after' children and previously **'Looked after' children.
2. Those children resident in the civil and/or ecclesiastical Parishes of Newland, Guarlford and Madresfield. A map of our catchment area is available to view at the school.
3. Those younger brothers and sisters of pupils already on the roll of the school at the time of admission, living outside the school's catchment area. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same home address.
4. Children of active members of the Church of England churches within our catchment area who live outside the catchment area. Membership must be verified by a supporting letter from their parish priest which includes written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
5. Children of active members of other Christian churches who live outside our catchment area and who are supported by a letter from their minister which includes written confirmation of a history of at least monthly attendance for a minimum period of a year prior to application.
6. Parents and/or children who are actively involved in the worship and work of a community of any other established faith. A leader or representative of the religious community should provide written confirmation.
7. Children with physical, medical or social disabilities who would benefit from attending Madresfield School. Such applications have to be supported by a medical certificate or appropriate information from the statutory Health, Education, or Social Services Authority. This is to be attached to the application form at the time of application.
8. Any other children, who live nearest to the school. The Local Authority will provide the distances for us based on a straight line on the map from home to school. In the event of two or more applicants being equidistant from the school and fewer places than that number available, the places will be randomly allocated by an independent body.

When there are too many pupils meeting the requirements of items 1 - 7, places will be allocated on the basis of walking distance as defined by item 8.

*'Looked after' means all those currently in the care of 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, residence or special guardianship order.

A planned admission number of 15 pupils has been agreed with the Local Authority and this figure will apply for each year group in the school. Children with an EHCP or Statement that name the school must be admitted. When places are being sought for twins/triplets etc., as we are only able to offer places up to our published pupil admission number for each year group in Key Stage 1 we may only be able to offer a place to one of the siblings. The offer will be made by the Governing Body of the school by random allocation.

In line with the Worcestershire County Council Policy on Delayed and Accelerated Transfer we support inclusive personalised curriculum. We expect that pupils should be taught within their chronological year group and that only in exceptional circumstances will consideration be given to accelerating or delaying the admission of a pupil. Children are legally entitled to access full-time education from the beginning of the term following their fourth birthday. Applications should be made in line with normal closing dates and will be considered in line with Points 1-9 above. Supporting evidence relevant to the application should be submitted directly to the school at the same time as the application is made. This could include professional, medical or social reports that explain reasons for requesting admission out of their chronological age. Parents must state whether they are applying for a place in the Reception Year Group or Year One.

All applications received by the closing date will be treated equally regardless of the order of preference.

Following allocation of places, a waiting list is kept by the school for those parents who have expressed an interest in their child joining our Reception Year. This list is compiled in the same order as set out above and kept until the end of the Autumn term of the year of admission. The closing date for receipt of completed application forms will be in line with that of Worcestershire County Council. Please see the latest 'Guide on How to Make an Application for Starting School' booklet produced by the Education Department for the exact closing date and for details on how late applications will be considered. Any application received up to a week after the closing date will be considered as late. Only in very exceptional circumstances (evidence to support the reason for late application will be required) will these applications be considered at the discretion of the Governing Body, in line with those who have applied on time.

All parents must apply through their home Local Authority. The LA, on behalf of the Governors will notify parents of the outcome of their application for a place in the intake year from September.

Parents and carers completing an application form for 'in year' transfers to Madresfield CE Primary School should apply directly to the school.

Parents who are not successful in gaining admission for their child have the right to appeal against this decision. If you wish to appeal, this should be done so in writing, addressing the letter to the Chairman of Governors, c/o The School. Appeals should be made within two weeks of the date of letter informing you of your unsuccessful application. Your letter should state the grounds upon which you are making your appeal. Appeals are heard by an independent appeals panel whose decision is binding on all parties. If parents do not attend the appeal hearing without giving prior notice or without good reason, their child will not be added to the waiting list if the appeal is unsuccessful.

Madresfield C.E. Primary School take part in the Worcestershire 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.*

Further information regarding admission to Madresfield C.E. Primary School is available by contacting the Mrs. J. Greenwood, Headteacher at the above address.