



Madresfield C.E. Primary School

Mrs. J. Greenwood, B.Ed. – Headteacher

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Admissions Policy 2018-19

Madresfield C.E. Primary School is part of the Diocese of Worcester Multi-Academy Trust (DoWMAT) and as such, the Governing Body is the Admissions Authority. However, the admissions process is administered on behalf of the Governing Body by the Local Authority (LA).

All parents must apply through the Worcestershire County Council website www.worcestershire.gov.uk/schooladmissions. 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. The closing date for receipt of completed applications for the academic year 2018/19 is 15th January 2018.

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

1. *'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 on the school website.
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 members of the Church of England churches within our catchment area but who live outside the catchment area. Membership must be verified by completion of the supplementary information form (SIF) to be received with the application. The SIF must confirm a history of at least monthly attendance for a minimum period of a year, prior to the date of application and be signed by a parent and the parish priest.
5. Children of members of other Christian churches who live outside our catchment area. Membership must be verified by completion of the supplementary information form (SIF) to be received with the application. The SIF must confirm a history of at least monthly attendance for a minimum period of a year, prior to the date of application and be signed by a parent and the parish priest.
6. Children, not in catchment, who live nearest to the school. The Local Authority will provide the distances for us based on the shortest straight distance. The measurement will be taken using the GeoCode points for each property and the GeoCode point for the school. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. 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, witnessed and recorded.

When there are too many pupils meeting the requirements of items 1 - 5, places will be allocated on the basis of distance as defined by item 6.

*'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.

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan that names Madresfield CE Primary School will be offered a place at the school.

A published admission number (PAN) of 15 pupils has been agreed with the Local Authority for admission to the Reception class.

In the event that one or more but not all children from a multiple birth can be allocated a place(s) using the above criteria, 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.

Parents are legally entitled to access full-time education from the September following their child's fourth birthday. They are also, should they wish, entitled to access part-time education until the child reaches compulsory school age. Applications should be made in line with normal closing dates and will be considered in line with Points 1-6 above.

Deferred Entry

Parents offered a place in reception for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

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. 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. All requests for admission outside the normal age range will be considered. The Head Teacher will reach the final decision of the appropriate year group. 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.

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.

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

Waiting List

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.

Closing Date

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.

Late Applications

Late applications for Reception Class received up to and including 28th February 2018 may be treated as being on time only in the following circumstances:

1. Where a family have moved address after the closing date for on time applications.
2. Where it is agreed by the Admissions body that individual circumstances apply and the delay was reasonable.

In each case independent supporting documentary evidence will need to be submitted with the application.

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 Chair 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.

Further information regarding admission to Madresfield C.E. Primary School is available by contacting the Mrs. J. Greenwood, Headteacher at Madresfield CE School, Madresfield Village WR13 5AA.



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Supplementary Information Form

Child's surname:	Child's forename(s):
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Date of Birth:

Place of worship parent/carer regularly attends:

Name of place of worship:

Address:

Name of vicar/rector/priest/minister

Address:

Telephone No:

Confirmation of worship attendance (Parent/carer)

Name of parent/carer:	Address:
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Telephone:

I have attended worship at a regular public service at least once a month during the last 12 months prior to the application.

Signed..... Date:

Please get this form signed by the church official verifying your declaration.

I verify that the information regarding attendance at worship given above is correct.

Signature	Please print your name
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Name of the Church	Your status within the church
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Date	Contact address and telephone number:
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