

## **North Worcester Primary Academy Admissions Policy for 2025 - 2026**

### **Introductory statement**

North Worcester Primary Academy is a 'Faith Ethos' community school, drawing on the distinct values and vision of the Rivers CofE Academy Trust, namely 'Love, Live and Learn'. It welcomes applications from families of all faiths and no faith. North Worcester Primary Academy is a two-form entry through school for children aged 3-11 years in North Worcester which can offer a broad and balanced curriculum with added focus on core skills. The school boasts an extended school day with breakfast and after-school club and has strong community partnerships in North Worcester, including strong links with all pupils in Northwick Manor Primary School which is also part of the Rivers CofE Academy Trust.

### **Admission number(s)**

The school has an admission number of 60 for entry in reception. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the school will offer places at the school to all those who have applied.

### **Application process**

Applications for North Worcester Primary Academy should be made online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). Applications will be accepted from 1<sup>st</sup> September 2025. The closing date for applications is 15th January 2025. Offers will be made by the LA on behalf of the governing body on 16<sup>th</sup> April 2025.

Pupils with an Education, Health and Care plan naming the school on their plan will be allocated a place.

### **Oversubscription criteria**

If the school is oversubscribed, priority admission is given to pupils who are

1. Looked-after children or previously looked-after children, including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption or special guardianship order.

2. Priority will next be given to the siblings of pupils attending the school at the time of the application and who are still attending at the time of admission.
3. Priority will next be given to children living within 2 miles of the School. See the map on website.
4. Other children according to distance from the school. 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 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 Academy Trust will supervise this process. Random allocation will not be applied to multiple birth siblings from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.)***

### **Fair Access Protocol**

As part of the new Worcestershire Fair Access 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. The school adopts the Protocol.

### **Late applications**

The Trustees have agreed to accept late applications, within the time-frame set out in the Local Authority co-ordinated scheme, and treat them as being on time, only in the following circumstances:

- a change of address;
- where it is agreed by the governing body that individual circumstances apply and the delay was reasonable given the circumstances of the case.

**In each case, supporting documentary evidence will be required.** If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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 received, on time.

## **'In-Year' transfer arrangements**

In-Year Admissions will be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Worcestershire Co-ordinated Scheme can be viewed at the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

Own Admission Authority Schools continue to reach their own decisions on whether or not they can offer or refuse a place, School Admissions will be the conduit for applications and responses to parents on their behalf.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. 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 request that their child is admitted outside their normal age group. To do so, parents should include a request with their application specifying why admission out of normal year group is being requested.

When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

## **Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

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## Appeals

In accordance with the Schools Standards and Framework Act 1998, applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school office at

[northworcesterprimary@riverscofe.co.uk](mailto:northworcesterprimary@riverscofe.co.uk) for information on how to appeal.

Information on the timetable for the appeals process is on our website at [www.northworcesterprimary.co.uk](http://www.northworcesterprimary.co.uk).

## Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.