



The Coppice Primary School

Admissions Policy for 2025- 2026 (Sep 2025 start)

Written by	Karen White (Admissions Officer)
Approved by Trustees	4 th October 2023
Date for Review	October 2024

THE COPPICE PRIMARY SCHOOL ADMISSIONS POLICY for 2025/26

CONTENTS

1.	Admissions Application	Page 3
2.	Class Size	Page 4
3.	Siblings	Page 5
4.	Deferment	Page 5
5.	Refusals	Page 5
6.	Late Applications	Page 5
7.	Waiting Lists	Page 5
8.	Admission of children outside their normal age group	Page 6
9.	In-Year Transfer Arrangements	Page 6
10.	Fair Access Protocol	Page 6
11.	Data Protection Statement	Page 7

THE COPPICE PRIMARY SCHOOL ADMISSIONS POLICY for 2025/2026

1. Admissions Application

- 1.1 The Local Authority (LA), Worcestershire, is responsible for co-ordinating the admissions to the Reception Year on behalf of The Coppice Primary. All Parents should apply online through their local authority. For those living in Worcestershire applications are to be made at www.worcestershire.gov.uk by 15th January 2025.
- 1.2 Parents seeking places in other year groups should make an application to the Governing Body of the school by completing the LA Common Application Forms (which is available from the LA, the school office and on-line) attaching/including any relevant information which parents wish to be taken into account in the admissions process.
- 1.3 When there are more applications than places, children are admitted according to the oversubscription criteria:

1. ***'Looked after'** and all previously ****'Looked after'** children including those who appear to have been in state care as a result of being adopted.
2. **Siblings** (see below for definition) of pupils attending the school **and** living within the catchment area of the school. 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. Copies of catchment area maps, if required are available from the Local Authority (LA), can be obtained in school, or can be viewed at www.worcestershire.gov.uk

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.

3. Pupils living **within the catchment area** of the school. Copies of catchment area maps, if required are available from the LA, can be obtained in school, or can be viewed at www.worcestershire.gov.uk ******
4. Pupils living **outside of the 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.
5. **Children of Teaching and Educational Support staff at the mainstream 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.
6. 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 centre of the School. The Governing Body 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 will supervise this process).***

** 'Looked after' means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to adoption, child arrangement order or special guardianship order and includes those 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.*

*** A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:*

- Owned by the child's parent(s) or the person with parental responsibility for the child; or*
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement.*

Proof of address may be required. This may include:

- A copy of your council tax bill; or*
- If you are purchasing a new property, a solicitor's letter stating that contracts have been exchanged and specifying a completion date.*

In the cases where parents have equally shared responsibility of a child, the home address of the child is taken as the closest residency based on Geocodes where proof of address has been provided.

For children of UK service personnel and crown servants returning from overseas, the home address is that at which the child will be live, as long as some evidence is provided. If a parent requests the school will use a unit or quartering address as the child's home address.

- 1.4 In accordance with legislation, a child with an Education Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP.
- 1.5 Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.
- 1.6 Admission into the school nursery does not automatically guarantee that a place will be offered in the main school.

2. Class Size

- 2.1 The school has a Pupil Admission Number ("PAN") of 30 and will seek to admit pupils into each class up to this number in Reception. Under Infant Class Size Legislation class sizes are restricted to 30.
- 2.2 There are a number of limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with Education, Health & Care Plans, looked after children, children with special educational

needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

3. Siblings

- 3.1 The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home 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.
- 3.2 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.

4. Deferment

- 4.1 Parents may request that their child's entry to a reception class be deferred until later in the same reception academic year group. Parents cannot defer entry until the following academic year. Parents wishing to consider a deferment should discuss the situation with the Head teacher at the school. Parents must apply for a school place in the normal way at the usual time. By law children must start school at the beginning of the term following their fifth birthday.

5. Refusals

- 5.1 There are two reasons why an application might have to be refused:
 - i) Admission would prejudice the efficient provision of education or use of resources.
 - ii) Information provided by the parents is found to be fraudulent or intentionally misleading.

6. Late Applications

- 6.1 The Governing Body has agreed to accept late applications by 28th February 2025 in accordance with the time-frame set out by LA, and treat them as being on time, only in the following circumstances;
 - a) where a family have just moved address, (refer to Information for Parents booklet);
 - b) where it is agreed by the Governing Body, that individual circumstances apply and the delay was reasonable given the circumstances of the case;
- 6.2 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.**

7. Waiting Lists

- 7.1 The waiting list is maintained by the Coppice Primary School and parents need to apply, in order to be included. This waiting list will be maintained until the end of 31st December of each school year. Parents will need to reapply at the start of the following term if they wish

to continue to be included. In the event of a place becoming available, it will be allocated based on the oversubscription criteria set out on page 1 – it will not be dependent upon the time a child has been on the waiting list.

8. Admission of children outside their normal age group

- 8.1 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. 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. Any requests should be made in writing to the Headteacher.
- 8.2 The school will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned and current pupils. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the Headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.
- 8.3 Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child is admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and school must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable. The school will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
- 8.4 **There is no statutory barrier to children being educated outside of their chronological age group. Whilst Parents have the legal right to request that the child be admitted outside of their normal age group, the final decision rests with the school.**

9. 'In Year' Transfer Arrangements

- 9.1 As the school is an Academy, any offer or refusal will be made on behalf of the Trustees following consultation.
- 9.2 The school takes part in the Local Authorities in-year co-ordination of 'In Year' admissions. For further, more detailed information on how to start the application process for an 'In-Year' transfer please refer to Worcestershire County Council guidelines at <https://www.worcestershire.gov.uk/council-services/childrens-services/schools-education-and-learning/apply-school-place>

10. Fair Access Protocol

10.1 As part of the Fair Access Protocol (FAP), schools can be required to exceed the published admission number to admit pupils covered by the Protocol. The Governing Body works within the Protocol. The purpose of FAP is to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible, minimising the time the child is out of school.

11. Data Protection Statement

11.1 The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

11.2 All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Admissions Policy	Guidelines for admission of pupils	To provide clarity	Pupils	Secure Network drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		√

October 2023