



BENGEWORTH CE ACADEMY

ADMISSIONS' POLICY 2024 - 2025



Bengeworth
Multi Academy Trust

Brilliant People • Better Schools • Bright Futures



GUIDANCE

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1st September 2024 and 2025 is set at 90.

The school has adopted Worcestershire County Council's Fair Access Protocol and all preferences are treated equally.

Worcestershire County Council is the admissions coordinating body for the school. The school Governing Body is the admission authority. From 2020 Worcestershire Children First will coordinate In-Year Admissions for all own admission authority schools.

Applications for a September start in Reception must be made directly to the County Council online at www.worcestershire.gov.uk. Applications must be made within the published deadlines.

RECEPTION 2024 & 2025

Parents and carers are legally entitled to access education for their child the September following their 4th birthday.

By law, children must be in school by the term following their 5th birthday.

At Bengeworth CE Academy we have only one intake date – September. **All** children eligible to start school during the following year will start in September in order that their learning and socialisation will not be compromised.

All parents and carers must apply for a Reception place if they wish their child to start school during the academic year in which their child turns 5. Attendance at The Nursery at Bengeworth does not guarantee a place in the main school and must be applied for separately.

Please contact the Headteacher if you are considering deferring your child's start or needing a part time start for your child. Any change to admissions outside of the normal age range, including summer born children starting school, must be agreed prior to application with the Headteacher.

Closing dates for applications are published annually by the school and Worcestershire County Council. Offers of places are usually issued at the start of the Summer Term.

Parents must then confirm acceptance of the place by the required date and are requested to attend an induction meeting. If the offer of a place is not confirmed by the parents before the deadline then the academy will assume that the place is not required and offer it to another child.

Deferred Entry

When a child reaches compulsory school age they are required to be in school full time, unless they have deferred their starting age by prior agreement with the Headteacher.

If a child's place is deferred, parents and carers will need to re-apply for their child's place for the following academic year as it is not possible to keep places open.

Priority Criteria

If the number of applications exceeds the PAN, then the school governors will give priority to applications strictly based on the following criteria taken in turn:

1. Looked After Children and Previously Looked After Children¹
2. Siblings² on roll at the school at the time of admission
3. Children residing in the school's catchment area³
4. Children of teachers who are permanently employed within the school
5. Other applicants

In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP.

Notes

¹**Looked After Children** – A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg 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 an 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.

²**Siblings** – includes; half-siblings, step-siblings and adopted siblings. The children must all reside permanently at the same address.

³**Catchment Area Map** – Can be viewed at <http://www.worcestershire.gov.uk/schoolsearch> or at the school. For those children whose parents have shared responsibility and care of a child and who lives with each parent for part of the week, parents can decide which address they wish to use as the primary residence when applying for a school place.

Over Subscription

Following application of the above criteria, if there remains an over subscription for places, places will be allocated to 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 co-ordinates that are used to plot an address within this system.

(In the event of equidistant applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).

Over Subscription for multiple births

If 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.

Waiting Lists

Waiting lists for admission will be kept until December 31st then discarded. Parents will need to advise the school each half term, should they wish to remain on the list. The list will be maintained in application criteria order.

Late Applications

Late applications will only be considered if received within one calendar month from the close of applications and that either of the following apply:

1. Family have moved into the area after the closing date for applications has passed
2. Where it is agreed by the governors that exceptional circumstances apply

Appeals

Parents who wish to appeal a refusal for their child gaining a place in the school may appeal in writing to the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel.

APPLICATIONS OTHER THAN AT START OF RECEPTION YEAR IN-YEAR (SIDE) ADMISSIONS

All applications for In-Year places will be coordinated by the Local Authority. Parents/Carers completing an application form must forward the application form to School Admissions.

For more information, please click on the link below:

www.worcestershire.gov.uk/inyearapplications

The school follows the 'In-year Fair Access Protocol'.

Appeals

Parents who wish to appeal against the decision of the governors to refuse their child(ren) a place in the school at any phase, may appeal in writing to the Chair of Governors stating their reason for such an appeal. Appeals will be heard by an independent panel.

Start Dates

Children transferring mid-year will only be allowed to start at the beginning of a new term. In the case of exceptional circumstances, an alternative date may be considered by the Headteacher.

Bengeworth

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