

Astwood Bank Primary Admissions Policy 2026/27



Approved by:	Headteacher & Chair of Trustees
Last reviewed on:	September 2025
Next review due by:	Annually

Rationale

Astwood Bank Primary School is situated in Astwood Bank in Redditch, Worcestershire. It is an Academy School and as such is its own admission authority as part of the coordinated scheme with the Local Authority. This means it determines the priorities for admission should the school be oversubscribed, working alongside the Local Authority. Each application is considered on its own merit in accordance with our criteria. Being part of the coordinated scheme ensures that each child receives only one offer of a place as the Local Authority coordinates admissions across the county and admission in other local areas such as Studley, in consultation with neighbouring authorities.

Astwood Bank Primary School continues to use the catchment area which pre-dates it becoming an Academy. Your child's catchment school can be obtained by visiting: [Find a school | Worcestershire County Council](#)

Visiting Astwood Bank Primary School

The school appreciates that parents need to choose their first, or subsequent school, carefully. To aid parents in this process the school offers Open Mornings in the early Autumn Term to see the school in action. Please see our website or phone the school for confirmation of the dates for these. Additionally, there may be times when parents may wish to apply at other times of the school year and again, please contact the school for an appointment.

Published Admission Number (PAN)

The Published Admission Number for 2026-2027 reception places is 60, organised into two classes. Children will be admitted to the school in the school year in which they will be 5 years of age, which is from 1st September 2026 to 31st August 2027.

The Application Process

Prior to applying for a place all parents are strongly advised to read the relevant Information for Parents on Admissions, which is available at <https://www.worcestershire.gov.uk/admissionsguides>.

Although we would hope all applicants receive a place at Astwood Bank Primary School, parents are strongly advised to name three schools on the form as should the school be oversubscribed the LA will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to Astwood Bank Primary School will need to complete the Common Application Form (CA1) an online form, which can also be found on <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place/apply-primary-or-first-school-place> or via (Tel: 01905 822700).

If a parent living outside of Worcestershire wishes to apply for a place at the school they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration. The closing date for applications received at Worcestershire County Council, or the parent's local authority if this is different from Worcestershire is **15th January 2026**.

Procedures following Application

Any applications submitted to the home Local Authority naming Astwood Bank Primary School in any order of preference will be forwarded to the school. The school will rank all applications against the Published Admissions Criteria, according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the oversubscription criteria. This list is returned to the LA for the coordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents who have applied on-line will be sent an email by the Local Authority in April with details of the school offered. If any parent applies using a paper application, they will be sent a letter via 2nd class post in April. Parents/carers must respond to their offer within 2 weeks either by using the on-line system or returning the acceptance slip contained with the offer letter. If parents named Astwood Bank Primary School but were not offered a place they will be advised of their right of appeal

If you wish to withdraw your application for any reason or wish to decline an offer of a place at Astwood Bank Primary School, you must inform the school office and Pupils Admissions and Transfers at your home local authority immediately, in writing.

Late Applications

Late applications received after the closing date will be given the lowest priority, no matter which criteria point they meet unless:

- A family has moved into the catchment area of the school, in which case this will need to be evidenced.
- There were exceptional circumstances that caused the delay, agreed by the Local Governing Body, (evidence of these circumstances may be sought).

Age of Entry to School

All children must legally be in school by the term following their fifth birthday. It is normal for all children to start Astwood Bank Primary School in the September after their fourth birthday on a mostly full time basis. However, we recognise that parents may request the school to accommodate children starting on a part time basis.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents can speak to the Head teacher regarding this if they feel it applies to their child.

Where the School has offered a child below compulsory school age a place, “that child is entitled to a full-time place in the September following their fourth birthday” – (paragraph 2.17(a) of the Admissions Code 2021).

Deferred Entry to School

Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school.

When parents defer the date in which their child is admitted to school, such deferral is to be until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made (paragraph 2.17(b) of the Admissions Code).

Parents have the right to defer entry to the term following their fifth birthday, however if parents are considering doing this, we would strongly advise them to talk to the Head teacher about this decision, and should parents wish to defer after being offered a place they must inform the Head teacher.

Should this mean that your child would not enter school until September following their normal entry date, as their birthday is between 1st April and 31st August, the place cannot be guaranteed a year in advance, as it cannot be kept open.

Admission of children outside of 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.

The admission authority (trustees) will work in consultation with the Head teacher to reach the final decision. This will involve the admission authority and head teacher considering: “each case and in the best interests of the child concerned. 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.” (paragraph 2.19 of the Admissions Code 2021).

The admission authority will consider the views of the head teacher at the school. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

How to apply for year groups other than Reception, or for in year admissions

A parent can make an application for a place at Astwood Bank Primary School at any time, however places The Published Admission Number (PAN) for Reception at Astwood Bank Primary is 60 children.

The admission authority may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources (paragraph 1.4 of the Admissions Code 2021).

As with applications to the new intake classes, Astwood Bank Primary School asks parents to complete the Standard Application Form (CA1), found online at [Apply for a primary or first school place | Worcestershire County Council](#) or via the Worcestershire Hub Centre (Tel: 01905 822700).

All applications are co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link:

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

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the oversubscription criteria. School Admissions will notify parents of the decision, and if refusing the place, will offer the right of appeal. All appeals must be made in writing to the Local Governing Body of Astwood Bank Primary School within 20 school days of receipt of notification. For in-year applications, appeals will be heard within 30 school days.

Waiting Lists

Astwood Bank Primary School operates a clear, fair, and objective waiting list until at least 31 December of each school year of admission. At this point, each added child will require the list to be ranked again in line with the published oversubscription criteria.

Priority **will not** be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

For any oversubscribed year group:

1. The school office will keep any such list, updating it as required. The information on the list will include the parent's/guardian's name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also, the name, date of birth and year group of any sibling(s) on roll at Astwood Bank Primary School.
3. At the beginning of each term following being placed on the list, parents will be asked whether they wish their child's name to remain on the waiting list.
4. As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list.
5. Parents will **not be informed** of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

Oversubscription Criteria

The purpose of the published oversubscription criteria is to give everyone a fair and equal opportunity to apply for a place at the school. At Astwood Bank Primary School the following criteria will be applied to all applications if they are in-year or for a new intake. This ensures that should there be a case of oversubscription all applications are treated the same:

A child whose Education Health Care Plan that names Astwood Bank Primary School will be offered a place at the school.

1. Children in care or accommodated by a Local Authority and children who ceased to be in care or accommodated by a Local Authority because they were adopted or made subject of a child arrangements order or special guardianship order including children who were in state care outside of England when they were adopted.
2. Children with a sibling on roll at the time of application - the sibling must be attending the school at the time of entry for the younger child. A sibling is defined as a full, adopted half or stepbrother or sister living at the same address. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings.
3. Children living in the school catchment area - this is defined as the address where the child is normally resident. In cases of shared custody, the school will need to see the terms of the child arrangement order to clarify the home address. Where there is no child arrangement order, the school will deem that residency is with the parent who has primary, day to day care.
4. Distance measuring - 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 Local Governing Body/Academy Trust will utilise the LA 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. An individual totally independent of the Local Governing Body/Academy Trust will supervise this process.

Tiebreaker

Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the school, with those living closer having higher priority.

All Reception and Key Stage One classes are limited to a class size of 30 by law. However, there are exceptional circumstances where this can be exceeded. These are:

- The child has a statement or EHCP admitted outside the normal admission round
- If the child is a relevant looked after child, or previously looked after child admitted outside the normal admissions round
- In circumstances of a procedural error made by the admission authority or local authority in the original application process
- The child has been admitted after an independent appeals panel upholds an appeal
- If the child moves into the area outside the normal admissions round and there is no other available school within a reasonable distance
- The child is of a UK service person admitted outside the normal admissions round provided this is accompanied by an official letter regarding their relocation
- The child is a twin, and the sibling has been offered a space as there is a vacancy

Appeals

All parents have the right to appeal the decision not to admit their child to Astwood Bank Primary School. Appeals must be made in writing to the Chair of the Local Governing Body, c/o Astwood Bank Primary School, Church Road, Astwood Bank, Redditch. Worcestershire, B96 6EH, stating the child's name and date of birth, their own name and the year group they are appealing for.

The school uses Worcestershire Appeals Panel to manage its Appeals on its behalf. Appeals letters will be acknowledged, and the chance to put concerns in writing with evidence will be offered. Further notification will be received of the hearing date and parents will receive paperwork regarding the appeal in line with statutory requirements at this time. Parents will be invited to attend the appeals hearing to state their case in person. The school and parents will be bound by the decision of the appeal panel to admit or not.

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Appendix 1 - Useful contacts:

Astwood Bank Primary School

Tel: 01527 959 084

Website: [Astwood Bank Primary School | A centre of learning and opportunity](#)

Email: abps-office@shiresmat.org.uk

Head of School: Mrs Debbie Yarnold

Worcestershire Pupil Admissions

Tel: 01905 822700

Web address: <https://www.worcestershire.gov.uk/schooladmissions>

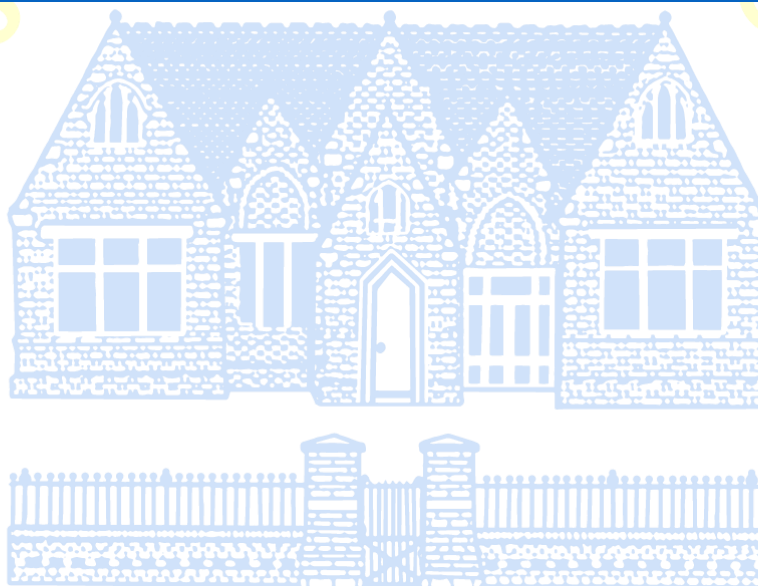
Online Postcode Catchment area check

Web address: [SchoolSearch](#)

SENDIASS (providing impartial information, advice and support on matters relating to children and young people with special educational needs and /or disabilities)

Tel: 01905 768153

Web: [Welcome to SENDIASS Herefordshire and Worcestershire | Worcestershire County Council](#)



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Appendix 2 - Timeline for Reception Admissions Process 2026/27

- 1) September 2026: The online application process will open in Worcestershire www.worcestershire.gov.uk/schooladmissions . For other LA's please see their websites
- 2) The closing date for applications is 15th January 2026.
- 4) **All applications** must be ranked, in accordance with oversubscription criteria (and not just up to PAN).
- 5) 16th April 2026: LA to send out all decision letters, on behalf of the Academy's Local Governing Body
- 6) All unsuccessful applicants to be notified of their right to appeal by the LA.

Opening and closing dates for applications

Closing dates for September 2026 applications:

Primary and first school closing date: 15 January 2026

The table below shows when applications open, close, and when you will be told about your offer:

School phase	First or primary school
Applications open on	Monday 1 September 2025
Applications close	Thursday 15 January 2026
When you will be told about your school place offer	Thursday 16 April 2026

school



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