	With God we grow to live life in all its fullness	
Admission Arrangements 2027– 2028	**Issued**: **September 2025**	**Issued by**: J Little - Headteacher
Policy Number: FPS/0001d		

Feckenham CE School

Admissions Arrangements

Academic Year 2027 – 2028

Date Policy Reviewed:	September 2025	
Date Approved By Governing Body:	September 2025	
Signed Headteacher:		Jeannette Little
Signed Chair of Governors:		Julie Grieve
Review Date	September 2026	

Admission Numbers
The school has a PAN (Published Admission Number) of 15 for entry in year 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 Governing Body will offer places at the school to all those who have applied

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

i) Relevant *'Looked after' and previously *'Looked after' children.

ii) 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 LA, or can be viewed in school.

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.**

iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;

iv) 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;

v) Children of all staff at Feckenham CE Primary 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

vi) 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 Authority uses a 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 school will supervise this process)*.**

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

*"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 case as a result of being adopted.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

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.

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.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, 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.

Late Applications
The Academy has agreed to accept late applications 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;

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.**

Waiting Lists
Waiting lists are maintained by the school, and parents need to apply, in order to be included. These waiting lists will be maintained until 31 December. At that stage parents will need to reapply at the start of the following term if they wish to be included.

Fair Access Protocol
As part of the new Worcestershire Fair Access Protocol**,** incorporating the 'Hard to Place 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.

'In Year' transfer arrangements
All applications for in year transfers are co-ordinated by Worcestershire County Council School Admissions. Parents/Carers completing an application form for 'In Year' transfers must forward the application to Worcestershire County Council, School Admissions Section. Further information can be found at

www.worcestershire.gov.uk/inyearapplications

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

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 Local Authority will request the Head Teacher of the school to reach the final decision.

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.

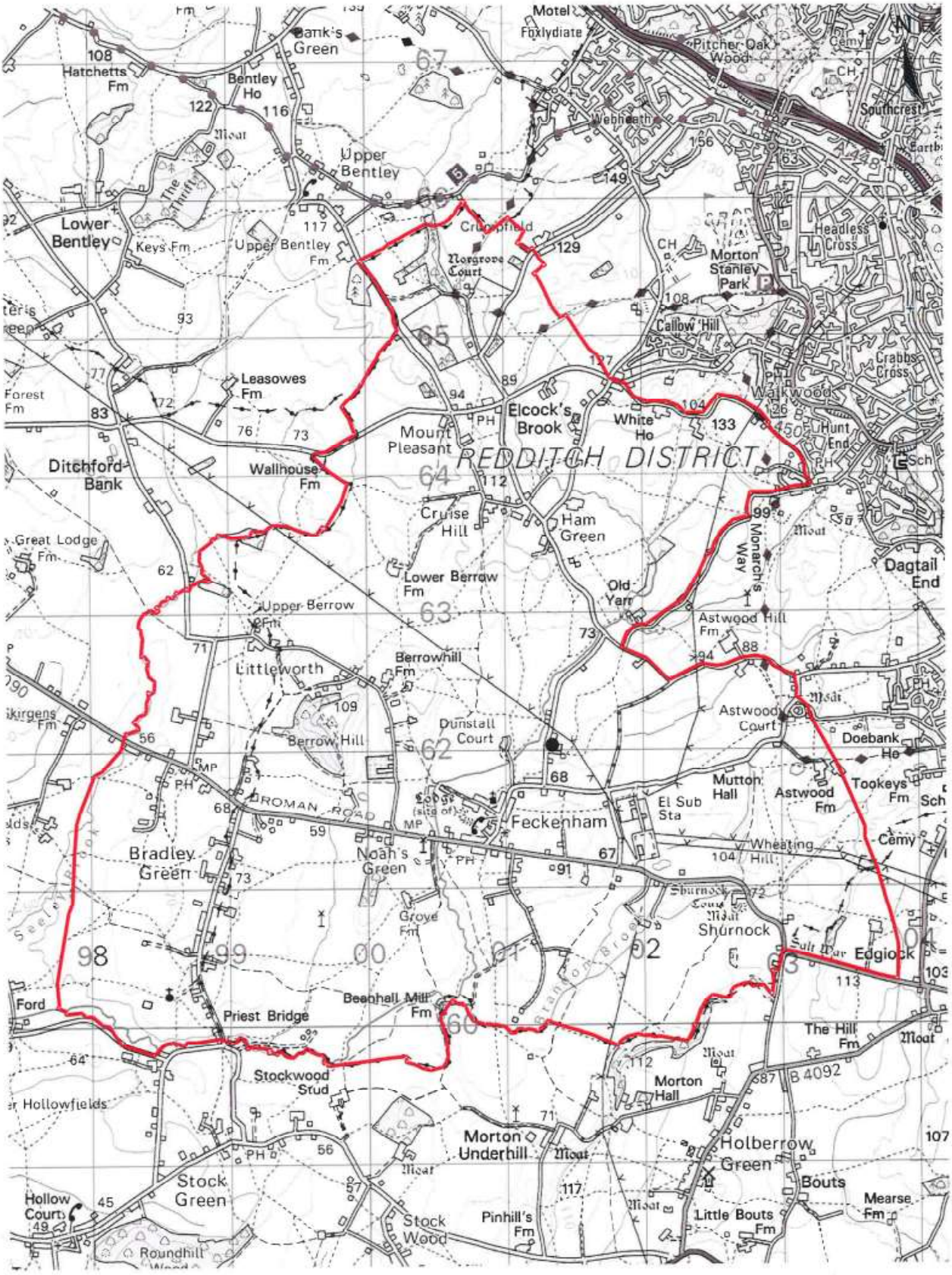
Appeals

Should a place not be offered, parents have a right of appeal against the decision. Any appeal, which must be made on the form available from the school office, must be returned to the school (addressed to the Chair of Governors) within 20 school days of the date of the letter refusing a place.

Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals.

Feckenham CofE Primary School Catchment Map



worcestershire county council
County Hall,
Spetchley Road,
Worcester
WR5 2NP

Scale 1:25,000 0 0.25 0.5 0.75 Miles

Feckenham CE First School
Catchment Area
Map printed 5th July 2010

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