Admissions Policy 2028-2029

Date ratified	01/10/2026
Signed by Chair of Governors	

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Sutton Park Primary School. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Local Authority to ensure that all arrangements are both transparent and fair. The school takes part in the Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire and the Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol' which can be found at:

https://www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies

School Admissions Policies and Appeals, Worcestershire County Council

The planned admission limit for Reception in September 2028 is 30 and children are admitted to Sutton Park Primary School in accordance with this Admissions Policy.

Admissions Process – Entry to the school at the normal time (Reception)

Applications for a school place for the September Reception intake must be made by completing a Worcestershire online application form by the specified closing date for that year by visiting www.worcestershire.gov.uk.

The Local Authority will notify parents of the outcome of their application for a place.

Applying for Places

Applications are welcomed from all who wish their child/children to attend Sutton Park Primary School. Pupils and their parent(s)/carer(s) who are considering applying are warmly invited to visit the school. Please contact the school office to arrange a visit. We will be pleased to show you around the school, provide information and answer any questions you may have.

If there are more applications than places, the Governors have due regard to the Published Admission Number (PAN) of 30 places for Reception and will apply the criteria for admission, as detailed later in this policy.

The following procedure for applications is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible.

Age of Pupils

Pupils normally enter the school in Reception in the September after they reach the age of 4 and leave at the end of Year 6.

Date of Application

The Local Authority specify the closing date each year and parents/carers should ensure they have made their application by the specified date. The closing date for 2028/2029 is 15th January 2028.

Late Applications

School places are allocated on the basis of applications made on or before the closing date of 15th January 2028.

The Local Authority has agreed to accept late applications (including late changes to on time preferences) made before 28th February 2028 and treat them as being on time, only in the following circumstances;

a) where a family have just moved address (e.g. Between 16th January 2028 and 28th February 2028) in order to qualify as living within a catchment area of a given school please refer to Section 8B of the 2028/2029 Information for Parents book for guidance, available to view online at: www.worcestershire.gov.uk/schooladmissions);

b) where it is agreed by School Admissions, that individual circumstances apply, and the delay was reasonable given the circumstances of the case;

In each case, independent supporting documentary evidence will be required. In all other circumstances, late applications, including late changes to on time applications, will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

Procedure

The Local Authority receive applications and send the list of those nominating Sutton Park Primary School in first, second or third preference to the Governing Body of the school, along with a distance measurement for assessment. The application form data is then used to place applications in order of priority according to the scheme below.

Pupils where an Education Health and Care Plan (EHCP) has been agreed, naming the School on the Statement

These pupils are automatically admitted to the school if it is agreed between the LA and Sutton Park Primary School that Sutton Park Primary School can meet need following the consultation period. Where places required by EHCP pupils are known before the Governors' Admissions Committee meets, the number of pupils with an EHCP naming this school will be deducted from the 30 places available to be offered.

Priority Order

When there are more applications than places pupils will be admitted in the following order of priority:

1. Looked after children and all previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who have a sibling currently attending Sutton Park Primary School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of intended admission.

3. Other pupils who live in the Sutton Park Primary School Catchment Area. A copy of the Catchment map is available from the LA or can be seen in school.

4. Children of staff employed at Sutton Park Primary School (should the provision be suitable for the child).

5. Other children.

Within each criterion, priority will be given to those who live nearest to Sutton Park Primary School. In the case of oversubscription, places will be allocated (for all the listed criteria) to pupils who live nearest to the school by the shortest straight-line distance. The measurement will be taken using the GeoCode Points from the centre of the building of the home address (centroid) to the Geocode point for the centre of the school buildings (centroid). This will be done by using the Local Authority's software package called Arcview GIS to determine distance. Ordnance Survey supply 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). This process will be conducted by a suitable person independent of the school.

Oversubscription Criteria for Admission to Sutton Park Primary School

If Sutton Park Primary School is oversubscribed, the purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

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.

Offers of Places

The Governors' Admissions Committee will rank all applications received in order of priority as described above. This list of pupils for whom places could be offered is then provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal within 20 school days of the date of posting of the letter.

Firm offers will be made by the home Local Authority on the published date. They will not be made by Sutton Park Primary School.

The Governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that the offer has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a pupil with a stronger claim. Any parent(s)/carer(s) of pupils who are unsuccessful in gaining a place will have the pupil's name placed on a waiting list for a place at Sutton Park Primary School irrespective of whether they make an appeal against the decision not to offer them a place. In previous years a small number of places have become available between April and September due to families moving home etc. Any such places will be allocated to pupils on the waiting list. This process will operate in keeping with the principles outlined in this Policy i.e. when a place becomes available, it will be allocated according to the oversubscription criteria listed above.

N.B. Parents are advised that they must return the application form to the Local Authority by the published deadline. This deadline will be adhered to strictly and applications received after this date will be at a disadvantage in the event of oversubscription. We remind you that you will only receive a single offer of a school place under the Co-ordinated

Admissions process. This offer will be of your highest ranked school, where a place is available.

Appeals

The parent(s)/carer(s) of children who are unsuccessful in gaining a place Sutton Park Primary School will be able to appeal to an Independent Appeals Panel. Parent(s)/carer(s) wishing to exercise this right should contact in writing the Clerk to the Governing Body of Sutton Park Primary School within twenty days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent(s)/carer(s) may attend the hearing of their appeal and make their case to the panel.

In Year Applications for Admission

The parent(s)/carer(s) of children seeking admission to the school should apply for a place by completing an in-year admission form, available from https://www.worcestershire.gov.uk/schools-education-and-learning/apply-school-place These applications will be co-ordinated on behalf of all schools by the School Admissions team at Worcestershire County Council, on behalf of the Local Authority.

Details of the coordinated scheme can be viewed at the following link: https://www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription above.

When a place becomes available, it will be offered to the pupil at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

If no place is immediately available, parent(s)/carer(s) are entitled to appeal following the procedure outlined above. Where places are awarded, we reserve the right to refuse admission for a reasonable period of time to allow and encourage the parents / carers to work with their existing school. Additionally, we reserve the right to refuse admission for a reasonable period of time in order to collect information from the pupil's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all pupils joining Sutton Park Primary School, previous school(s) will be contacted to ensure a smooth transition.

Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group. The Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer'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 will also consider the views of the Headteacher.

When informing a parent/carer of their decision on the year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Where the Governors agree to a parent's/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and Governors will 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 their determined admission arrangements only, including the application of oversubscription criteria where applicable. They 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.

Appendix A

Definitions:

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 (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 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. Children previously in state care outside of England are now given the same weighting as LAC and previous LAC so should be included in the same category.

Parent(s)/carer(s) – parent, guardian and others who have actual care of a pupil and whose address appears on the pupil benefit book or other legal agreement confirming the care of the pupil.

Sibling – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any pupil who lives in the home as part of the family.

Home – must be the address where the pupil usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the pupil's usual home will be taken as their home address for the measurement of distance. Measurement of distance is calculated by Worcestershire County Council. Pupils who have parent(s)/carer(s) with shared responsibility will have the address of the parent/carer to be used chosen by random selection.

If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School: -

- a letter from a solicitor confirming that you have exchanged contracts to buy a property
- a tenancy agreement confirming that you will be renting a specific property
- a letter from a housing association confirming that you will be living at a specific address.
- For the child of service personnel with a confirmed posting or the child of crown servants from overseas, the intended future home address of the child even if the family are not yet physically living there OR the Unit / quartering address where the parent requests this is to be used.

Catchment Area School - is the school allocated by the LA to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address, but this will not always be the case.