

Admissions Policy

Broadwas CE Primary School



Church of England
(Voluntary Aided)

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Contents

1. Aims	3
2. Legislation and statutory requirements.....	3
3. Definitions	3
4. How to apply	4
5. Requests for admission outside the normal age group	4
6. Allocation of places.....	5
7. In-year admissions.....	7
8. Appeals	8
9. Monitoring arrangements.....	8

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'.

Note that admission of pupils has, by law, to be in accordance with the Admission Policy set by the Governing Body. Individual decisions have to be made by the whole Governing Body acting in accordance with that policy. The Headteacher and staff have no discretion to alter or modify that policy.

The Governing Body see Broadwas Church of England (Aided) Primary School as a local school which endeavours to serve the whole of the local community. The Governing Body acts as the Admissions Authority for the school.

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

- [School Admission Appeals Code](#)

As a Voluntary Aided school we are required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Parents need to submit an application for admission from their home local authority (LA) by 15th January 2026. The LA will notify parents of offers or refusal of places on behalf of the Schools' Governing Body on 16th April 2026.

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Late applications will be accepted until 27th February 2026. These will be treated as on time only in the following circumstances:

1. where a family has just moved address;
2. where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable given those circumstances.

In all other circumstances late applications will be given a lower priority, and will only be considered after the applications received (or deemed to be) on time.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child 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. 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 Governing Body will consider each case on its individual circumstances.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group, the local authority and Governing Body 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. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Whilst parents have a statutory right to appeal against the refusal of a place at a school for which they have applied (see below), this right does not apply if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 15 pupils for entry in a year.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as children in receipt of an EHCP. The school requires the EHCP as supporting evidence if you are making an application on the basis of social or medical need.
3. Children who are resident within the civil parishes of Broadwas, Cotheridge, Doddenham, Knightwick and Lulsley. A map of the catchment area is available from the School Office.
4. Children who live nearest to the School by straight line distance from the school. The LA will, on behalf of the Governing Body, use geocodes to calculate this. In the event of two or more applicants being of equi-distance the place(s) will be allocated by random selection (i.e. a lottery). Someone totally independent of the Governing Body will supervise this process.
5. Children who have sibling(s) or half siblings (that is children who share one birth parent) and legally adopted children, on the school roll on the date when they would be admitted. They must also be living at the same home address. Children who are brought up together as a family by a civil partnership and who are living at the same address are also considered to be siblings.
6. Children of parents/families who have, and can show, a regular commitment/attendance in the following places of worship:
 - . Church of England;
 - a. Other Christian Denominations which acknowledge the Trinitarian Faith.
7. Children of any member of staff currently employed by Broadwas Primary School at the time of application and admission;
8. Children who the Governors consider have a special reason for admission. (Such reasons will include medical, physical or social circumstances). Parents/Carers are required to produce a medical certificate or other appropriate information and attach this at the time of application to the application form available from School.

6.3 Tie break

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on in Broadwas. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s). Worcester Local Authority provide a service for measuring the distance of homes from the school. As a school we subscribe to this service to support the admissions process.

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. Random sealed envelope with the name of one child per envelope will be drawn to decide the place. This process will be independently verified.

6.4 Waiting list

We will maintain a clear, fair and objective waiting list for children entering all year groups. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.6 below) must take precedence over those on the waiting list.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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 will need to confirm in writing how the children are being cared for outside of the school hours they have attended.

6.6 Multiple birth

In the event of applications being received where children are twins or triplets etc. and there are insufficient places for both or all of the children and there is no way of separating the applications according to the admissions criteria, special consideration will be given by the Governing Body concerning the admission of the children. Places will be allocated to both or all of the children in the case of multiple birth wherever possible. These children are exceptions to the Infant Class Size legislation.

6.6 Fair Access Protocol

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

We participate in Worcestershire Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.9 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

office@broadwas.worcs.sch.uk

You can find details on our in-year admissions and an application form on the following webpage:

<https://www.broadwas.worcs.sch.uk/admissions/>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

office@broadwas.worcs.sch.uk

You can find details of the school's appeals timetable on the following webpage:

<https://www.broadwas.worcs.sch.uk/admissions/>

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.