



CRADLEY CE PRIMARY SCHOOL

Cradley Primary School

Admissions Policy

2026/2027

Vision Statement: Enriching Lives

Policy written by: Donna Jones

<u>Dates</u>			
Written			
Reviewed	Autumn 25		
Amended			
Next Review	Spring 26		



CRADLEY CE PRIMARY SCHOOL

1 Aims and Objectives

- 1.1 School admission arrangements should work for the benefit of all parents and children. The arrangements should be as simple as possible for parents to use, and help them to take the best decisions on the school for their children.
- 1.2 The arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible.
- 1.3 Admission criteria are clear, fair and objective, for the benefit of all children including those with special needs or with disabilities.
- 1.4 Admission arrangements contribute to improving standards for all pupils.
- 1.5 Parents have easy access to helpful admissions information.
- 1.6 Local admission arrangements achieve full compliance with all relevant legislation and guidance – including on Key Stage 1 class sizes and on equal opportunities – and take full account of the guidance in this code.
- 1.7 Admissions to Cradley are under the control of the Governing Body. The criteria for allocating places are set out in section 4 of this policy, which is reviewed and published annually.
- 1.8 The agreed admission limit for Cradley Primary School is 17 children per year group.
- 1.9 Parents wishing to apply for a place do so online at [Primary school admissions – Herefordshire Council](#) or using an In-Year Transfer Form if it is part way through the school year.

2 Online Admission of a Four Year Old to An Infant or Primary School

- 2.1 When a child first starts school applications are made online at [Primary school admissions – Herefordshire Council](#)
- 2.2 The agreed number of places in the reception year is 17 (Planned Admission Number). In allocating the places the Governors will follow our published criteria – found in section 4 of this policy.



CRADLEY CE PRIMARY SCHOOL

- 2.3 Parents who are refused a place for their child at Cradley Primary School have the right to appeal to an independent appeals committee. Full details would be provided by the Council as part of their normal admissions procedure.
- 2.4 Most children start school in the September after their fourth birthday. It is the agreed policy of the governors that all children must receive full-time education from the start date of the first school term following their fifth birthday. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented a parent may request to accelerate their entry into primary school, or if a child has experienced problems such as ill health, or is a summer born child, a parent may request to defer or delay their entry into primary school. There may be other individual reasons why you wish for your child to defer, delay or accelerate entry into primary school. Where a parent requests their child is admitted out of their normal age group, the governors are responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. Further information can be found at [Apply to delay, defer or accelerate entry to primary school - Herefordshire Council](#).
- 2.5 Prior to starting school there will be a parents' meeting and class visits from the reception teacher. The Cradley Primary School Early Years Policy refers to the matter.

3 In Year Transfers (Other than at Normal Age for Admission)

- 3.1 An "in-year transfer" refers to applying for a school place during the academic year, rather than during the normal admissions round.
- ☐ Parent/Guardian – determines preference school by visiting and researching local schools
 - ☐ Parent/Guardian – completes application
 - ☐ Current school – completes section 6 of the application
 - ☐ Parent/Guardian submits application to preferred school
 - ☐ The Admissions Authority for the school informs parents/carer of the outcome within 15 school days
 - ☐ If the application has identified vulnerable children and those with challenging behaviour, the Local Authority will be consulted under the In Year Fair Access Protocol. (Please see sections 3.5-3.7 regarding In Year Fair Access).
- 3.2 Upon receipt of an in-year application, we will aim to notify the parents of the outcome of their application in writing within 10 school days, but you must be notified in writing within 15 school days. Where an application is refused, the admission authority must also set out



CRADLEY CE PRIMARY SCHOOL

the reason for refusal and information about the right to appeal. Waiting lists will be maintained in line with the schools oversubscription criteria. (Please see section 4 regarding oversubscription).

- 3.3 Where the school has received multiple in-year admissions and do not have sufficient places for every child who has applied for one, we must allocate places based on the oversubscription criteria in our determined admission arrangements. (Please see section 4 regarding oversubscription).
- 3.4 When a service family applies for a school place, the admissions authority must allocate a place – if one is available – before the family arrives in the area, provided the application includes an official letter confirming the relocation date. Admission authorities may not delay or refuse to process the application, nor refuse a place solely because the family does not yet have a confirmed address or does not currently live in the area. The admissions authority must apply its oversubscription criteria using the address where the child will live, as long as the parents provide evidence of that intended address.
- 3.5 There is a statutory requirement for all Local Authorities to have an In Year Fair Access Protocol. The In Year Fair Access Protocol (IYFA) decides outcomes for In Year Transfer applications for children, especially the most vulnerable, who have been defined as 'hard to place'. The In Year Fair Access process is designed to ensure that the applications of these children are determined quickly to keep the amount of time these children are out of school to a minimum and ensure that the child has access to the most appropriate school provision. The In Year Fair Access Panel process forms part of the overall fair access arrangements.
- 3.6 The School Admissions Code lists circumstances where it is appropriate for the In Year Fair Access process to decide the outcome of an application: [School admissions code 2021](#) Sections 3.14-3.22
- 3.7 Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days.

4 Oversubscription Criteria

- 4.1 If there are too many applications for places, the Governors will decide which children would be offered places at Cradley Primary School according to the following admissions criteria, taken in order.
 1. Children with an Educational Healthcare Plan that names the school.
 2. Looked After children and previously children and those defined by the School Admissions Code 2021 as being previously looked after children.
 3. Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
 4. Pupils whose home address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.



CRADLEY CE PRIMARY SCHOOL

5. Pupils whose home address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.
6. Pupils who have attended Cradley Nursery in the academic year before an application is made.
7. Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school
8. Pupils whose home address is outside of the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
9. Pupils whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

Please note that

- 'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.
- 'shortest available walking route to school'- distance is measured by the shortest available walking route (using road and/or made up footpath) using the nearest network node from the property address point to the nearest network node at the main school entrance gate. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- 'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- 'The Home Address' of a child is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.
- sibling' is defined as:
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
- Children of parents who are married or cohabiting, where the parents and children live together in the same family household.

- 4.2 The closing date for applications is 15th January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the School Governing Body.



CRADLEY CE PRIMARY SCHOOL

5 Addendum: Church Places Criteria

- 5.1 The following extract adapted from the National Society's admissions advice is an additional explanation that the DBE (Diocesan Board of Education) would like highlighted to Governors and prospective parents of how Church places are defined and determined:
- 5.2 National context: On 14 March 2006, the Archbishop of Canterbury asked the Church to find "some simple objective criteria, applicable across the country, for admissions; and, to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds". The Hereford Diocesan Board of Education has responded by recommending the following criteria and understandings which have been adopted by this school's Governing Body.

Christian commitment – "faith priority" places

1. **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
2. We operate, therefore, a three-tier stratification for faith-based places:
 - ☐ known to the church
 - ☐ attached to the church and
 - ☐ at the heart of the church.
3. Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
4. An applicant '**known to the church**' will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
5. An applicant '**attached to the church**' will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
6. An applicant '**at the heart of the church**' will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.



CRADLEY CE PRIMARY SCHOOL

7. In the event that during the period specified for the attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirement of these admission arrangements in relation to attendance will only apply to the period which the church or alternative premises have been available for public worship.

Application form and church reference

8. Applicants for faith priority places will need an application form (available from the school website or the school office) to give evidence of their Christian commitment.
9. Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
10. There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
11. Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.



CRADLEY CE PRIMARY SCHOOL

Church Place Information Form

Church Place Information Form				
Full Name of Child	Christian Name(s)	Surname	M/F	Date of Birth
Address		Telephone No		No of Years at this address
Post Code				
Name of Parent(s) or other legal guardians				Date for which application is made
Names of - at present brothers or sisters attending this school - in the past Number of younger brothers /sisters				Class
Primary school or present secondary school attended				



CRADLEY CE PRIMARY SCHOOL

Church attended		
How long has your family attended this church?		
Name of Priest or Minister		
On how many Sundays in the year are services held in the Church you attend? How many of these services does your family normally attend	What is your denomination? (please tick) Church of England Baptist Methodist United Reform Other.....	
Information relating to your child: Has your child been baptized or dedicated? Please give details of the year and church. Church..... Year.....		



CRADLEY CE PRIMARY SCHOOL

Please note :

In the event that during the period specified for the attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirement of these admission arrangements in relation to attendance will only apply to the period which the church or alternative premises have been available for public worship.

Family Involvement with the Church

Identification of your involvement with the Church. Please tick one of the appropriate definitions

1. At the heart of the Church

[A regular worshipper. At least twice a month (including weekdays).

The worshipper could be the child for whom application is made, or one or both parents.]

2. Attached to the Church

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.)

3. Known to the Church

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organization]

Please add any comments which you wish to be considered:



CRADLEY CE PRIMARY SCHOOL

Signature of
Parent/Guardian.....Date.....



CRADLEY CE PRIMARY SCHOOL

Clergy Reference:

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

1. This applicant is at the heart of the church and I unreservedly recommend a church place
2. I fully support this application and can vouch that this applicant is attached to the church
3. I confirm that this applicant is known to the church and I support the application

Clergy comments:

Signature of
Priest/Minister.....Date.....