



# HONEYBOURNE PRIMARY SCHOOL

## ADMISSIONS POLICY 2027-28

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## INTRODUCTION

Honeybourne Primary School is an academy which takes children aged from 2 years-11 years. We welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds. We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way. The number of places available is determined by the capacity of the school and is called the 'agreed admissions number'. Our published admissions number (PAN) is 30.

Honeybourne Primary School is its own admission authority. Our academy trust – The Black Pear Trust - is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA but will always consult with the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.

## LEGAL FRAMEWORK

This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2021) School Admissions Code
- DfE (2012) School Admissions Appeals Code

## RECEPTION ADMISSIONS

Applications for a place in Reception should be made through the local authority in which your child lives. If you are a parent or carer in Worcestershire and wish to apply for a place for your child, you will need to complete an application form via the citizen portal at [Citizen Portal - Sign in \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/citizenportal/signin) For parents and carers from other counties, applications should be made to their own local authority. Please list the school you are applying for in order of preference. Put your preferred school first.

Children are normally admitted in the September in the school year in which they reach their fifth birthday without reference to colour, creed aptitude or ability. The Local Authority will admit children up to the Pupil Admissions Number according to the criteria on their website. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

Further information can be found at [Apply for a school Place](#)

Honeybourne Primary School, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

When there are more applications than places, children are admitted in the order of priority according to the oversubscription criteria.

## NURSERY ADMISSIONS

Our planned admission number for our 2, 3 and 4-year-old Nursery is 30 places for each session.

At Honeybourne Primary School children are offered either a part time Nursery place or a full time place, depending on requirement. The sessions are a maximum of 3.25 hours long and can be funded or payable, depending on family circumstance.

Registration forms must be returned to the Nursery manager.

### Waiting List

The Nursery waiting list is managed in order of date of receipt of the registration form and requested start date. However, priority will be given to children who have or have had siblings at Honeybourne Primary Academy Nursery. We will also give consideration to the number of sessions required and ensure they are appropriate for the individual child.

### Nursery Sessions, Funding & Payments:

The Nursery is open term time only from 8.30am to 3pm, with flexible start and finish times and half or full day sessions.

Parents may choose their sessions, subject to availability, staffing ratios and the needs of the children. Sessions may be funded using 2 year old or 3 and 4 year old Nursery Education Funding, which may be split with another childcare setting.

Additional hours can be paid for, subject to availability.

If a family is not in receipt of any Government funding, then sessions are chargeable.

Fees will be paid by bank transfer, by childcare vouchers or through a Government Tax Free Childcare account.

The Nursery is registered for Tax Free Childcare.

Fees are reviewed termly, and parents given half a term's notice of any changes.

Funding information for 2 year old, 3 & 4 year old Nursery Education Funding and Tax Free Childcare is available on request.

Full fees remain payable when

- Children take holiday during term-time
- When a child is absent due to sickness, or any other reason.

There are no charges for closure due to:

- Full Nursery closure.
- Inset days or Bank Holidays.
- Unforeseen circumstances e.g. flooding, severe weather conditions etc.
- We will either refund any payment on your next invoice or offer additional sessions where spaces allow.

## IN-YEAR APPLICATIONS FOR ADMISSION

Honeybourne Primary School aims to educate every child holistically and follows the Code of Admissions where all places are allocated in an open and fair way.

We fulfil the government's requirement to restrict Early Years and Key Stage 1 classes to a maximum of 30 and prefer to keep our numbers below this if possible.

Requests for admission to Reception made after the normal round of admissions, from 1 September, or for places in other year groups should be made directly to School Admissions. Pupils can readily be admitted if there are fewer children in the year group than the Pupil Admissions Number (subject to the class size restriction of 30). Where the year group is full a place may still be offered providing:

- there is an Education Health and Care Plan in place
- the child is a 'looked after' child
- no other applicants (other than those prioritised through EHCP and LAC) have been refused places in the same year group – wherever they live
- the child is living or moving into the school's priority area (evidence will be required)
- the admission will not breach the class size limit for infants
- the school is willing.

All applications for in-year places will be co-ordinated by the Local Authority. Parents/Carers completing an application form must forward the application form to School Admissions for more information, please click on the link below:

[Apply for a school place | Worcestershire County Council](#)

## OVERSUBSCRIPTION CRITERIA

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

1. **"Looked after", "previously looked after" and "previously looked after children outside England"**
2. **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 schools.  
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**.

3. 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.
4. 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.
5. **Children of staff** at the mainstream 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
6. 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 Governing body will utilise the Local Authority 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 Governing Body will supervise this process).**

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

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.

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 EHCP's, looked after children, 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.

## DEFINITIONS

**'Looked after'** means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and **children who were previously in the care** of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

**Previously looked after outside England** refer to children who have been in state care outside of England and have ceased to be in state care as a result of adoption.

**Sibling** – 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.

## LATE APPLICATIONS

The Governors have agreed to accept late applications, within the time-frame set out in the co-ordinated scheme, 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

The school will maintain a waiting list, and parents need to apply, in order to be included. This waiting list will be maintained until 31st 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.

## ADMISSION OF CHILDREN OUTSIDE THE 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.

Honeybourne Primary School and the Black Pear Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. They will request the Headteacher to take 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 in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out. Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

This process must be completed in advance of the closing date of 15th January prior to the child's usual start date.

A decision will be made and parents/carers will be informed.

## APPEALS

Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal, and our school must act according to the panel's decision.

A letter will be issued to parents which includes the details of how a person can appeal against the decision to refuse a place, the refusal letter will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.

Should you wish to exercise the right to appeal please notify in writing our Chair of Governors at Honeybourne Primary School, School St, Honeybourne, Evesham WR11 7PJ within 20 school days of the date of the refusal letter. Further details can also be found on the LA's website.

Where an academy is to be closed, the LA must collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.

Honeybourne Primary School is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.

Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools' adjudicator. The schools' adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

The Code on School Admission Appeals sets out the appropriate deadlines for appeals and includes:

- a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals (the deadline is set annually in co-ordinated scheme);
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever time scale is set out in the timetable published by the admission authority.