



Madresfield C.E. Primary School

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Madresfield C.E. Primary School – Admissions Policy 2012/2013

The Governors' will consider applications for admission to the school in the following categories, and in the following order of priority:

1. Relevant* 'Looked after' children.
2. Those children resident in the civil and/or ecclesiastical Parishes of Newland, Guarford and Madresfield. A map of our catchment area is available to view at the school.
3. Those younger brothers and sisters of pupils already on the roll of the school at the time of admission, living outside the school's catchment area. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same home address.
4. Children of active members of the Church of England churches within our catchment area who live outside the catchment area. Membership must be verified by a supporting letter from their parish priest which includes written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
5. Children of active members of other Christian churches who live outside our catchment area and who are supported by a letter from their minister which includes written confirmation of a history of at least monthly attendance for a minimum period of a year prior to application.
6. Parents and/or children who are actively involved in the worship and work of a community of any other established faith. A leader or representative of the religious community should provide written confirmation.
7. Children with physical, medical or social disabilities who would benefit from attending Madresfield School. Such applications have to be supported by a medical certificate or appropriate information from the statutory Health, Education, or Social Services Authority. This is to be attached to the application form at the time of application.
8. Any other children, who live nearest to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Governing Body will utilise 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). Someone totally independent of the Governing Body will supervise this process)***

When there are too many pupils meeting the requirements of items 1 - 7, places will be allocated on the basis of walking distance as defined by item 8.

*Relevant is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' **at the time of admission.**

N.B.*In accordance with legislation a child with a Statement of Special Educational Needs will be offered a place at the school named on the Statement.

A planned admission number of 15 pupils has been agreed with the Education Authority and this figure will apply for each year group in the school. When places are being sought for twins/triplets etc., we are only able to offer places up to our published pupil admission number for each year group. It is the decision of the parents as to which twin/triplet takes up the place(s) offered.

Please refer to the latest information for Parents Admissions and Transfers to Schools Booklet available from Worcestershire County Council for details on deferred entry.

All applications received by the closing date will be treated equally regardless of the order of preference.

A list is kept by the school for those parents who have expressed an interest in their child joining the school. This list is compiled in the same order as set out above. The closing date for receipt of completed application forms will be in line with that of Worcestershire County Council. Please see the latest 'Information for Parents Book' produced by the Education Department for the exact closing date and for details on how late applications will be considered.

The Local Authority will co-ordinate any in-year applications and parents must apply directly to the LA.

The LA, on behalf of the Governors will notify parents of the outcome of their application for a place in the intake year from September.

Parents who are not successful in gaining admission for their child have the right to appeal against this decision. If you wish to appeal, this should be done so in writing, addressing the letter to the Chairman of Governors, c/o The School. Appeals should be made within two weeks of the date of letter informing you of your unsuccessful application. Your letter should state the grounds upon which you are making your appeal. Appeals are heard by an independent appeals panel whose decision is binding on all parties.

Further information regarding admission to Madresfield C.E. Primary School is available by contacting the Mrs. D. Langston, Headteacher at the above address.