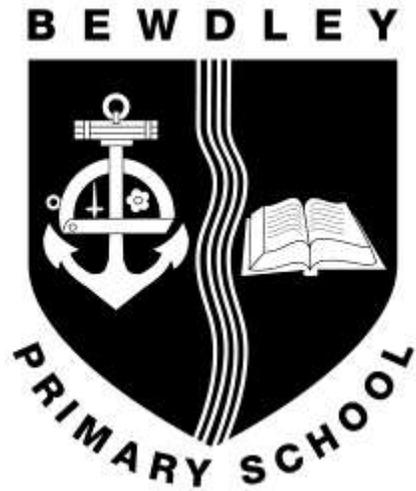


Reviewed Feb 2021
Next Review Feb 2022

Bewdley Primary School



Admissions Policy for Entry to Nursery and School

Bewdley Primary School Admissions Policy

There are separate admission criteria for entry to Hungry Caterpillars, Elmer's and Reception. Please be aware that admission to either of the Nurseries does not guarantee a place in Reception?

Nursery Admissions Policy

At Bewdley Primary School we have a maintained nursery providing places for 2 to 3 year olds in Hungry Caterpillars and places for 3 – 4 year olds in Elmer's

Admissions Policy for Hungry Caterpillar's Nursery (age 2)

If we have more children interested in places than we are able to provide places for, children are admitted in the following order:

1. 'Looked after' and previously 'Looked after' children.
2. Children who live in catchment, who will have siblings at the school when they start Reception and are in receipt of 2 year old funding.
3. Children who live in catchment and are in receipt of 2 year old funding.
4. Children who live outside the catchment, who will have siblings at the school when they start Reception and are in receipt of 2 year old funding.
5. Children who live in catchment
6. Children who live outside the catchment and will have siblings in the school when they start Reception
7. Children of staff at Bewdley Primary 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.
8. Children without siblings in the school when they start Reception, who live outside the catchment, and are in receipt of 2 year old funding.
9. Children who live outside the catchment and do not have siblings in the school.

Admissions Policy for Elmer's Nursery (age 3)

Children are admitted from the waiting list in order of priority:

1. 'Looked after' and previously 'Looked after' children.
2. Children currently attending our 2 year old nursery who live in catchment and will have siblings at the school when they start Reception
3. Children currently attending our 2 year old Nursery who live in catchment.
4. New children to Nursery who live in the catchment and will have siblings at the school when they start Reception
5. New children to Nursery who live in catchment.
6. Children currently attending our 2 year old nursery who live outside the catchment and will have siblings at the school when they start Reception.
7. New children to Nursery who live outside the catchment but who will have siblings in the school when they start Reception

8. Children currently attending our 2 year old nursery who live outside the catchment and do not have siblings in the school.
9. Children of staff at Bewdley Primary 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
10. New children to nursery who live outside the catchment and do not have siblings in the school.

To Register for a Nursery Place

To register your child, you will need to complete a registration form which is available from the school office. Once you have completed a registration form their name will be put on a waiting list and you will be notified when a place is available, this is normally the term before they are due to start.

School Admission

Our admission number for Reception in 2021 is 60 children. When there are more applications than places children are admitted in the following order of priority:

1. *'Children Looked after and previously *'Children Looked after'.
2. Children who have previously been in state care outside of England', and have ceased to be in state care as a result of being adopted;
3. 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. To find the catchment school for a postcode visit School Catchment Search 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.
4. 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. To find the catchment school for a postcode visit School Catchment Search ;
5. 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;

6. 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
7. 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 Local Authority uses a 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 Children, Families and Communities will supervise this process). In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

*'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, a child arrangement order or special guardianship order.

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. 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.

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.

Application forms for admission, details of the school catchment area and further admission's information may be obtained from: www.worcestershire.gov.uk/schooladmissions Applications are online and should usually be completed in January before the child's entry to the school. If parents/carers require support with this, please contact the school.

To ensure the best quality provision for 4 year olds we encourage all pupils to start in the September of the academic year in which they become 5.

Induction into School

Prospective pupils and parents/carers will be invited to visit the school on a number of occasions in the term before they start. Please see our school prospectus for these arrangements. Pupils will then have the opportunity to begin full time at the start of the academic year in September. However, we want to ensure that the start to school is as smooth and stress-free as possible. In order that this happens, children may attend part-time for a period of time, if this is deemed to be in their best interests. A consultation may be arranged with the class teacher should a reduced timetable be of benefit to an individual child.

Please note: Parents do not have to send their children to start school in September. Children do not legally have to attend school until the term after their 5th birthday. At Bewdley Primary we provide the opportunity for all children to start at the same time.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section of the County Council, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. At that stage parents will need to reapply at the start of the following term if they wish to be included.

In Year Admissions

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for Bewdley Primary School, must forward the application to Worcestershire County Council, School Admissions Section.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

Admission of children outside 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, 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.

The Local Authority requests the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group. Any admission outside normal age group will be subject to application for that year using the same criteria as above. The school cannot guarantee that, although a child may be offered a place in their normal year of entry, this place will be available in another year of entry as this application will be subject to the application of the admissions priority criteria.

Further information can be found at -

[School Admissions Information for Parents Book 2021 2022.pdf](#)