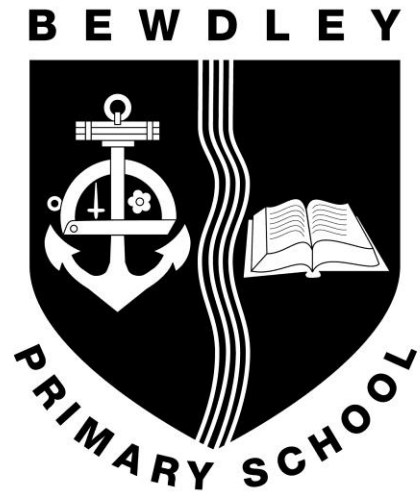


**Reviewed October 2023**  
**Next Review September 2024**

## **Bewdley Primary School**



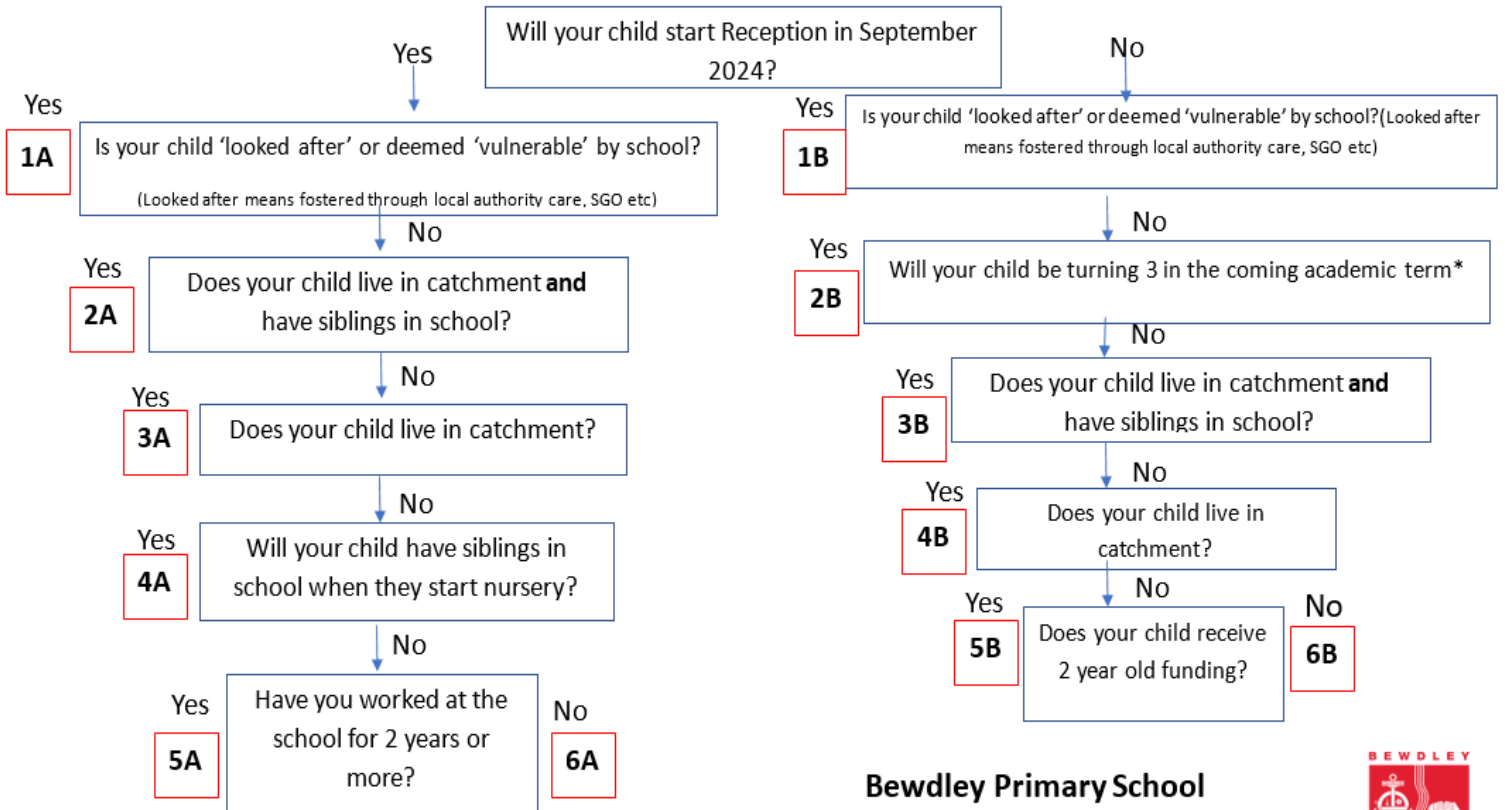
### **Admissions Policy for Entry to Nursery and School**

## Bewdley Primary School Admissions Policy

**At Bewdley Primary School we have a maintained nursery providing places for rising 3's (2 years & 9 months) to 4-year-olds in our Pre-school and Nursery.**

### Admissions Policy for Nursery

If we have more demand than we have capacity, children are admitted using the following criteria.



**Bewdley Primary School  
Nursery**



\*Should sessions become available sooner, we will offer them to children turning 3 in the next term

## Admissions Process – Explanation of priorities

1. Looked after or vulnerable child
- 2a. Live in catchment, have a sibling in school, and child is currently aged 3 – 4
- 2b. 3<sup>rd</sup> birthday falls in the coming term
- 3a. Live in catchment, have no siblings in school, but child is currently aged 3 – 4
- 3b. Live in catchment and have a sibling in school
- 4a. Not living in catchment, have sibling in school
- 4b. Live in catchment
- 5a. Not living in catchment, have no siblings in school but work at the school
- 5b. Living out of catchment but in receipt of 2 year old funding
- 6a. Not living in catchment, have no siblings in school and do not work at the school. Those falling into this category will then be prioritised based on those living closest to the school.
- 6b. Living out of catchment and not in receipt of 2 year old funding

### 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, a child arrangements order or special guardianship order.

\*\*The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers 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.

### Applying for a Place

To apply for a nursery place you will need to complete and submit the appropriate application form. The Nursery application forms can be found on our website, alternatively you can contact Mrs Jones (nursery administrator) who will provide you with a copy.

**Please be aware that attendance at our Nursery does not automatically provide any preference for Reception.**

Please be aware that attendance at Nursery or Pre-school does not guarantee a school place or give any advantage in the application process. You will still need to apply for a school place through the Local Authority, in the usual way.

## Admission to Bewdley Primary School

Our standard admission is 60 children per year. For the 2024 Reception intake our admission number is 60. Priority in the allocation of places is given to those pupils living in the school catchment area. If places are still available after local needs have been met, requests from parents outside our catchment are encouraged.

### How to apply

All applications for a Reception place are made online where you can complete an application form. The closing date is usually the January before the child's entry to school the following September.

### To apply –

- Apply online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)
- You will need an email address
- Admissions will send you an email to acknowledge receipt of your application
- If you do not have access to the internet, you can get online at any Worcestershire library. Join the Library and use your Library card to get one hour of internet access free each day.
- Training on “How to get online” is available free to all Worcestershire Library members.
- After the closing date, you will need to visit [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) or telephone: 01905 822700 to request a late application form to apply.

### Induction into 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. Prospective pupils and parents/carers will be invited to visit the school on a number of occasions in the term before they start. Pupils will then have the opportunity to begin full time at the start of the academic year in September. We want to ensure that the start to school is as smooth and stress-free as possible. 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 the September after their 4<sup>th</sup> birthday. Children do not legally have to be in education until the term after their 5<sup>th</sup> birthday. However, at Bewdley Primary we provide the opportunity for all children to start at the same time.

## **School Transfers at Times Other than at Normal Age of Entry**

### **How to apply**

If you would like to apply for a place at Bewdley Primary School at a time other than at the normal age of entry into Reception, you will need to fill in a 'CA1' application form. You can download a CA1 form from the Worcestershire County Council website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) Once completed the CA1 form should be forwarded to the

Worcestershire Admissions Team to be processed. You will then be contacted and notified of the decision - normally within 10 school days of the form being received.

Where it is not possible to offer a place, parents will be notified of the right of an appeal on behalf of the relevant admission authority, and in most cases an alternative school will be offered.

The School Admissions Team can be contacted at:  
[schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

### **Waiting Lists**

If a space is not available for your child, you can apply for your child to be added to the school's waiting list. Waiting Lists for all Worcestershire Voluntary Controlled Schools and Community Schools are maintained by the Pupil Admissions and Transfers Section at WCC and parents need to apply directly to WCC in order to be included.

**Please Note:** Waiting lists are only maintained until the end of each term. At that stage they will be discarded and parents will need to reapply at the start of the following term if they wish to be included.

The positional placing of applicants on the waiting lists is strictly determined by the Worcestershire County Council Admissions Criteria - places are not allocated on a 'first come first served' basis. This means that an applicant's position on the list is constantly subject to change as other applicants are added to or removed from a list and/or if there is a change in any of the applicants' circumstances (i.e. a house move or sibling entering school etc.)

### **Allocation of Places**

When there are more applications than places, children are admitted according to the following Worcestershire County Council criteria. When applications are being considered, each of the above categories is taken in order as outlined below.

1. Relevant "Looked After" children and previously "Looked After" children
2. Children living within the catchment area who also have a sibling in school (sibling must be in school at the time of application and still be attending at the time of admission)

3. Children living within the catchment area of the school
4. Children living outside of catchment but who have a brother or sister in school (sibling must be in school at the time of application and still be attending at the time of admission)
5. Children of staff at the mainstream school, where the member of staff has been employed for 2 or more years, and/or is recruited to fill a post where there is a demonstrable skill shortage
6. Distance from school – pupils who live nearest to school by the shortest straight line distance

(Please see our Admissions Policy for further details)

A child with a Statement of Special Educational Needs or an Education and Health Care Plan will be offered a place at the school named in the Statement or Plan.

PLEASE NOTE: Pupils who attend the Bewdley Primary School Nursery **do not** get priority into Bewdley Primary at normal age of entry and applicants wishing to transfer to Bewdley Primary at other times do not get preference if they have a sibling in Nursery.

### **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 –

[Delayed and Accelerated Admittance Policy](#)  
[School Admissions Policies WCC](#)