



# Marden Primary Academy

## Admissions Policy

2025/26

Date Approved by Board of Governors	November 24
Reviewer	Mrs E Orton
Date of Review	October 24
Next Review Due	June 2025
Next Consultation Due	2031-32

## ACADEMY ADMISSIONS POLICY

### CRITERIA FOR ACADEMIC YEAR 2025/26

Marden Primary Academy caters for pupils between the ages of 4 and 11. Our Pupil Admission Number is set at **FIFTEEN**. This is the number of pupils who can be admitted in any one year group in the admissions year.

The Board of Directors, as the admission authority, determines the academy's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Academy Trust follows the Local Authority criteria and works with them in order to ensure admissions are co-ordinated within the County.

#### **How parents can apply for their child to be admitted to our school**

The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. All applications for places must be made online through the Local Authority at [www.herefordshire.gov.uk/reception-class-admissions](http://www.herefordshire.gov.uk/reception-class-admissions).

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application forms and return them to the Local Authority. They are issued automatically.

#### **Oversubscription Criteria**

Should the number of applications for admission exceed the admission number the Directors/Governors will apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This will also apply to waiting lists. The Local Authority will keep a waiting list on behalf of the academy for the normal-round of admissions, up until the end of the Autumn term.

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

**Priority 1** - Looked after children and children who were looked after, but ceased to be due to being adopted or became subject to a residence order or special guardianship order.

**Priority 2** - Children living within the **defined catchment area\*** of the school;

**Priority 3** - Sibling connection - Children who have an **older sibling\*\*** at the preferred school not only at the time of application but also when the younger child is due to start;

**Priority 4** - Exceptional circumstances - Children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Wellbeing's advisory panel unless this supporting information is attached to application forms received by 31st October 2024 (secondary schools) or 15<sup>th</sup> January 2025 (primary schools);

## **Priority 5 – Distance**

How home to school distances are calculated:

Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: Find a school – Herefordshire Council

### **General Notes**

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children who either currently are or were in the 'looked after' system it will be catchment area children second, brothers and sisters third, exceptional circumstances fourth, then according to distance, each assessed as indicated above.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out of area brothers and sisters, priorities will be decided first by reference to exceptional circumstances, then according to distance.

Following the allocation of the top category there may be an occasion when it is not possible to offer places for all children living in the catchment area. In this situation the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2026, next to pupils with exceptional circumstances, and finally according to distance from the school.

\*Living within the defined catchment area is defined as “a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time”.

\*\* A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents'/carer's partner, and in every case the child should be living in the same family unit at the same address.

\*\*\* Distance - Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: Find a school – Herefordshire Council

The Directors/Governors will normally offer a place at the catchment area academy if parents apply for a place at the academy during the normal admission round. However, a place at the catchment area academy cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation procedure has begun) it may be more difficult to offer a place at the catchment area academy if this would mean exceeding the admission number at the academy. In this case the Local authority will normally offer a place at the next nearest maintained school which caters for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol<sup>1</sup> will also be admitted even if the school is full.

Admissions above the published admission number may also occur where the academy is admitting a twin or children from multiple births provided the admission would not cause a breach of Infant class size limits.

## **In Year Admissions**

Requests for admissions to the academy into other year groups should be made on the In-Year application form and in accordance with the Local Authority's coordinated scheme for In-Year admissions. The form is available from the Academy or Local Authority and can also be downloaded from the Local Authority website.

The outcome of in-year applications will be notified in writing within 10 school days.

## **Admissions Appeals**

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools), who is refused an academy place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Academy Trust and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the Academy. The panel will consist of people who have experience in education and are acquainted with the area.

## **Waiting List**

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the academy it will be offered in accordance with the waiting list priority. Parents are requested to inform the Academy Trust if they wish their child's name to remain on the waiting list. The waiting list will be maintained for one term in the academic year of admission. Those wishing to stay on the waiting list will need to reapply in December of that first term.

*<sup>1</sup>The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.*

Signed .....  
Chair of Directors

Signed .....  
Executive Head Teacher

Date .....