



Lyppard Grange Primary School

Admissions Policy

2025 - 2026

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Lyppard Grange Primary School is an academy which takes children aged from 4 years- 11 years.

The Published Admission Number (PAN) for Lyppard Grange Primary School is 60

Reception (Early Years Foundation Stage) 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 and wish to apply for a place for your child you will need to complete a common application form available on www.worcestershire.gov.uk and return it to your local authority which in the majority of cases will be Worcestershire. Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to be treated as equal initially, and sent out to other admission authorities (i.e. Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be 15 January 2025.

Children are normally admitted in the September of the academic 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 which is presently 60 according to the criteria within this policy.

When there are more applications than places, children are admitted in the order of priority listed in Appendix A attached to this policy.

Initial Allocation Process

By 27th January 2025, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 10th February 2025, Worcestershire LA will send details to all its Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 3rd March 2025, Worcestershire LA will receive a ranked list from each of its Academies, Foundation, Free and Voluntary Aided Schools of all applicants. These lists will be compared to identify any pupils, who may have been offered more than one place. As only the highest ranking school will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs.

Finalising the Allocation Process

By 31 March 2025, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and Voluntary Aided Schools will be notified as soon as possible. On 16 April 2025, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA).

For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA. The single offer will normally be the highest ranked school on the application form, at which a potential offer could be made. In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications

Late applications will only be considered and treated as being on time only in the following circumstances:

- a) where a family have just moved address (this timescale is in line with Worcestershire County Councils Guidelines).
- 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

A waiting list is maintained by the School and parents need to apply and request that their child is placed on the waiting list in order to be included. The waiting list will be maintained until 31 December. At that stage parents will need to reapply at the start of each following term if they wish to be included on the next term’s waiting list.

Fair Access Protocol

As part of the Worcestershire Fair Access Protocol, which can be viewed at the following link: <https://www.worcestershire.gov.uk/policiesandappeals>

All schools with Key Stage 2, classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

Other Main School Admissions including In-Year Admissions

Lyppard Grange 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. 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 (EHCP) in place
- the child is 'looked after' (CLA)
- no other applicants (other than those prioritised through an EHC and/or being a CLA) 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.

Applications should be returned directly to school admissions.

'In Year' Transfer Arrangements

All applications for in-year places are coordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The coordinated schemes can be viewed at:

<https://www.worcestershire.gov.uk/coordinatedschemes>

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 end of 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 of 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.

In such cases, it is up to the Head Teacher of the school to reach the final decision. This will involve the Head Teacher completing an educational assessment to determine whether it is appropriate and in their best interests for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Appendix A

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

- i) *'Looked after' and previously *'Looked after' children.
- ii) 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. Details of catchment areas if required are available from the LA at <http://www.worcestershire.gov.uk/schoolsearch> or can be viewed in school.

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**.
- iii) 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;
- iv) 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;
- v) Children of any member 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
- vi) 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 the Governing Body will supervise this process).***

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in 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, residence or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care due to being adopted.

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.

For clarity, 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.

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 statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, 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.