



Netherton C of E Primary School

Admission arrangements: 2025-2026

Where dreams are made, and futures created

Netherton C of E Primary School is a part of the Diocese of Worcester Academy Trust and as such is its own admissions authority but works within the Dudley Council co-ordinated scheme. All applicants are therefore required to complete a Common Application Form (CAF) which can be obtained online from the Local Authority (LA) or from the school.

All parents living within Dudley are required to use the common application process, which seeks five schools ranked in order of parental preference. All applications must be made to the home Local Authority, including applications to schools which are their own admissions authorities, and must be returned to the LA by the closing date, which is midnight on the 15th of January 2025. The national allocation date for all primary school places is 16th April 2025 when applicants will receive only one offer, which will be the highest ranked preference school which has a place available. Very occasionally none of the preferred schools may be offered in which case parents will be offered a place for their child at the nearest available school.

Class Size

The school's Published Admission Number (PAN) set by the Governing Body/Trustees is 60 per year group giving a total of 420 for the whole school. The Trustees retain the right to amend the PAN for future years. Where applications for places in Reception exceed the PAN Admissions Criteria as given below will be followed.

Admissions Criteria

Children who have an Education Health and Care Plan, which names the school as best placed to meet their needs will be offered places before all other children. After those places will be offered in the following priority order:

Priority 1: *'Looked after'

*'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 and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.



Priority 2: Siblings (see below for definition) of pupils attending the school and living within the catchment area of the Academy.

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.

*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

Priority 3 Children of any member of staff at the Academy, 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.

Priority 4: Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

Where there are too many applicants from within any of the above criteria priority will be decided on shortest distance from home address to the school. In the event of a tiebreak for priority 4, random allocation will be used to determine the final place allocated.

***The home address** is defined as the only or main permanent residential address, at the time of allocation of places, where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (i.e., three or more days out of five Monday to Friday during term-time). Where care is split equally, parents/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of Child Benefit will be the address on which the application will be processed. Documentary evidence of a home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan.

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.

Late Applications

The Governing Body/Trustees have agreed in its co-ordinated scheme to accept late applications and treat them as being on time, only in the following circumstances:

Where a family has just moved address; (please refer to the LA's Parents' Admissions Guide booklet)



Where it is agreed by the school's Admissions Committee that individual circumstances apply, and the delay was reasonable given the circumstances of the case.

In each of the above cases supporting documentary evidence will be required.

In all other circumstances, or if the application is not received until after the normal closing date of 15th January 2024, late applications will receive a lower priority, and will only be considered after the applications which were received (or deemed to be) on time.

Waiting Lists

Waiting lists, are maintained by the Local Authority on behalf of the school and parents need to apply, in order to be included. These waiting lists will be maintained until the 31 August 2026. At that stage parents will need to reapply at the start of the following term if they wish to be included. Parents must ask to join the waiting list; it is not an automatic process.

Fair Access Protocol

As part of the Local Authority's Fair Access Protocol, the Academy will exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Parents/Carers wishing to apply for a place during the school year can do so by contacting Dudley Local Authority who will issue the relevant application form and consult The Trust regarding the decision

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 significantly performing academically above age expectations 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 Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Trust will request the head teacher of the school to take account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

Appeals

Should a place not be offered, parents have a right of appeal against the decision. Any appeals must be made via Dudley Admissions within 20 school days of the date of the letter refusing a place.



Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (Department for Education) (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals.