



Netherton C of E Primary School Admission arrangements 2023/2024



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 2023. The national allocation date for all primary school places is 16th April 2023 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" and previously "Looked after" children.

Priority 2: Siblings of older pupils attending the school at the time of admission.

Priority 3: Children of staff at the 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.

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.

Explanatory Notes on the above priorities:

“Looked after” children

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Siblings: A sibling is defined as a brother or sister, including half-siblings, adopted children, stepsiblings, or a child of the parent/carer’s partner, living at the same address. Children who are brought together as a family unit by a same sex civil partnership or marriage and who are living at the same address, are also considered to be siblings.

In order to qualify on the grounds of a sibling connection as defined above, the older child must already be attending the school at the time of application and still be attending at the time of admission.

Home address: This 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.

Shortest Distance: This will be measured as a straight-line distance from the home address to the main entrance of the school. The LA will provide information as to the precise distance.

Further Information:

Multiple Births: In the event that one or more but not all children from a multiple birth can be allocated places, all of the children from that multiple birth will be admitted even if this takes the school over its 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 2023, 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 2024. 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.