



Malvern Parish CE Primary School Admissions Policy for the Academic Year 2024/2025

At Malvern Parish CE Primary School (the School), in keeping with the policy of this Local Authority (LA), admits children in the September of the school year in which they become five years old.

In September 2024 the School will have places for 30 children in its Reception class. The School's published admission number (PAN) for admission to the Reception class is 30. NB: The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

The closing date for applications will be the same as that for the LA. Applicants should complete and submit the LA application form. All applications must reach the LA by 15 January 2024. Any supplementary information form (SIF) (attached to this policy) in support of a Foundation Place must reach the School office by 15 January 2024. The notification date will be 16 April 2023.

The Local Academy Board (LAB) has agreed to accept late applications (including late changes to on time applications), received between 16 January 2024 and 28 February 2024 and treat them as being on time, only in the following circumstances:

1. Where a family have moved address after the closing date for on-time applications.
2. Where it is agreed by the LAB that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case independent supporting documentary evidence will be required. Applications meeting 1. or 2. will be deemed to be on time.

Any other applications received after 15 January 2024 will only be considered be for places, after all those applications received (or deemed to be received) on time.

All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs. Where the School is named in a child's Educational Health and Care Plan, the LAB is legally required to admit the child to the School. Such children will therefore be allocated places before the following criteria are applied.

The School operates an equal preference system. All preferences are treated as equal initially and the oversubscription criteria applied to each preference.

If the number of applications exceeds the PAN, the Governors will give priority to applications in **2024/2025 Academic Year**

accordance with the criteria listed.

for the School. The LAB will utilise the Local Authority software package called

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 their entry into school and be taught behind their chronological age group. The reasons for the decision will be clearly set out.

Even if it is agreed that your s

Parents and carers should complete common application form CA1 and return it to the Schools Admissions Team. If you need to complete our Supplementary Information Form, you can find it on our website with our 2024-25 Admissions Policy. If required, you should submit it with the CA1 form.

If a place is not available, at the request of the parent/carer the school will add the child's details to its waiting list for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria.

Children allocated to the school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

Determined by the LAB on 20th September 2022



Malvern Parish CE Primary School
Supplementary Information Form for Admissions to the Academic Year 2024/2025

Child's Name	
Child's Date of Birth	

Child's Address