

September
2024

Admissions Policy 2024-2025

Inspire to Aspire

Responsibility:-

Directors Board

Agreed on:-

September 2022

Signed:-

[Signature]



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This policy is currently open to consultation and feedback for:

Current Parents

Prospective Parents

MET Employees

MET Governance

- Members,
- Trustees
- Local Governing Boards

Local Schools

Local Authority

Any feedback / queries should be directed to:

admissions@metacademies.org.uk

2.1 The purpose of this policy is to make the admissions process to schools within Mercian Educational Trust (the Trust) clear and open.

2.2 The Trustees have agreed that the admission arrangements for all its schools will remain in line with the agreed arrangements for Worcestershire's maintained non-denominational secondary and primary schools. This Policy should be read in conjunction with the general terms contained in the Worcestershire Admission to Primary and Secondary School Booklets.

2.3 The Trust adheres to the statutory requirements and the principles expressed in the School Admissions Code 2021. This includes reference to the Worcestershire Fair Access Protocol. The admission arrangements must be confirmed by 28 February each year and published on the schools' websites by 15 March.

2.4 Reception admissions: The Trustees and Governors are supported by the Worcestershire Local Authority (LA) in processing applications for places and



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Paragraph 2.21 of the School Admissions Code requires that:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:

- a) allocate a place in advance of the family arriving in the area (as



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- whether they have previously been educated outside their normal age group. Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age.

Where the Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

The decision to accept a child into a year group outside of its chronological age group rests with the admission authority who must decide each case on its individual circumstances.

a. September intake.

After the closing date for applications (15th January for Reception) the LA will send each school lists of all their applicants. Each school will apply its admission criteria and allocate up to the PAN to each school. Parents will be informed of the allocation of places by the Local Authority, 16th April. If parents wish to appeal they need to contact the school directly to request this.

On receipt of an appeals request the school will request that the LA convenes an independent appeals panel at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

b. In-Year applications

Appeals for In-Year admission should be made using the same process as September intake.

Where the school is oversubscribed and places have been refused to applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be referred to for all applications within the year and will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

The list will be maintained by the school for the period of the academic year.

Parents who wish to obtain a place at any of the schools other than at the September intake to Reception, should send applications to School Admissions who will liaise with schools and write to the parents with the outcome of their application.

Further information can be found at



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www.worcestershire.gov.uk/inyearapplications

If the year group in the preferred school is full or oversubscribed and where further admissions would prejudice the efficient provision of education or use of resources, then the school will refuse the place.

The applicant will be given the opportunity to appeal and an appeals form will be supplied. The Trust will also notify the parents of any places available at another suitable Trust school. If the parents choose to appeal for a place at the preferred school an independent appeals panel will be convened by the LA at which both parents and the Trust will present their cases. Decisions made by the panel are legally binding.

MET schools work in cooperation with Worcestershire Fair Access Protocol.
For more information please access:

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

This policy was developed through the Trust and LA's consultation processes.

Parents and students are encouraged to visit the schools' websites and attend open days/evenings.

Headteachers will ensure that all parents/carers of students, or potential students, are fully aware of the Admissions Policy and publications.

Headteachers will ensure that a clear record of any decisions on applications, including in-year applications is kept and regularly shared with governors



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Admission Criteria Notes:

1. **Looked After and Previously Looked After children;**
 - a. A " " has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is:
 - i. in the care of the local authority or
 - ii. being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school.
 - b. 'Previously Looked After' is a child who imd who a f ~~ad~~ w o
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4. **Employees** - Where the member of staff wishes their child to be admitted to a MET school they must be:
 - a. An employee, directly employed by Mercian Educational Trust
 - b. Employed at the school where the admission is sought
 - c. Have been employed by the Trust for 2 or more years at the time the application is made, or
 - d. Be a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Geographical considerations** - The Local Authority will make "direct line" measurements and advise the school of distances. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the main school site. 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.

6. **Tie breaker:** Lots will be drawn by someone who is independent of the admissions process and MET.

