



## Admission Policy 2025/26

For Reception Co-ordinated scheme normal time of transfer at age 4  
in September 2025

For In-Year Admissions for all Year Groups during 2025/26  
academic year

DRAFT: Approved by Trustees 12/12/2023

This Policy contains four sections:

- x Introduction
- x Admissions process
- x Oversubscription criteria and definitions
- x Useful contact details

The Policy should be read in conjunction with

and is available to view

online at

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. Parents are advised to read the book prior to making an application

Section 1: Introduction

Holyoakes Field First School is a 4-9 academy (part of Bordesley Multi Academy Trust) serving

## Admission to Holyoakes Field First School

Section 2: Admissions Process (Entry to the school at the normal time of transfer (Reception Year))

Applications for all school places must be made via the OnLine School Admissions facility [www.worcestershire.gov/schooladmissions](http://www.worcestershire.gov/schooladmissions) with the opportunity to nominate schools, ranked in order of preference. Applications must be received by your home local authority (Worcestershire closing date 15<sup>th</sup> January 2025).

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at





We have to admit any student who is the subject of direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

#### Admission of Children outside of their normal age group

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. 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 Admission Authority for the school will, take





society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

#### Catchment Area

Our catchment area is defined on the map which may be viewed at the school on request from Pupil Admissions and Transfers at Worcester County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area of Holyoakes Field you may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the online postcode catchment area checker.

#### Parent[s]/Carer[s]

- a) child or young person; or
- b) any person who has care of the child/young person.

If you are in any doubt, please contact the school for advice.

#### Sibling

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

#### Home

or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should

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To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint



the period of time over which the current arrangement has been in place  
confirmation from any previous school of the contact details and home address  
supplied to it by the parents  
where the child is registered with his/her GP  
any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.



