# Primary School Admission Arrangements for the academic year 2025/2026

is part of the Emmaus Catholic MAC. The admissions authority for the school is the Board of Directors of the Emmaus Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of

The admissions process for is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming on the application form. Applications need to be made by 15<sup>th</sup> January 2025. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the dosing date.

You will be advised of the outcome of your application on 16th April 2025, or the next working day.35 4e8 (0)7.002 3TO 11

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at

Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 3

child who is (a) in the care of the local authority or (b) 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.

who was looked after, but ceased to

be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state case as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### Note 4

For all applicants the definition of a brother or sister is:

A brother or sister sharing the same parents

A half-brother or half-sister, where two children share one common parent

A step-brother or step-

or civil

partnership or where they are unrelated but their parents are living as partners.

Adopted or fostered children

The children must be living permanently in the same household

### Note 5

Distances are measured in a straight line using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GISto determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of

Local Authority, on behalf of the Local Governing Body, allocate the final place by random selection

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births

Evidence of ownership or rental agreement may be required.

Where parents have shared responsibility for a child, and the child lives for part of the week with each

provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

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The Local Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

## SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of o be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-

of the Principal.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body **3560** he parents advised of the outcome.a20 g10

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2026, then the original application is withdrawn and the parents must submit a fresh application for Reception 2026 when applications open in the autumn term of **2026**0 Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

You are encouraged to ensure that your application is received on time.

the school. Applications can be submitted through the local authority via <a href="https://www.worcestershire.gov.uk/schooladmissions">https://www.worcestershire.gov.uk/schooladmissions</a>

If there are no places available, the child will be added to the waiting list (see above).

decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Admission Arrangements for the academic year 2025/2026

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are at Emfield Walk, Stagborough Way, Stourport on Severn, Worcestershire, DY13 8UB

2.

Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.

- The person responsible for data protection within our school is Mrs Brocklesby and you can contact them with questions relating to our handling of the data. You can contact them by ebrocklesby@emmausmac.com or 01299 877808.
- 4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
- 6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- 7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
- 8. If the application is successful, the information you have provided on this will be migrated to the fair processing notice and data protection policies which apply to that data.
- 9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record