

Community and Controlled Schools First/Primary School Admissions Policy for 2022/23

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- a) where a family have just moved address, (refer to Section 8B of the Information for Parents book);
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after 28th February 2022, late applications (including late changes to on time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free and Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA, in whose area the school is located.

All applications received after 28th February 2022 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31st December 2022. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

The waiting list is ranked in line with the published oversubscription criteria and is maintained until the 31st December 2022. Each child added to that list will require the list to be ranked again in line with the published oversubscription criteria. Parents will need to reapply at the start of the following term if they wish to be included on the new waiting list for that term. Only on receipt of an acknowledgement letter from School Admissions will that child be on the list.

Appeals

If the parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, must set out the grounds upon which the appeal is made, and should be submitted in writing to School Admissions, by the deadline published on the Worcestershire County Council website at this link: [Appealing an Admissions Decision \(opens in a new window\)](#)

Appeals are heard by an independent appeal panel and whether your appeal is successful is likely to depend on the merits of your case.

Key Stage One Appeals subject to Infant Class Size Legislation



considering appeals for Key Stage One class size prejudice i.e. would mean the school would have to take qualifying measures (additional accommodation, reorganization or staffing) to comply with the legal duty to limit infant classes to 30 pupils for children in **Reception, Year 1 and Year 2.**

An appeal **WILL BE TURNED DOWN** unless 1 of the 3 clearly defined grounds set out below can be proven:

- A) The child would have been offered a place if the admission arrangements (which are published in the “Information for Parents” book) had been properly implemented; or
- B) The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
- C) The decision to refuse admission was not one which a *reasonable admission authority would have made in the circumstances of the case. *i.e. it was ‘beyond the range of responses open to a reasonable decision maker’ or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’

To reiterate the Appeal Panel can only consider these three aspects of any Appeal relating to Key Stage One class size prejudice admission. This advice has been given by the DfE to provide you with a more realistic view of the limits imposed on the Appeal Panel, and to avoid any misconceptions you may have concerning the appeal process. In other words your appeal will be lost unless you can prove one of the VERY limited grounds above.

Second Appeal

The Code of Practice on School Admission Appeals, Section 5 (page 23) covers the issue of second appeals for the same school in the same school year. “Appellants do not have the right to a second appeal for the same school for the same academic year unless, in exceptional circumstances, the admission authority accepts a second application because of a significant and material change in circumstances.”

Admission of children into Reception

Admission authorities must provide for the admission of children in the September following their fourth birthday. Where a place has been offered for a child at a school, that child is entitled to a full-time place in the September following their fourth birthday. The child’s parents can defer the date their child is admitted, but not beyond the point at which they reach compulsory school age, and not beyond the beginning



