9bXYUj ci f'GW\cc`g'Hfi gh'Zcf' Gh'; Ycf[YEg'79':]fgh'GW\cc`'UbX'Bi fgYfm 5Xa]gg]cbg'Dc`]Wm &\$&\)!&\$&*

Œ First School is situated close to Redditch town centre. We are a friendly, caring church school with a positive, inclusive ethos and we are very proud of our diverse community.

If a parent living outside of Worcestershire wishes to apply for a place at the school, they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration.

The closing date for applications received at Worcestershire County Council, or the parents local authority if this is different from Worcestershire is

Any applications submitted to the home Local Authority naming First School and Nursery in any order of preference will be forwarded to the school. The Local Governing Body will rank all applications against the published Admissions Criteria (see page 4) according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the Oversubscription Criteria below. This list is returned to the LA for the co-ordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents will be informed, via an offer email by the LA on behalf of the Governing Body, on If parents named the school but were not offered a place they will be advised of their right to appeal against this decision, with the offer letter. Appeals will be heard by the end of the summer term (see further information on page 6).

Parents/ carers must respond to the offer as soon as possible, but within , indicating whether they are accepting the place at the school.

If you wish to withdraw your application for any reason, or wish to decline an offer of a place at the school, you must inform the Headteacher and Pupils Admissions and Transfers at your home local authority immediately in writing.

Late applications received after the dosing date will be given the lowest priority, no matter which criteria point they meet unless:

- A family has moved into the catchment area of the school, in which case a copy of the solicitors letter or tenancy agreement will be needed to evidence this
- There were exceptional circumstances that caused the delay, agreed by the Local Governing Body, albeit that evidence of these circumstances may be sought

1 st September	The online application process will open in Worcestershire.
	https://www.worcestershire.gov.uk/schooladmissions. For other LA's please see
	their websites
15th January	The dosing date for applications
28 th February	Last date at which Late Applications can be considered by the Governing Body as
	to whether application to be treated as Late or on-time

to the following circumstances:

- 1. Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.
- 2. The school office will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at the school.
- 3. At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.
- 4. As places arise, the school will contact parents, according to the priority on the list, to ascertain that a place is still wanted. If so, the school will contact the Local Authority who will allocate the place on the school's behalf. Children will be prioritized in line with the oversubscription criteria and not dealt with on a first come, first serve basis. Should the place no longer be required, the place will be allocated to the next child on the priority list.
- 5. Parents will of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.
- At the following criteria will be applied to all applications if they are in year or for the new intake. This ensures that should there be a case of oversubscription all applications are treated the same:
 - means any 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
 - child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.
 - 2. Children with a sibling on roll at the time of application the sibling must be attending the school at the time of entry for the younger child. A sibling is defined as a full, fostered or adopted, step brother or sister and other children living permanently at the same address. Children brought together as a family by a civil partnership who are living at the same address are also considered to be siblings.
 - 3. Children living in the school catchment area (https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/find-school)- this is defined as the

4. Straight line distance: Pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point for the School. The Governing Body will utilise the Local Authority software package called ArcView GISto determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Academy Trust will supervise this process).

In the case of Multiple Births; Applications for multiple birth siblings where there is a vacancy for one or more of the siblings, but not enough vacancies for all siblings, the Governing Body will offer a place to the other siblings, though they may not be placed in the same class.

In accordance with legislation, a child with an Educational Health Care Plan will be offered a place at the school named.

Attendance at a nursery does not automatically guarantee that a place will be offered in the main school and that they must apply separately for a place in Reception.

All Early Years and Key Stage One classes are limited to a class size of 30 by law. However, there are exceptional circumstances where this can be exceeded. These are:

- The child has an Education, Health and Care Plan admitted outside the normal admission round
- If the child is a