



CRADLEY CE PRIMARY SCHOOL ADMISSIONS POLICY 2025 -2026

Believe, belong, be happy; every child, every chance, every day.

Document Summary

Principles:

Cradley Church of England Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Cradley Church of England Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

Admissions Policy for Normal Age of Entry in Academic Year 2025 -2026

Published Admission Number: 30

The Governors of Cradley CE are especially committed to serving the families within the District of Cradley as stated in the Trust Deed of 1855.

"Cradley CE Primary is a school with a strong Christian ethos, open to all children, regardless of faith or background."

The Governors have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year, (1st September – 31st August).

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated

Where the number of applicants exceeds the admissions limit of 30, places at the school will be allocated on the basis of the following criteria in order of priority.

1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. (see notes)
2. Children who have a brother/sister, half brother/half sister (where the children share one common parent), or step brother/ step sister, living at the same address and who will still be attending the preferred school in the academic year 2025 -2026
3. Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight line measurement in metres, from the home address to the main entrance of the preferred school.

Notes:

- i. A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children's Act 1989) at the time of making an application to the school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

- ii. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement

orders replace residence orders and any residence in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- iii. In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place at the school named in the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an Education, Health and Care (EHC) Plan.
- iv. Definition of brother or sister also relates to adopted or fostered children living at the same home address. The definition of a brother or sister is:
 - a. A brother or sister sharing the same parents;
 - b. Half-brother or half-sister, where two children have one common parent;
 - c. Step-brother or step-sister, where two children are related by a parents marriage;
- v. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- vi. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- vii. Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admission criteria. The Governing body will exceed the admissions number for the school to prevent separation of twins/triplets.
- viii. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of children outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should first make an application for the normal age group. Parents should then submit a formal written request to the Governing Body, outlining the reasons why the child should be considered for admittance into a class outside of their normal age group and submitting any supporting documentation. The Governing Body will consider the application and advise parents the outcome of their application prior to the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head teacher. If parents are considering this option they should read the DFE guidance which can be found at

<https://www.gov.uk/government/publications/summer-born-children-schooladmission>.

Deferred Entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2025 -2026 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

If an offer of a place cannot be made and parents wish to appeal against the judgement they will have the right of appeal to an Independent Appeals Panel.

Any child not obtaining a place will be advised about the independent appeals process

The governors have agreed to follow the same process and time scale as adopted by Dudley MBC and the 2025 -2026 Co-ordinated admission arrangements across Dudley Borough Schools.

Late Applications

Applications received after the closing date will only be considered after applications that were received within the deadline have been dealt with, with the following exceptions:

- Where a child moves into the Borough after the closing date and therefore parent/carer could not apply within the deadline given.
- Where a child moves within the Borough and as a result needs to make new preferences for schools within the new area.
- Where there are exceptional circumstances that stopped a parent/carer returning the application form within the deadline. e.g. emergency admission to hospital.

Waiting Lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2026. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 3, will be used to determine which applicant will have the place.

Inclusion the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year

In-Year applications

For applications to move to Cradley CE within the academic year, parents should contact the Local Authority who will co-ordinate this.