



The Revel

Church of England (Aided) Primary School

Love learning, learn to love

Policy or Procedure: Number: 3	Admissions Policy 2025-2026							
Formed by:	R Rees. Reviewed by S Poultney Sept 2022. Amended Jan 2023							
Date of original formation:	2017							
Ratified by the Governing Body on:	27 November 2023							
Governor with responsibility:	Chair of Governors							
Date for review:	Autumn 2024							
Timetable for Review	<u>Annually</u>	2 Years		3 years		4 Years		
Status	<u>Statutory</u>		Warwickshire County Council			School		
Circulation	<u>Website</u>	X	School Office		Staff Room		External	

Table of review and modifications

Date reviewed	Page number of changes	Summary of changes made
[2017]	Page 7	To add a new category to the oversubscription criteria to give priority to children who have attended Early Birds
Nov 2017		Policy reviewed. No changes required. Date amended.
Autumn 2019		Policy reviewed, no changes required, dates amended.
Autumn 2020		Policy reviewed, no changes required, dates amended.
Autumn 2021		Policy reviewed, no changes required, dates amended.
Autumn 2022	Page 4	<i>will continue to reside at that address for a reasonable period of time removed as unreasonable expectation.</i>
	Page 8	<i>Children attending nurseries or pre-school units will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school. Removed as is contrary to point 6. New sentence added.</i>

Spring 2023	7	Paragraph changed as per Diocese request
	11-13	Appendix 1 added. SIF
October 2023	No changes	Reviewed by AE and AH – no changes
April 2025	10	Appeals process amended to say appeals panel arranged by Warwickshire County Council

(Please note that throughout this policy any use of the word ‘Parent’ also includes legal carers and guardians.)

Admissions Policy 2025-2026

Introduction

This document sets out the Policy of The Revel Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of The Revel Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. By prior agreement with the Roman Catholic Archdiocese of Birmingham on school reorganisation in 1996, the school also affords Roman Catholic children the same priority in the school's admission criteria as the children of a practising Anglican parent.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Published Admission Number

The governing body reviews and publishes information concerning the school's admission policy. This confirms the Published Admission Number (PAN) of 45 children who may be admitted to the Reception year, and explains how places will be allocated.

In accordance with government legislation, the Governing Body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on the preferred school for their children.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. For further information about deferred entry, part time attendance and starting school later in the year please see below.

The application process

Applications for Reception Year entry for the academic year starting September 2025 need to be formally registered on the Common Application Form and submitted by the date given by the Local Authority for consideration by the admission authority as an “on time” application. The Common Application Form can be accessed and submitted online at www.warwickshire.gov.uk/admissions or hard copies are available from the LA or the school.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

The Revel Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

A decision on the admission of new entrants will be made during the spring term before the child’s admission. The Local Authority will post written notification of the offer of a school place to parents on the National Primary Offer Day.

If the Local Authority issues a deadline for parents to accept the place offered then if acceptance is not received by the Local Authority in time it will be assumed that the place offered as been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer to place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

Waiting Lists

Any child who is refused a place at this school will be automatically added to the school’s waiting lists. Waiting lists will be held by Warwickshire’s Admissions Service

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents/carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) places will be available for all children provided there is at least one space available. The infant class size limit of 30 children per qualified teacher continues to apply. Twins and children from multiple births will be treated as excepted children under the terms of Infant Class Size regulations, when one of the siblings admitted is the 45th child admitted.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child normally sleeps when they attend school. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admissions purposes.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term. All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.

Short term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

Policy

The admissions policy of The Revel Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child's Statement of Special Educational Needs or Education, Health and Care (EHC) plan, the governing body recognises a duty to admit the child to the school.

Priority area

The Revel Primary School serves a priority area which can be viewed on the Warwickshire County Council website at

<http://www.warwickshire.gov.uk/mapinfantprimaryschools>

(N.B. The part of the village of Wibtoft that falls within Leicestershire is excluded)

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN IN CARE

Children in the care of, or provided with accommodation by, a local authority and 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)

2. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. OTHER CHILDREN

Children resident within the priority area who do not qualify under one of the criteria above.

4. CHILDREN WITH OLDER SIBLINGS AT THE SCHOOL / CHILDREN OF PERMANENT MEMBERS OF STAFF AT THE SCHOOL

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers' partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A child who is the son/daughter of a permanent member of staff (teaching and non-teaching) at the school but who lives outside the priority area will also be given equal priority status to that of siblings of children already at the school, if the member of staff has been at the school for a period of at least two years, or where there a new member of staff is recruited and there is a demonstrable skill shortage to fill that particular vacancy)

5. CHRISTIAN FAITH CRITERIA

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Church of England or Roman Catholic applicants - Those children from outside the priority area where a parent has been attending a Church of England or a Roman Catholic Church once a month for 6 months prior to the date of application.

Other Christian applicants - Those children from outside the priority area where a parent has been attending a church or religious group of any other recognised Christian denomination once a month for 6 months prior to the date of application. (A recognised church is one that subscribes to the

Churches Together in Britain and Northern Ireland).

Provided in either case that the Revel Primary School is the nearest Church of England or Roman Catholic school to the applicant's home address

Evidence of Faith Commitment

Where parents wish to be given preference on the grounds of their faith for a place for their child under criterion 5 above, and only in these circumstances, the following evidence of attendance at or membership of a Christian church is required:

Church of England, Roman Catholic and Other Christian applicants –

For eligibility under priority criteria 5, please complete the supplementary information form (appendix 1) and return it to eyfsadmin@therevel.co.uk before the February half term break.

6. CHILDREN WHO ARE ATTENDING EARLY BIRDS

(In relation to applications for a place in reception for any given year only)
Children who are both at the date of the application for a school place and on National Offer Day in attendance at the Early Birds nursery in Harborough Magna for at least fifteen hours each week and it is anticipated that they will still be in attendance there at the end of the academic year immediately preceding their start in reception.

7. OTHER CHILDREN

Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school main site at Monks Kirby (priority being given to the shorter measurement).

DISTANCE

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the school main site at Monks Kirby. (All measurements are subject to prepositional accuracy changes)".

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure

grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land- Line building seed.

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

In the case of over subscription, only children attending Early Birds nursery will be given priority in line with the point 6 of the over subscription criteria.

Admission of children below compulsory school age and deferred entry to school

As is required by the School Admissions Code, the Revel Primary School provides for the admission of all children in the September following their fourth birthday. Where a child is offered a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

The School Admissions Code also makes it clear that parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, 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.

Where parents wish to request that their child is admitted out of their normal age group the process below should be followed.

Requests for a summer born child to be admitted out of their normal age group should be made before 01 December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the closing date for applications.

Parents should submit to the school their reasons for the application. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. On receiving the supporting evidence, the school's Admissions Committee will consider all of the information provided and reach a decision, which is considered to be in the child's best interest. All such requests are considered on a case by case basis. Once a decision is reached, the parents will be notified along with Warwickshire's Admissions Service.

In-Year Admissions

Parents should apply to the governing body through the course of the year. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so or where it is anticipated that such a breach will occur in later academic years should the child be admitted.

Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the

infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveler families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Warwickshire County Council. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors
c/o The Revel Primary School, Brockhurst Lane, Monks Kirby, Warwickshire, CV23
0RA
Tel: 01788 832264
Email: office@therevel.co.uk

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.

Signed by Chair of Governors A Humphreys

Signed by Executive Headteacher..... A Edwards

Appendix 1**Supplementary Information Form**

The Governing Body is the Admission Authority for the school. This form is needed only if you are seeking admission on priority faith grounds under the school's admission policy.

Child's details

Name of Child:

Date of birth:

Address
with Post CodeFull name of parent[s]
or guardian[s].

Parent's home telephone:

Parent's mobile telephone:

Parent's email address:

Please give the names and dates of birth of any siblings who will be at the school at the time of admission:

This form should be returned at the same time as the Local Authority's Common Application Form directly to the Admissions Service at the Local Authority address given, and by the date published in the Local Authority booklet, to be considered as an "on time" application.

Admission on Religious Faith grounds

The admissions policy for the school states that pupils will be considered for admission to the school if they worship at a Christian Church. Please complete this or the following section if you are seeking admission under these grounds.

I attendChurch

Within this policy 'church' refers to any Church of England or Roman Catholic Church, or a church that is a member church of the 'Evangelical Alliance', 'Fellowship of Independent Evangelical Churches', 'Churches Together in England', 'Churches Together in Britain and Ireland' and 'Churches Together in Wales (Cytûn)'.

I have attended this Church at least

.....
one a month for six months prior to this application.

Yes

☐

No

☐

See the relevant criteria of the school's admissions policy relating to the Covid lockdown.

Parent's signature:

Date:

In order to confirm church attendance, please ask your Parish Priest or Minister to complete and sign the following section.

I am able to confirm that the parent named above attends this Church regularly,

..... (*insert frequency*)

and has done so for (*length of time*) prior to this application.

Name of Parish Priest
or Minister

Address

Telephone:

Email:

Parish / Church /
Benefice

Signature

Date: