

# Burlish Park Primary School



## Admissions Policy

For the Academic Year 2026-2027

## **Introduction**

Burlish Park is a two form entry primary school situated in the Wyre Forest. The School Advocates are responsible for the admissions policy, which is ratified each academic year.

The Admission Number for the school from September 2026 will be 60. The School Improvement Board and the Local Authority, acting in accordance with national legislation have set this number.

## **Equality, Diversity and Inclusion**

It is the Advocates/Academy Trusts intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed below, and that the school should reflect the diversity of the local community. All children admitted will be assured of an inclusive education, which respects all religious traditions.

## **Admissions**

The closing date for applications will be the same as that for the LA. Applicants should complete the **online application form**. All applications must be completed and submitted to Worcestershire Children's First via the online application portal by 15 January 2026.

<https://www.worcestershire.gov.uk/schooladmissions>

The notification date for Reception places will be 16 April 2026

## **Late Applications**

The school has agreed to accept late applications, up to the 28 February, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the 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 the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

If Burlish Park is named on an Education, Health and Care Plan (EHCP) the child will be given a place.

Applications received after 15 January 2026 will be treated as a late application and only processed after all the on-time applications have been ranked.

The school operates an equal preference system. Where there are more applications than places available, the School Improvement Board will admit pupils according to the following criteria in order of priority.

## **Admissions Criteria:**

**1. 'Looked after' and previously 'looked after' children.** "A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and 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 (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a 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. Evidence to confirm that a child was previously looked after in care outside of England before being adopted will be required.

**2. Siblings.** The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

**3. Catchment.** Pupils living within the catchment area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit <https://www.worcestershire.gov.uk/schoolsearch>

**4. Outside Catchment but with Sibling Connection.** Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.

**5. Children of all staff at the school.** In either or both of the following circumstances, applying to all staff roles:

- a) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, and/or
- b) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage.

**6. 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 Local Authority uses a software package called Arcview GIS to 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 Children, Families and Communities will supervise this process).

## **Other Information**

### **Education Health Care Plans**

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

### **Primary Residence**

For the purposes of this admissions policy, “primary residence” is considered to be the permanent, only or main residence of a child. In the case of shared parental responsibility, where the child lives for part of the week with each parent then documentary evidence will be required. Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms. In such cases the address used will be determined by random allocation (lottery). Worcestershire County Council who are totally independent of the school will supervise this process.

### **Service Personnel**

For children of service personnel and crown servants the address at which the child will live when applying their oversubscription criteria will be taken into account, so long as the parents provide some evidence of their intended address. The unit or quartering address will be taken as the child’s home address when considering the application against their oversubscription criteria, where a parent requests this.

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### **Waiting Lists**

The school operates a waiting list and parents need to apply, in order to be included. The waiting list is ranked in line with the published oversubscription criteria and is maintained until at least the 31st December 2026. 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.

### **Appeals**

In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal in writing, setting out the grounds on which the appeal is made, within 20 school days of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

### **Applications for Existing Year Groups**

All applications with a first preference for 'In Year' transfers into an Academy, Foundation or Voluntary Aided School in Worcestershire must be forwarded to School Admissions. Applications for schools in another Local Authority should be sent to the Admissions Authority for the school itself or the Local Authority.

The procedure for in-year admissions for Worcestershire is as follows:

<https://www.worcestershire.gov.uk/schooladmissions>

School Admissions will write to parents with notification of the decision, normally within 10 school days of the form being received. The school will also notify the Local Authority.

If there are insufficient places for all applications received simultaneously, then priority will be decided in accordance with the published oversubscription admissions criteria for the school. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered. The appeal must be set out in writing.

**This school supports the In Year Fair Access Protocol.**

### **Deferred Entry**

Parents are legally entitled to send their child to school from the September following their fourth birthday. They may wish to do this either full time or part time, until the child reaches compulsory school age. At the point that a parent has been offered a school place, they may decide that their child's entry to a reception class be deferred until later in the same reception academic year group, when they reach statutory school age. Parents cannot defer entry until the following academic year. By law children must start school at the beginning of the term following their fifth birthday, statutory school age

### **Summer Born Children**

The parents of children born between 1 April and 31 August (Summer Born), can also request that their child to enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group, this is delayed entry. The Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Academy Trust taking into account the views of the head of school of the school, the views of the parent's/carer's; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay their entry into school and be taught behind their chronological age group. The reasons for the decision will be clearly set out.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

### **Admissions Outside of the Normal Age Range**

Parents may seek a place for their child outside of their normal age group, for example, if the child is more and most able or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

Parents/carers should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to. The headteacher will share their views on the request with the trust via the directors of education, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

If you have any queries regarding your application, please contact our School Office.

[office-bp@riverscofe.co.uk](mailto:office-bp@riverscofe.co.uk)



# The Rivers

## C.of E. Academy Trust



### APPLICATION FOR AN INDEPENDENT ADMISSION APPEAL HEARING

#### SECTION 1: NAME OF SCHOOL OR ACADEMY APPEAL IS BEING MADE FOR:

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#### SECTION 2: NAME OF APPELLANT

<b>Title:</b>		<b>Surname:</b>		<b>First Names:</b>	
<b>Home Address:</b>					
				<b>Postcode:</b>	
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>		<b>Email:</b>	

#### SECTION 3: NAME OF CHILD

<b>Surname:</b>		<b>First Name:</b>		<b>Sex:</b>	<b>Male/Female</b>
<b>Home Address – if different from above:</b>					
				<b>Postcode:</b>	
<b>Date of Birth:</b>		<b>If CofE – Date of Baptism:</b>			
<b>Name of Present School:</b>					
<b>Name of Allocated School:</b>					



**SECTION 4: ARRANGEMENTS FOR THE APPEAL**

**Do you have any difficulties that may require special arrangements?**

**Physical**

Yes  No

If YES, please detail:

**Language**

Yes  No

If YES, please detail:

**Hearing**

Yes  No

If YES, please detail:

**For your information, it is possible that your appeal may be heard by video conferencing.**

**This will be confirmed to you when you are notified of the date of your appeal hearing.**

**Are you planning to attend the appeal hearing?**

Yes  No

(If you do not attend the appeal hearing, the panel will make a decision on the written information that you submit in advance.)

**Do you intend to be accompanied by a friend or advisor to assist in the presentation of your case?**

Yes  No

If YES, please detail:

**I understand that the information I have provided on this form is true to the best of my knowledge and understand that any false or deliberately misleading information on this form and/or supporting papers may affect the outcome of my appeal.**

**SIGNATURE:**

**DATE:**

The completed form should be sent to:  
Burlish Park Primary Windermere Way  
Stourport On Severn  
DY13 8LA  
Office-bp@riverscofe.co.uk

**Date Received:**