



Admission Policy

2027-2028 Academic Year

For pupils applying for places to start in September 2027

The Academy have made every effort to ensure the arrangements comply with the School Admission Code 2021 and all relevant legislation.

Holmer C of E Academy determines it's own admissions arrangements in line with the Funding Agreement with the Secretary of State.

Review of the Policy

This policy is reviewed regularly and updated as necessary.

Date reviewed:

Next review due:

*"Inspiring us all to create a better world."
Matthew 5 13-15 "You are the salt of the earth...you are the light of the world."*

Introduction:

The purpose of this policy is to set out in clear terms, Holmer C. of E. Academy's procedures regarding admission of pupils, ensuring a smooth and trouble free transition from pre-school to the Academy.

Planned Admission number:

The capacity for the Academy is 420 pupils. Our Planned Admission Number for the Reception Year is 60.

Age of Admission:

Admission arrangements to the Reception Year in September 2026-2027

At our academy, pupils are normally admitted at the beginning of the academic year (1 September - 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2022 and 31 August 2023 may apply for them to be admitted to the Reception Year in September 2027. The Published Admission Number ("PAN") is 60

Parents of a child whose fifth birthday falls between 1 September 2027 and 31 March 2028 may request that their child is not admitted until later in the academic year 2027/28 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory academy age). The academy will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the academic year, rather than part way through it.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day⁴ following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

NB: Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

Deferred Transfers

Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school. **Most summer born children start at age 4 with no issues.**

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

Option 1 - Delayed Start

If a parent of a summer born child does start school aged 4, they can, if they wish, agree with the allocated school a pattern of part time attendance or a deferred start until later in that school year for your child. You can discuss this with the school. This will require the parent to apply on-time using the application process provided

by Herefordshire Council. Once places are allocated the parent can contact the Headteacher to discuss the delayed start.

Option 2 - Defer for a full year.

If a parent decides their summer born child will start school aged 5 and wants their child to start school in reception (not Year 1), they need to make a request to the school's admission authority.

This is called requesting admission out of the normal age group – because children born from 1 September in one year to 31 August the following year are normally educated together in one year group.

The parent will need to submit a form requesting a formal deferral and nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team for processing. Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups. We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the team will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If parents do not make a request for admission out of the normal age group your child will start school in year 1. Parents should consider the potential impact of missing the reception year. The admission authority makes the decision in the child's best interests. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in Year 1.

It is important to advise a parent that, should their summer born child defer for a year, they will reach school leaving age at the end of year 10, rather than year 11. The school will not ask them to leave, but they will no longer be required by law to attend school and the school may not be able to enforce their attendance. Children usually take their GCSEs in year 11.

Children with special educational needs or a disability

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so they can access the support available there.

How to Apply:

Parents are encouraged to visit the Academy before making their final decision. All applications should be made online by visiting the primary admissions page on the Herefordshire Council website www.herefordshire.gov.uk/reception-class-admissions, which school their child / children will be admitted to. Offers of places will be shared by Herefordshire Local Authority on National Offers Day.

Over -Subscription criteria:

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Holmer C of E Academy will always be offered places where, following consultation with the governors, they believe that the pupil's special educational need would be met best by attendance at Holmer C of E Academy. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

Priority 1: 'Looked after children' (iii) or children who were previously 'looked after', but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority, the Diocese of Hereford Multi-Academy Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted with further narrative below (i)

Priority 2 - Children living within the **defined catchment area*** of the school;

Priority 3 - Sibling connection - Children who have an **older sibling**** at the preferred school not only at the time of application but also when the younger child is due to start;

Priority 4 - Pupils who attend the Holmer Pre-School based at the Academy (see footnote 4)

Priority 5 – Children of staff in either or both of the following circumstances:

- a. Where the member of staff has been employed at the academy for two or more years at the time for which the application for admission is made
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Footnote 5)

Priority 6 - Pupils whose principal address is outside the catchment area and whose family is **at least monthly (over the last twelve months), involved in** the worship, life and work of a Christian faith church. This application must be supported by a completed Supplementary Information Form (see footnote 6)

Priority 7 - Exceptional circumstances - Children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information from a professional independent source.

Priority 8 - Distance*** - Children who live **nearest** to the school by the shortest available walking route.

Holmer C Of E Academy is its own admission authority. Parents are invited to consult the LA's "Information for Parents" booklet which outlines the legal rights of parents and other general information regarding administration and transfers to school. In its coordinating role the LA will offer places based on the rankings above.

General Notes:

Footnote 1: *This is the 1st priority because the Academy wishes to protect children who were or are in public care from further disadvantage that can arise from possible changes of school when the care placement changes.*

Footnote 2: *This is the 2nd priority because the Academy gives high importance to try to ensure that children are able to attend the school within their local community.*

Footnote 3: *This is the 3rd priority to recognise the importance to daily family life, including travel arrangements, of having brothers/sisters at the same school where possible. The rule is **not** intended to favour parents with a previous but no longer current family connection with the school.*

Footnote 4: *This is the 4th priority to recognise the close links between the pre school and the Academy, and the high importance the Academy places on children being able to attend the school on the same premises as the pre school.*

Footnote 5: *This is the 5th priority to recognise the importance of daily family life for employees of the Academy, including travel arrangements.*

Footnote 6: *'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians Together in England'.*

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 alternative premises have been available for public worship”.

Footnote 7: This is 7th priority to be sensitive to exceptional needs that individual children and families may have.

Footnote 8: The 8th priority is a measurable, objective way of allocating the remaining places.

In case where distance is not the final deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children’s Wellbeing directorate.

- i) (iii) A Looked After Child who is (a) in the care of the 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 Act 1989) 1. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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

* In order to determine the relevant catchment area, the home address of a child is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.

Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, the Academy may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

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 please visit <https://www.herefordshire.gov.uk/schools-education/find-school>

** A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer’s partner, and in every case the child must be living in the same family unit at the same address.

*** Distance is measured by the shortest available walking route using a road and/or made up footpath using the nearest node on the transport network to the property point. The effect of this is to take you to the front door and not take into consideration other entrances (such as rear garden gates/ short cuts). This is particularly pertinent in a rural area like Herefordshire where rural properties can have multiple access points.

Please see Information for parents’ booklet for the relevant age group for details of requesting admission out of the normal age group and for information on waiting lists

[Primary school admissions – Herefordshire Council](#)

In-Year Admissions

Holmer C of E Academy makes all decisions regarding admissions. In-Year Admissions are applications made after 1 September for a place in Reception, or at any time for all other year groups. A parent can apply for a place for their child at the academy, at any time. Admission to the academy during the academic year depends on whether a further admission would prejudice the provision of efficient education or the efficient use of resources at the school, or not.

- If an admission would not prejudice the provision of efficient education or the efficient use of resources, and there is no child on the relevant waiting list (Reception pupils before December 2027) with a higher priority (according to the over-subscription criteria 1-9 above), a place will be offered.
- In-year admissions, or admissions at the beginning of academy years other than Reception, will only be considered by the academy up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break. Holmer C of E Academy does not have a normal point of entry to Year 3; applications for entry at the beginning of Year 3 are treated as indicated in this section.
- Admissions outside the normal age group will be managed by the Local Authority on behalf of the school's admission authority for Holmer C of E Academy.

In-Year Admissions Process

This document outlines the procedure for parents who wish to apply for a place for their child at, "in-year". If you are applying for a reception place in the normal admissions round or you are applying late for your child, please see our Admission arrangements to the Reception Year in September 2027-2028, above. The Local Authority coordinates in year/mid-term admissions and applications on the academies behalf and should be made as described below. If you are considering moving your child to Holmer Cof E Academy , you are welcome to contact the school office to arrange a date and time to have a tour around, if you wish. However, this is not compulsory, and will not have a bearing either way on whether a place can be offered. A tour of the Academy is not indicative of a place being available. The application procedure below must be followed in all cases:

- Request an admissions form from the local authority , or complete an online version <https://www.herefordshire.gov.uk/schools-education/primary-school-admissions/8>
- Send, or email, the completed form to the local authority
- The Local Authority will coordinate with the school who will either make an offer of a place or decline the application. The Local Authority will communicate this outcome with you.
- A waiting list is maintained until 31 December for Reception, see 2.15 School Admissions Code. The Academy does not hold a waiting list thereafter or for other admissions.

Admission outside normal age group

In addition to requests from summer born children to start Reception in the September following their fifth birthday parents can also seek a place for a place for their child outside of their normal age group, e.g. for those who have missed education due to ill health, or if they are gifted and talented. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus of the academy's Leadership team that to do so would be in the pupil's best interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents have a statutory right to appeal against a refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of

appeal.

Waiting Lists

The academy maintains waiting lists for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest dates, with the exception of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. Therefore, each time a new child is added to a waiting list will cause it to be ranked again in accordance with the published oversubscription criteria. The length of time a pupil has spent on the waiting list does not affect their ranking on it.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births), even if this meant exceeding PAN of 60 for Reception 2027/28 or where admission would prejudice the efficient education or efficient use of resources in other year groups.

Fair Access

The academy participates in the Local Authority Fair Access Protocol ("FAP"); this covers children that fall in to prescribed categories of vulnerable and/ or hard to place children, where they are having difficulty in securing a school place in-year AND it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. As this is a separate admissions process required by the School Admissions Code and administered by the Local Authority, where a place has been allocated under the FAP such admissions are made without reference to those on the waiting list and may necessarily take priority over them.

Appeals- Arrangements for appeals panels

The academy is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. The Local Authority, through a purchased Service Level Agreement, is responsible for setting up the appeal and must do so in accordance with the School's Admission Appeals Code. Where a place is refused the local authority will set out in a letter to the parent, the reason why the application was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for doing so. The determination of the IAP will be made in accordance with the School Admission Appeals Code and is binding on all parties.

Further information

Further information can be obtained from the administrator at the academy.

Supplementary Information Form

For applicants who wish Priority 4 to be taken into consideration

This form is for applicants who wish church commitment (Priority 6 of the admissions over subscription criteria) to be taken into consideration as part of their admissions application. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form if you wish this over subscription criteria to be applied. Please complete and sign the form below and return it to the office at **Holmer CofE Academy – admin@holmer.hereford.sch.uk**.

PART ONE – To be completed by a

Surname of child: _____ Date of birth: _____

Christian / Forename(s) of child: _____

Parent or Carer's Full Name: _____

Contact Information:

Home address: _____

Postcode: _____

Tel No's: Home: _____ Work: _____

Mobile: _____ Email Address: _____

I have completed this supplementary form in good faith and am aware that the offer of a place may be revoked if any misrepresentation comes to light.

Signature: _____ Date: _____

Please take this form to a recognised leader in your Church or place of worship, so that they can verify your faith commitment in the section below.

PART TWO – To be completed by a recognised leader of the Church or Place of Worship:

Measurement of Attendance:

Please note: 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”.

In relation to admissions oversubscription criteria no. 4 of the school's admission policy, Please confirm if the above parent is:

a member of the Church of England or a church that is a member of “Churches Together in England” or the Evangelical Alliance and has attended worship **at least once per calendar month, over the last twelve months prior to the date of application.** Please include week-day worship.

Yes _____ No _____

In relation to admissions oversubscription priority 4 please confirm if the above parent has attended worship at..... Church
or a Place of Worship

Frequency of attendance:-

i) once per calendar month, for twelve months immediately prior to the date of application

Yes No

Church/Place of Worship: _____

Signature: _____ Print name: _____

Role in Church or Place of Worship: _____

Date: _____

Contact details: Tel: _____ Email: _____

Please return completed form to the school office – admin@holmer.hereford.sch.uk

Consultation