



Endeavour Schools Trust for St Luke's CE First School Admissions Policy 2026-27

Policy adopted: Spring 2025
Approved by the Board and
Chair of Trust 12.02.25

Rationale

St. Luke's CE 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. St Luke's is part of the Endeavour Schools Trust and as such is its own admissions authority as part of the coordinated scheme with the Local Authority. The Trust determines the priorities for admission should the Academies be oversubscribed through its admissions criteria, (*see page 4*), working alongside the Local Authority and in accordance with their Fair Access Protocol. Each application is treated equally in accordance with our criteria. Being part of the coordinated scheme ensures that each child receives only one offer of a place as the Local Authority coordinates admissions across the county and admission in other local areas in consultation with neighbouring authorities.

St Luke's continues to use the catchment area which pre-dates it becoming an Academy. Your child's catchment school can be obtained via the admissions tab on the Worcestershire website.

Visiting St Luke's CE First School

The school appreciates that parents need to choose their first, or subsequent school, carefully. Please see our website or phone the school for confirmation of the dates for open days. Additionally, there may be times when parents may wish to apply at other times of the school year and again, please contact the school for an appointment.

Pupil Admission Number (PAN)

The Pupil Admission Number for 2026-27 reception places is 30. Children will be admitted to the school in the school year in which they will be 5 years of age, which is from September to August.

The Application Process

Prior to applying for a place all parents are **strongly advised to read 'The School Admissions Booklet and Guide' for the relevant year** which is available through the admissions tab at:

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

Although we would hope all applicants receive a place at the school, parents are strongly advised to name three schools on the form as should the school be oversubscribed the LA will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to the school will need to complete the Common Application Form, an online form which can also be found at:

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

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 **15th January 2026**.

Procedures following Application

Any applications submitted to the home Local Authority naming St Luke's CE First School 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 **16th April**. 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 **2 weeks**, 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

Late applications received after the closing 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

Timeline for Reception Admissions Process

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
15 th January	The closing 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
16 th April	LA to send out all offers, on behalf of the Academy's Governing Body.

Age of Entry to School

The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to attend full-time in a reception class from the September after their fourth birthday. It is usual for **all** children at the school to attend on a full-time basis, however, parents are legally entitled to send their child to school part-time, if they so wish, until the child reaches compulsory school age.

We appreciate that parents know their children better than we do. Therefore, at the point that parents have been offered a place at the school, they may choose to defer their child's admission date until later in the same reception academic year, when their child reaches statutory school age. Please talk to the Headteacher regarding this if you feel that this option applies to you and your child.

Summer Born Children

Children with a date of birth in the summer term wishing their child to start school in the September after their fifth birthday, would start in a Year 1 class and consequently miss the entire reception year. It is important to be aware that there may not be a vacancy in Year 1 at the point that you require a place for your child. To apply for a place in Year 1 and not Reception please see the admission procedures on page 4.

Parents can also request that their child enter the reception class in the September after their fifth birthday. This is known as 'delayed entry' because their child is being admitted out of their chronological age group, into a Reception class rather than Year One. The admissions authority of the school must make the decision based on the circumstances of each case and in the best interests of the child concerned.

Decisions for delayed entry, will be made by the Headteacher following an educational assessment, and will be based upon the individual circumstances of each case, to determine whether or not it is appropriate for the child. Decisions will be based upon information such as the child's academic, social and emotional development and where relevant medical history including the views of a medical professional. This will enable the admissions panel to fully reflect on the facts presented, when deciding whether or not to grant the application for delayed entry as part of the normal admissions round for the year.

The delayed entry process must be **completed in advance of the closing date of the 15th January**. In the event that the delayed entry is not approved, parents will need to make an application in time for the reception intake. Should the delayed entry be approved you will receive details of how to proceed with an application for the following year.

How to apply for year groups other than Reception, or for in year admissions

The school takes part in in-year co-ordination and that information can be found at [Co-ordinated Schemes for all Worcestershire Schools | Worcestershire County Council](#) and the in-year application information at [In-Year Applications | In-Year Applications | Worcestershire County Council](#)

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the admissions criteria (see page 4). Parent's will be notified of the decision, and if refused the place, will be offered the right of appeal. All appeals must be made in writing to the Governing Body of the school **within 30 days of receipt of notification**.

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, effectively in the year group below or above their chronological age group. 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.

The Admission Authority must make the decision based on the circumstances of each case and in the best interests of the child concerned. In order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group, the Headteacher of the school must take into account:

- The parent's views.
- Information about the child's academic, social, and emotional development.
- Their medical history and the views of a medical professional where relevant.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Waiting Lists

St Luke's CE First School operates a waiting list for any oversubscribed year group according to the following circumstances:

1. If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December.
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 **not be informed** 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.

Admissions Criteria

At St Luke's CE First School 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:

1. 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 (eg 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 care 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, adopted half or step brother or sister living 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 (<http://www.worcestershire.gov.uk/schoolsearch>) - this is defined as the address where the child is normally resident. In cases of shared custody the school will need to see the terms of the residency order to clarify the home address. Where there is no residency order, school will consider that residence is with the parent who has primary, day to day care. In this case evidence of where the child benefit is paid and where the child is registered with a GP may be required should there be any disputes.
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 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 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 a Statement of Special Educational Needs or an Educational Health Care Plan will be offered a place at the school named in the Statement

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 “looked after” child, or previously looked after child admitted outside the normal admissions round
- In circumstances of a procedural error made by the admission authority or local authority in the original application process
- The child has been admitted after an independent appeals panel upholds an appeal
- If the child moves into the area outside the normal admissions round and there is no other available school within a reasonable distance
- The child is of a UK service person admitted outside the normal admissions round provided this is accompanied by an official letter regarding their relocation
- The child is from a multiple birth and the sibling has been offered a space as there is a vacancy

Appeals

All parents have the right to appeal the decision not to admit their child to the school. Appeals must be made in writing to the Chair of the Governing Body, c/o St Luke’s CE First School, Plymouth Road, Redditch, B97 4NU, stating the child's name and date of birth, their own name and the year group they are appealing for. However, although parents have a statutory right to appeal against the 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.

The school uses an Independent Appeals Panel to manage its Appeals on its behalf. Appeals letters will be acknowledged, and the chance to put concerns in writing with evidence will be offered. Further notification will be received of the hearing date and parents will receive paperwork regarding the appeal in line with statutory requirements at this time. Parents will be invited to attend the appeals hearing to state their case in person. The school and parents will be bound by the decision of the appeal panel to admit or not.