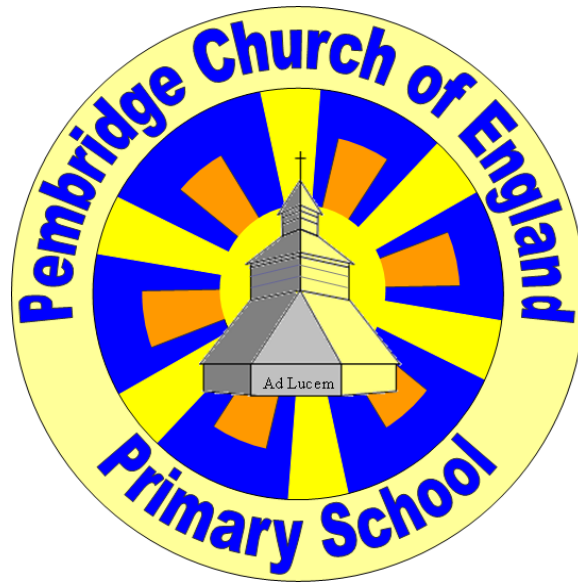


ADMISSIONS POLICY

for the year 2026-2027



INSPIRING LEARNING THROUGH FAITH AND VALUES

Pembridge is a school where our creative teaching and learning is of the highest quality and where we encourage everyone to be inspired through faith in God and to live by Christian values so that our whole community flourishes and we reflect all that is 'worthy of praise'.

Signed: _

(Headteacher)

Signed:

(Chair of Governors)

1. Introduction

Pembridge Church of England Primary School is a Voluntary Aided School in the Diocese of Hereford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides.

As Pembridge Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006 and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct when reviewed during spring 2025 in preparation for admissions in September 2026, but could be altered for future years.

2. Admissions

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Pembridge CE Primary School a limit of 15 places has been set for the Reception group (aged 4-5). There is one intake in the September of each year.

As a Voluntary Aided school, the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit, but they must be able to ensure that doing so does not adversely affect the education of the children in the school. Pembridge CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. (For example, if the number admitted one year is very low, and groups need to be balanced, then the number admitted may rise).

Parents may wish, in exceptional circumstances, to admit their child earlier or later than the expected age 4 on or before the 1st September of the year of admittance. If the child's 4th birthday is in late August or at the beginning of September, then parents have right to request that the child's entry to Reception is delayed or brought forward. Parents should always seek complete permission from the LA, the school, and pre-school (if appropriate) to establish whether this is the best course of action.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

All information relating to the admissions process and the admissions form is available online at all applications should be processed via the online portal on the Herefordshire Council website – [Primary school admissions – Herefordshire Council](#). Parents must apply for school places online; however, there is also telephone support available.

It should be noted that pupils whose statement of special educational needs (SEN) or Education, Health and Care plan (EHCP) names the school, will be admitted regardless of PAN or over-subscription criteria.

3. Over subscription Criteria

If there are too many applications for places, the Governors will decide which children would be offered places at Pembridge CE Primary School according to the following admissions criteria, taken in order.

1. Looked after children¹ and previously looked after children² who have since been adopted, or became subject to a child arrangements order³ or special guardianship order⁴, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils whose home address names Pembridge as the 'nearest school' as calculated using the Herefordshire Council routing software Routefinder Pro (for full details please see: [Find a school – Herefordshire Council](#)) *and* who have a sibling in school at the time of entry.
3. Pupils whose home address is *outside* the 'nearest school' category *and* who have a sibling at the school at the time of entry.
4. Pupils whose home address names Pembridge as the 'nearest school' as calculated using the Herefordshire Council routing software Routefinder Pro (for full details please see: [Find a school – Herefordshire Council](#)).
5. Pupils whose home address is outside the 'nearest school' category *and* whose family is actively involved in the worship, life and work of a Christian faith Church *and* who request a Church (faith) place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity *.
6. Pupils for whom the school's admissions body has been made aware of additional factors which are deemed significant enough to prioritise (a letter from a doctor or social worker would be examples of supporting evidence).
7. Pupils whose home address is *outside* the 'nearest school' category.

¹ 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 Act 1989) at the time of making an application to a school.

² 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 (see section 46 adoption orders).

³ 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.

^{3a} Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

*In the event that during the period specified for attendance at worship the church 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.

4. Definitions

Please note that

- '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'.
- 'shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- 'nearest school' as determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement.
- 'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- 'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- 'sibling' is defined as:
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
 - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

5. RIGHT OF APPEAL

The closing date for applications, set by the LA, is in January preceding the relevant academic year. A committee of the governing body will meet annually, after the deadline, to consider applications. If it appears to the committee that the number of applications will exceed the number of places available, recommendations will be made to the full governing body and a final decision will be taken at a full governing body meeting. Parents will be informed as soon as practicably possible. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford HR4 9BL. The procedure and process is outlined on the Local Authority's [website](#).

6. IN-YEAR APPLICATIONS

If parents wish to transfer their child to Pembridge from another school, into another year group apart from Reception, the matter will need to be discussed with the Head teacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, this request should be made in writing using the standard LA In Year transfer form.

Within the school's admission limits of 15 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria but, bearing in mind that mixed age classes exist at Pembridge, it may be possible to be flexible if a particular year group only has very few children.

7. ADMISSION DECISION

Reception parents will be notified of the Governors' decision on the date published on the Local Authority's [website](#). If you are offered a place at Pembridge CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a welcome and induction programme for new parents and children.

8. WAITING LIST

Currently this school does not have a waiting list.

9. PEMBRIDGE CE PRIMARY SCHOOL NURSERY

The Governors run a small nursery within the Early Years base for eight 3-year-olds. These children have opportunities to work alongside Reception children and take part in wider school life. Priority for places in this nursery reflect the same over-subscription criteria as established for those beginning their time in school from Reception. Currently, some parents only choose to use 15 hours Nursery Education Funding which means there is some flexibility during the week when children can attend. The School Business Manager can provide details of any sessions which are available.

10. SCHOOL TRANSPORT 4-11 YEAR OLDS

The Local Authority has a duty to provide home to school transport assistance for some children, depending on their journey to school. They can start providing transport as soon as your child starts school. Normally this will be a bus service from their home address to their nearest school. The service will run at the beginning and the end of the normal school day. No transport assistance is available for out-of-hours activities.

The LA measures your child's route to school using the shortest available walking route. Most children will walk less than a mile to their transport. The LA will never expect your child to walk further to their transport than they would expect them to walk to school.

If your child is attending their nearest school, the LA will help your child with home to school transport if:

- They live over three miles from school (over two miles if they're under eight)
- They have free school meals and live over two miles from school
- Their route to school is less than three miles, but too dangerous to walk even when accompanied.

The LA cannot help with transport if you choose to send your child to a school other than the nearest school. Transport is only available between the school and your home address: you cannot use this transport to take your child to a second address or childcare facilities.

If your child is attending an aided church school on denominational grounds, the LA will provide free transport for your child with transport from home to the nearest denominational school of your faith denominational school if you are in receipt of the highest level of working tax credit or eligible for free school meals and your child lives over three miles from school (over two miles if they're under eight).

The LA will ask you for a contribution to transport costs if you don't meet the low income criteria above. Further details can be found on the school and college transport policy web page for the LA:

<https://www.herefordshire.gov.uk/education-and-learning/schools/school-and-college-transport>

11. VISITS TO SCHOOL

Visits to school by prospective parents and pupils are strongly encouraged. If parents wish to look around the school and meet with the Head teacher and staff before making a decision, appointments can be made through the school secretary. We warmly welcome you.

12. CHURCH PLACES CRITERIA

Families who wish to apply for a place at Pembridge CE Primary School and want to be considered as 'actively involved in the worship, life and work of a Christian faith Church' should meet, with the agreement of the Vicar/Rector/Minister, at least one of the following criteria for a period of at least a year prior to the receipt of any applications:

- The family should regularly attend acts of worship at least once a month or when a familiar style of worship is held, and be known amongst those leading worship

- The family may, instead, participate in activities which have been initiated by the church, taking an active role in the work of the church amongst the local community.

An **additional supplementary information form** is available from school (see Appendix 1) for those families who may wish to use their Christian faith as an additional part of their application in the event of over-subscription. Appendix 2 contains the reference form that school sends to your clergy referee.

13. FORMATION AND REVIEW OF POLICY

- 11th December 2006.
Updated with advice from Hereford Diocese on Church admissions, June 2007
- Updated January 2010, September 2010 – Diocesan advice – take out over subscription item re SEN – As from last year the government stated that regardless of numbers, if the L.A. approach the school with a SEN child, the school have to take that child, therefore it doesn't need to be in the policy.
- March 2010 – Full Governing Body meeting – PAN raised to 15
- Updated: November 2011 – no changes.
- Updated: December 2013 – no changes.
- Updated: January 2013 – no changes.
- Reworded in the light of School Admissions Code 2014 to go out for consultation.
- Ratified Full governors November 2015
- Updated: March 2017 – no changes.
- November 2018 changes to over subscription criteria in line with 'nearest school' regulations after consultation Autumn Term 2018.
- Updated: October 2019 to reflect adapted vision and minor typos.
- Updated September 2020 to include COVID19 church attendance caveat for 2021 admissions.
- Updated October 2020 to include change of over-subscription criteria (removal of nearest school *and* church affiliation).
- Updated October 2022 – no changes.
- Updated May 2023 to include new section on nursery provision.
- Reviewed May 2024 - no changes.
- Reviewed September 2024 to include precise wording for 'nearest school' as provided by LA.

Note: This policy must be widely reviewed every 7 years. The next review is Autumn 2025 for 2026-2027

Appendix 1

SUPPLEMENTARY INFORMATION FORM

If you wish your admission to Pembridge CE Primary School to be considered in the light of our admissions criteria where your family are actively involved in the worship, life and work of a Christian faith Church and who request a Church (faith) place supported by the appropriate Vicar/Rector/Minister, you should complete this form and return it to the school **not** to the Herefordshire Council *at the same time as you return the online form*.

A reminder of our criteria for September 2026:

If there are too many applications for places, the Governors will decide which children would be offered places at Pembridge CE Primary School according to the following admissions criteria, taken in order.

- 1) Looked after children and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.
- 2) Pupils whose home address names Pembridge as the 'nearest school' as defined by postal address (via: https://www.herefordshire.gov.uk/info/200144/schools_and_education/254/find_a_school/1 or any equivalent replacement) and who have a sibling in school at the time of entry.
- 3) Pupils whose home address is outside the 'nearest school' category as defined by postal address and who have a sibling at the school at the time of entry.
- 4) Pupils whose home address names Pembridge as the 'nearest school' as defined by postal address.
- 5) Pupils whose home address is outside the 'nearest school' category as defined by postal address, whose family is actively involved in the worship, life and work of a Christian faith Church and who request a Church (faith) place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity *.
- 6) Pupils for whom the school's admissions body has been made aware of additional factors which are deemed significant enough to prioritise (a letter from a doctor or social worker would be examples of supporting evidence).
- 7) Pupils whose home address is outside the 'nearest school' category as defined by postal address.

**In the event that during the period specified for attendance at worship the church 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.*

Pupil Information

Surname of child: _____ Date of birth: _____

Other name(s): _____

Parent/Guardian Information

Name of parent(s)/guardian(s): _____

Home address: _____

Home telephone: _____ Daytime telephone (if different): _____

Mobile: _____

Church Information

Name and denomination of church which family attends: _____

Please supply evidence of your commitment to your church/place of worship, as detailed in the school criteria:

Name of Church of England parish in which you live: _____

Name of Minister (who can confirm your church attendance): _____

Address of Minister:

NB: If you have moved recently, please give the name and address of your previous minister.

Signed: (Parent/guardian): _____

Date: _____

Appendix 2

REFERENCE FOR A 'CHURCH PLACE'

The parents or carers of the child named below have given your name as a referee. Would you kindly complete and return this form either by post or email? Please contact the school for advice if required. Thank you for your help.

Surname of child: _____ Forenames: _____

Date of birth: _____

Name of parent(s)/carer(s): _____

Address: _____

Name and address of place of worship: _____

Is your church Anglican? Yes/No *Delete as appropriate.*

If no, is your church either a full or associate member of Churches together in England, Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity? – Full Member/Associate Member *Delete as appropriate.*

For the following questions please note this supplementary guidance:

In the event that during the period specified for attendance at worship, the church 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.

For how long have the family worshipped at your church? *Please tick.*

<6 months ☐ 6 months ☐ 1 year ☐ 1-2 years ☐ >2 years ☐

How frequently do they attend church worship? *Please tick.*

Weekly ☐ Fortnightly ☐ Monthly ☐ Festivals ☐

Any other information in support of a 'church place' - please give brief details below:

Signature of parent/carers: _____ Date: _____

Signature of Minister/Incumbent: _____ Date: _____

Kind regards,

