Admissions Policy

for the Academic Year 2027-2028

Introduction
Cutnall Green Church of England Primary School is situated just outside of Droitwich and covers the four-square parishes of Cutnall Green, Elmley Lovett, Hampton Lovett and Elmbridge. The School became part of the Rivers C of E Multi Academy Trust in October 2014.

The Pupil Admission Number for the School since September 2021 is 28. This has been set by the board of trustees and the Local Authority, acting in accordance with national legislation.

Trustees are responsible for the education provided and for the Admissions Policy. The trustees wish to reflect the Christian character of the school and its links with the local Christian community in its admissions practice.

Equality, Diversity and Inclusion
It is the trustee's 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
Completed admission application forms for Cutnall Green C of E Primary School should be made online at www.worcestershire.gov.uk/schooladmissions by the nominated date in order to be considered. An email account is necessary for this procedure.

Parents/Carers will be notified by the Local Authority on behalf of the Governing Body by letter, of the outcome of their application by or on the nominated date.

A child reaches statutory school age at the start of the term after which they reach their fifth birthday. Cutnall Green C of E Primary School will admit children at the beginning of the academic year in which they are five. Parents/Carers can request that their child attends part-time until the child reaches compulsory school age. Alternatively, Parents/Carers whose child has been offered a place are entitled to defer their child's entry until he/she reaches statutory school age. The offered place is kept vacant but must be taken up by the beginning of the Summer Term of the same academic year. Cutnall Green C of E Primary School supports the 'In Year Fair Access Protocol'.

Admissions Outside of the Normal Age Range

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.

If you have any queries regarding your application, please refer to the headteacher at the school on 01299 851256 or email office-cgr@riverscofe.co.uk.

In Year Transfers

Applications with a first preference for 'In Year' transfers into a Community or Voluntary Controlled School in Worcestershire, must be forwarded to Worcestershire County Council, Pupil Admissions and Transfers Section. All applications with a first preference for 'In Year' transfers into an Academy, Foundation or Voluntary Aided School in Worcestershire or a school in another Local Authority must be forwarded to the Local Authority who will be co-ordinating all in-year applications.

All applications for in-year places must be sent to School Admissions who will liaise with schools and write to the parents with the outcome of their

application. As a result of this change, schools will no longer need to notify the Local Authority of application outcomes.

1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

   - Child's current school (if in Worcestershire).
   - School being applied for (if in Worcestershire)
   - Worcestershire Hub Centre (Tel 01905 822700)
   - Download form from website (www.worcestershire.gov.uk)

2) Parent/Carer to complete the application form and ensure form is counter- signed by current Headteacher (if already attending a Worcestershire School). The parent should then forward the form onto the Pupil Admissions and Transfers Section to be processed.

3) The Local Authority will write to parents, normally within 10 school days, of the form being received to notify of the decision. 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.

4) If there are insufficient places for all applications received at any one time, then priority will be decided in accordance with the published admissions criteria for the school.

Late applications

Between 15th January 2026 and 28th February 2026, it is likely that a number of late applications (this includes all requests to amend applications previously submitted) will be received. The Council has agreed in it's co-ordinated scheme to accept late applications within this time-frame, and treat them as being on time, only in the following circumstances;

a) where a family have just moved address, (refer to Section 8b of information for parents book);

b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case, independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28th February 2026, late

applications will receive a lower priority, and will only be considered after the applications are received (or deemed to be) on time.

Admission Criteria

*Notes regarding the Admission Criteria are on the following page

Where Cutnall Green C of E Primary School is named in a child's Educational Health Care Plan; the school/trust is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied.

Places will be allocated in accordance with the admission criteria listed below, in order, in each category:

1. 'Looked after' and previously *'Looked after' children

'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order. Including children who appear to have been in state care outside of England and who ceased to be in state care as a result of adoption.

2. Siblings of pupils already attending Cutnall Green Primary at time of admission.

3. Children from within the Parish whose parents habitually worship at any of the Four-Square Parish Churches.

4. Children from outside the parish whose parents habitually worship at any of the Four-Square Parish Churches.

5. Children living closest to the school. The distance will be measured in a straight line between home and school, measuring from mid-point of the property to the main pedestrian entrance of the school on School Lane using Google map.

6. Children who themselves or parents are practising members of
   i) other Anglican churches
   ii) other faiths and wish to have their child attend a school with a religious standing

iii) other denominations.

Notes to Admissions Criteria

A) Under criteria 2, 3, 4, 5 and 6, a letter is required from the minister, vicar or priest, in support of the application. The school would expect regular attendance to be normally at least twice a month for a minimum period of six months prior to the application. The letter MUST be attached to the Cutnall Green C of E Primary School application form. Failure to do so will invalidate the application using these criteria.

B) A child is a sibling if they are a full or half brother or sister, they are an adoptive brother or sister or they are children of the same household. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

C) If the child is currently attending the Cutnall Green Pre-School, the application must still be made for entry into the school as detailed in the section on Applications.

D) In the event that a final place(s) cannot be allocated, as it is impossible to define a difference between applications (for example, determining an allocation from persons of the same household such as children of multiple births or residing in the same household/building or other applications where the distances are equal), the allocation of the final place(s) will be determined by drawing lots. This is done independently of the SIB, as specified in the code. If a request for a multiple birthplace is requested the school will seek for advice.

E) These criteria cannot be applied to applications received after the initial allocation of places has been completed if the planned admission level has already been reached.

F) Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the head completing an educational assessment to determine 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. This is dependent on a place being available in the requested year.

G) Usually, children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. Please be aware that there may not be a vacancy in Year 1 at that time. Parents can also request that their child enter the Reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case; the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group. This process must be completed in advance of the closing date of 15th January 2026 in the event that the delayed entry is not approved, parents will need to make application in time for the 2025 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage. 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.

We operate an equal preference system.

Waiting lists.

Waiting lists will be kept open until at least 31st December of that school year of admission. Waiting lists are ordered in line with our oversubscription criteria. At that stage, parents will need to reapply at the start of the following term if they wish to be included.

Appeals

In accordance with the School Standards and Framework Act 1998, parents may appeal against a decision by the trustees to refuse an application for a place. All appeals must be made in writing to the board of trustees for Cutnall Green C of E Primary School.