



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

Admissions Policy 2026 - 27

Approval of the Governing Body

This document is a statement of the aims, principles, and strategies for:

Admissions Policy

At

Ivington C.E. (VA) Primary and Pre-school.

It was revised during the:

Spring Term 2025

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2026

Or sooner if necessary.



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

INTRODUCTION

Ivington CE Primary and Pre-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 (often referred to as the Catchment Area). A map showing the school catchment area is available to view in the school office.

As Ivington 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 [School Admissions Code](#) (2021), 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 following information is correct for the academic year 2026/2027, but could be altered for future years. All applications are made by parents or carers for their child or children.

ADMISSIONS

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the Published Admissions Number (PAN). For Ivington CE Primary and Pre-school a limit of 17 places has been set for the Reception group. In accordance with current legislation, a KS1 class will not exceed 30 at the beginning of the academic year.

As a Voluntary Aided school, the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit through in-year admissions (i.e. admission after September). Ivington CE Primary and Pre-school has mixed-year classes therefore year groups do not have fixed numbers but are limited to a total class size. The Governors may refuse in-year admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

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 a 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 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. Applications can usually be made between September and January in the academic year prior to the September when your child will start school. School place offers are made in April. 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.

Please apply online at:

https://www.herefordshire.gov.uk/info/200144/schools_and_education/251/primary_school_and_missions.

Once you have applied, you will automatically receive an email receipt.

If you do not have the facility to apply online, please contact the Local Authority office to request a paper application. It is your responsibility to ensure your paper application form reaches the Local Authority office.

Families who wish to apply for a church place, should complete the church place form (Appendix 1) returning it directly to the school. A copy of the form is available from the school office.

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

OVERSUBSCRIPTION CRITERIA

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

Children with a Statement of Special Education Needs (or Education and Health Care Plan) which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority:

1. Looked after children (LAC) 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 (Previously Looked After Children - PLAC), including those children who appear (to the Governors) to have been in state care outside of England (by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society) and have ceased to be in state care as a result of being adopted (Internationally Adopted Previously Looked After Children - IAPLAC).
2. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
3. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who **attend Ivington Pre-school**.
4. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place**. (Using the Church Place Form – appendix 1.)
5. Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the **shortest available walking route to school**.
6. Pupils who are the children of school staff.
7. Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school.
8. Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who **attend Ivington Pre-school**.
9. Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who request a **Church (faith) place**. (Using the Church Place Form – Appendix 1.)
10. Pupils with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to this school only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications will not be considered by the Governors unless this supporting information is attached to the application form.
11. Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the **shortest available walking route** as defined by the LA

DEFINITIONS

Please note that:

- Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: [Find a school – Herefordshire Council](#)
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.
- '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.
- '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'.
- '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.

RIGHT OF APPEAL

The procedure and process is outlined on the Local Authority's [website](#).

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which an application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford HR4 9BL.

ADMISSION DECISION

Reception parents will be notified of the Governors' decision on the date published in the Local Authority's [website](#). If you are offered a place at Ivington CE Primary and Pre-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.

PRE-SCHOOL ADMISSIONS

Pre-school does not operate a catchment area. We are registered for 25 places and all children are welcome to come from the age of 2 years. In the event of a group being oversubscribed, the same admissions criteria as school will be used.

IN-YEAR APPLICATIONS

If parents wish to transfer their child to Ivington CE Primary and Pre-school from another school, 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 Local Authority In-Year transfer form.

Within the school's admission limits of 17 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria (above) but bearing in mind that mixed age classes exist at our school, it may be possible to be flexible if a particular year group only has very few children. The Governors may refuse an in-year admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

WAITING LIST

In the circumstances where a school place cannot be immediately offered for an in-year transfer, the school will place the applicants on a waiting list. When a place becomes available, the school will refer to this waiting list and make an offer on the basis of the Oversubscription Criteria (above).

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 office. We warmly welcome you.

CHURCH PLACES CRITERIA

Families who wish to apply for a place at Ivington CE Primary and Pre-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:

- a. An applicant 'at the heart of the place of worship' will be a regular worshipper. This might mean one who worships twice a month for 6 months prior to the completion of the admissions application. The worshipper could be the child for whom application is made or one or both parents.
- b. An applicant 'attached to the place of worship' will be a regular, but not frequent worshipper, by which is meant (for example) one who worships once a month (e.g. Messy church) for 6 months prior to the completion of the admissions application.
- c. An applicant 'known to the place of worship' will not be a frequent worshipper but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some faith activity, such as a uniformed or other faith organisation

CHURCH PLACE FORM

Families who wish to apply for a Church Place at Ivington CE Primary and Pre-school, should complete a Church Place form which is available from school office (see Appendix 1). This form should be used by those families who may wish to use their Christian faith as an additional part of their application in the event of over-subscription.



Ivington CE Primary and Pre-school

Church Place Information Form

Full name of child:	Date of birth:
Address:	
Postcode:	
Telephone:	

Please tick to indicate which definition the application is being made for:

- ☐ a. An applicant '**at the heart of the place of worship**' will be a regular worshipper. This might mean one who worships twice a month for 6 months prior to the completion of the admissions application. The worshipper could be the child for whom application is made or one or both parents.
- ☐ b. An applicant '**attached to the place of worship**' will be a regular, but not frequent worshipper, by which is meant (for example) one who worships once a month (e.g. Messy church) for 6 months prior to the completion of the admissions application.
- ☐ c. An applicant '**known to the place of worship**' will not be a frequent worshipper but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some faith activity, such as a uniformed or other faith organisation.

Please add any comments which you wish to be considered:

If an application is made under Oversubscription Criteria 4 or 9, a reference from the relevant place of worship is required:

Name of worship leader:

Position of worship leader:

How many years have the applicants been attending your place of worship?

Please indicate **YES** in the box which most closely describes your level of support for the application (and **NO** in the other two boxes):

1. This applicant is '**at the heart of the place of worship**' and I unreservedly agree with the application

☐

2. This applicant is '**attached to the place of worship**' and I fully support this application

☐

3. This applicant is '**known to the place of worship**' and I support the application

☐

Comments:

Signature of worship leader:

Date:

Parents / carers: please return this form directly to Ivington CE Primary and Pre-school – thank you

Decision and reasoning of the school's admissions body: