



## THE FOREST FAMILY ADMISSIONS ARRANGEMENTS / CRITERIA 2025 / 2026

Our Admissions criteria ensures compliance with the new [School Admissions Code September 2021](#).

If the number of applications for admission to the school **exceeds the Planned Admission Number (PAN) of: 12 Needwood and 15 All Saints.**

The following order of priority will be used to allocate the available places.

*Special Educational Needs – in accordance with s.324 Education Act 1996, All Saints and Needwood Primary Schools will automatically admit a child with a statement of Special Educational Needs / Education, Healthcare Plan that names the school. This is not an over-subscription criterion.*

- 1) Relevant 'looked after children' and 'previously looked after children' (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
- 2) Children who have a sibling in attendance at the school at the time of application; (For admission purposes, a sibling is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).
- 3) Pupils living within the catchment area of the school,  
This can be checked at: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx> and [Staffordshire's School Search and Compare Facility](#).
- 4) Pupils who demonstrate a commitment to a Christian Church (supporting letter from clergy).
- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement, as calculated by the local authority's Geographical Information System.

### Admission of children below compulsory school age

- a. a child is entitled to a full-time place in the September following their fourth birthday;
- b. a child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c. where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

[Admission Outside of the Normal Age Group](#) - please see JTMAT policy.

### Distance Measurements

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point Data. Copies of school catchment area maps are available from the local authority or individual schools.  
[www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx](https://www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx)

### Tie-breaker

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria, then the child/ren who will be offered the spaces will be randomly selected. This process will be independently verified.

### Repeat Applications

The governing body will not consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

### Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time only where there are exceptional reasons which prevented the applicant from applying by the

closing date, e.g. a family changes address and was unable to apply within the deadline or needs to make new school preferences.

A late application does not affect the right of appeal or to be placed on the school's waiting list.

Applications other than the normal intake year - An application should be made directly to the school.

Operation of a waiting list

A waiting list will be operated in admission criteria order and will remain open until at least the end of the Autumn term the following year and will then be discarded. Parents may apply to remain on the waiting list if they so wish.

Closing Date

For Primary admissions there will now be a National closing date published by Staffordshire County Council.

*Determined October 2023.*