St Clement's C of E Primary School and Pre School



Admissions Policy

FOR THE ACADEMIC YEAR 2026/2027

Responsibility: Rivers Trustees/Academy Trust

Introduction

St. Clement's Church of England Primary School has close links with St. Clement's Church. It is also the only school, of its type, on the western side of the City of Worcester.

The Rivers Trustees/Academy Trust is responsible for the admissions policy, which is ratified each academic year.

The Admission Number for the school from September 2026 will be 30. Rivers Trustees/Academy Trust and the Local Authority, acting in accordance with national legislation have set this number.

Rivers Trustees/Academy Trust 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 Rivers Trustees/Academy Trust 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

The closing date for applications will be the same as that for the LA. Applicants should complete the **LA application form online** and the school's **supplementary sorting form** which is for internal use and available from the school office. All applications must be completed and submitted to Worcestershire Children's First via the online application portal by 15 January 2026.

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

The notification date will be 16 April 2026.

An application received between 16 January 2026 and 28 February 2026 may, at Rivers Trustees/Academy Trusts discretion, be treated as being on time only in the following circumstance:

Where a family has completed and physically moved primary residence (as defined in the Notes) into the **catchment area** for the school between the dates 16 January 2026 to 28 February 2026 independent supporting documentary evidence will be required.
All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs. If St. Clement's is named on an Education, Health and Care Plan (EHCP) the child will be given a place.

Applications received after 15 January 2026 will be treated as a late application and only processed after all the on-time applications have been ranked.

The school operates an equal preference system. **Where there are more applications than places available, Rivers Trustees/Academy Trust will admit pupils according to the following criteria in order of priority. The validity of any application considered under**

such criteria will be determined at the discretion of the Rivers Trustees/Academy Trust:

Admissions Criteria:

1. 'Looked after' and previously 'looked after' children. "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 case as a result of being adopted. Evidence to confirm that a child was previously looked after in care outside of England before being adopted will be required.

2. Siblings. Children who have a sibling at the school at the time of application. The term sibling includes half-siblings (that is children who share one birth parent), step-siblings and legally adopted children. They must also be living at the same primary residence (as defined in Notes).

3. Denominational. Children whose parent(s)/carer(s) are faithful and committed worshippers, this means attending any of the following at least twice a month for a minimum period of six months prior to application:

a) At St Clement's with St David's, St. John-in –Bedwardine or St. Michael 's Dines Green
b) Any other Church of England church in West Worcester
c) One of the other Christian Congregations in the City of Worcester
d) Any of the 6 identified world faiths which are taught in school

For the purposes of criterion 3, a letter of support from their parish priest, minister or church leader must accompany the application confirming attendance of any of the named churches at least twice a month for a minimum period of six months prior to application. In any case of over subscription, applicants within this criterion will be ranked fairly and without reference to provision of a supplementary Information form.

4. Catchment. Children whose primary residence is, on the closing date for applications, in the catchment area of the school. A map of the school's catchment area is attached.
If there are more applications than places under any of criteria 1 to 5, places will be allocated to those children whose primary residence is nearest to the school by the shortest straight line distance.

5. Distance. Children whose primary residence is nearest to the school by the shortest straight line distance.

Notes:

Measurement of Distance

Where measurement of distance is required under this policy, the measurement will be taken using the GeoCode Points for each property and the Geocode point for the school. Local Governing Body/Academy Trust, 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 Local Governing Body /Academy Trust will supervise this process).

Primary Residence
For the purposes of this admissions policy, “primary residence” is considered to be the permanent, only or main residence of a child. In the case of shared parental responsibility, where the child lives for part of the week with each parent then documentary evidence will be required (Child benefit documentation is not suitable on this occasion). Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms.

Multiple Births
In the event of applications on behalf of twins or multiple births, an offer can be made for all of the siblings.

Late Applications
Any applications received after the closing date will only be considered for any places that remain after all on time applications have been considered.

Service personnel
For children of service personnel and crown servants the address at which the child will live when applying their oversubscription criteria will be taken into account, so long as the parents provide some evidence of their intended address. The unit or quartering address will be taken as the child’s home address when considering the application against their oversubscription criteria, where a parent requests this.

Appeals
In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal in writing, setting out the grounds on which the appeal is made, to the Rivers Trustees at the school within 20 school days of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

Waiting List
If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December 2026.
Pupils will be admitted from the waiting list according to the oversubscription criteria set out above as applied to those applicants on the waiting list at the time the place becomes available.
Therefore new applicants may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria. The waiting list will be maintained until the 31 December 2026.

Applications for Existing Year Groups
All applications with a first preference for 'In Year' transfers into an Academy, Foundation or Voluntary Aided School in Worcestershire must be forwarded to School Admissions. Applications for schools in another Local Authority should be sent to the Admissions Authority for the school itself or the Local Authority.

The procedure for in-year admissions for Worcestershire is as follows:

www.worcestershire.gov.uk/inyearapplications

School Admissions will write to parents with notification of the decision, normally within 10 school days of the form being received. The school will also notify the Local Authority.

If there are insufficient places for all applications received simultaneously, then priority will be decided in accordance with the published oversubscription admissions criteria for the school. 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. The appeal must be set out in writing.

This school supports the In Year Fair Access Protocol.

Deferred Entry

Parents are legally entitled to send their child to school from the September following their fourth birthday. They may wish to do this either full time or part time, until the child reaches compulsory school age. At the point that a parent has been offered a school place, they may decide that their child's entry to a reception class be deferred until later in the same reception academic year group, when they reach statutory school age. Parents cannot defer entry until the following academic year. By law children must start school at the beginning of the term following their fifth birthday, statutory school age

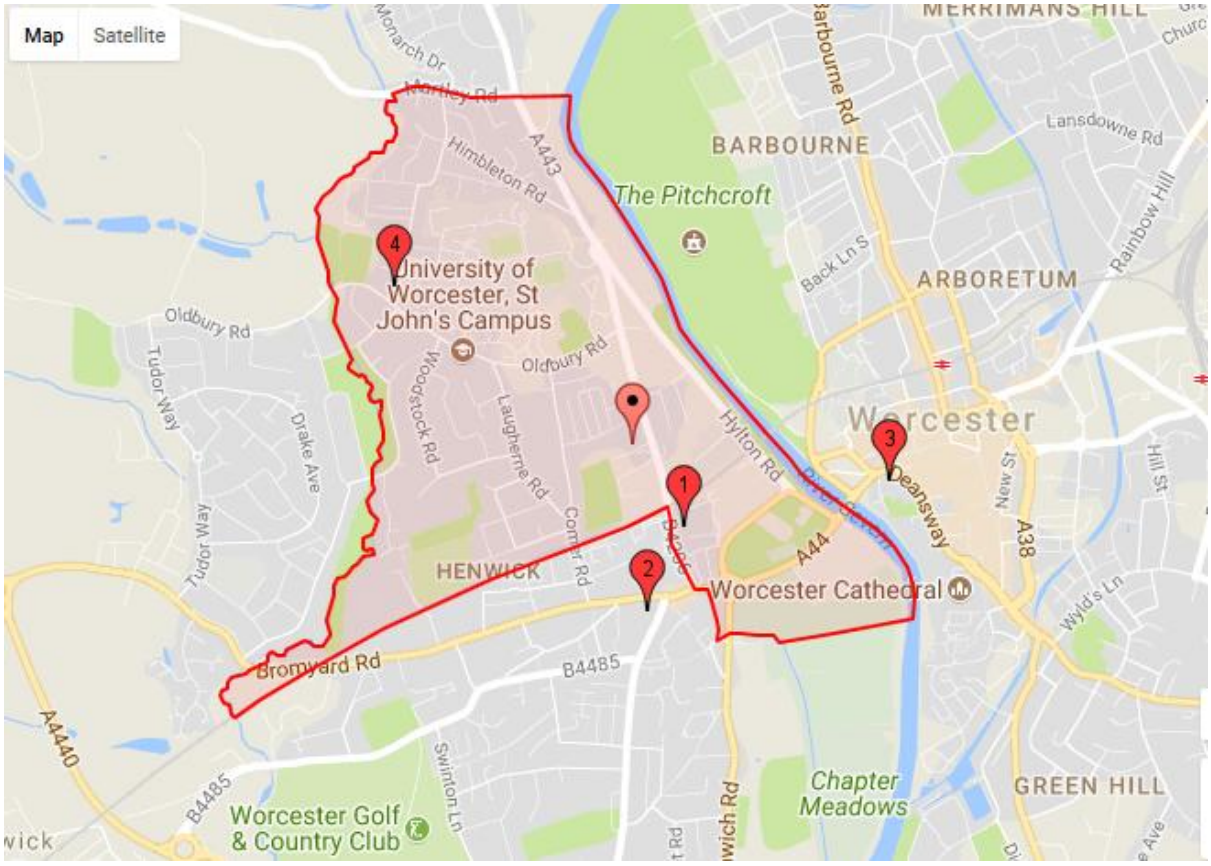
Summer Born Children

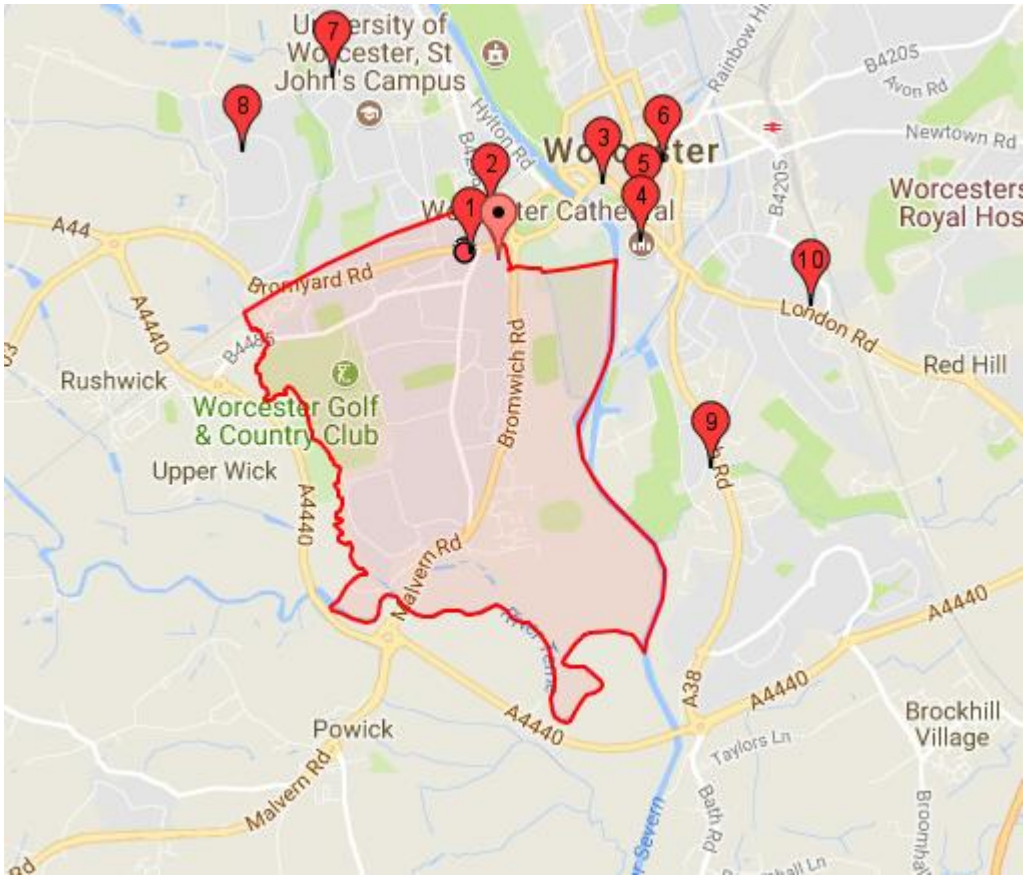
The parents of children born between 1 April and 31 August (Summer Born), can also request that their child to enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group, this is delayed entry. The Rivers Trustees/Academy Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The
Rivers Trustees/Academy Trust taking into account the views of the head of school of the school, the views of the parent's/carer's; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay their entry into school and be taught behind their chronological age group. The reasons for the decision will be clearly set out.
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.

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 Information for Parents booklet which is available on the School Admissions website, or to the head of school at the school on 01905 423861 or email office-stc@riverscofe.co.uk




University of Worcester, St John's Campus
Worcester
Worcester Cathedral
Worcesters Royal Hos
Bromyard Rd
A44
A4440
B4485
Rushwick
Worcester Golf & Country Club
Upper Wick
Bromwich Rd
Malvern Rd
Powick
A4440
A38
B4205
Avon Rd
Newtown Rd
London Rd
Red Hill
Taylors Ln
Brockhill Village
Bath Rd
Hylton Rd
Rainbow Hill
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