



Colwall CofE Primary School and Nursery

**Admissions policy
2025/2026**

Statement of intent

We are very proud of our school and love to show visitors around! If you are interested in finding out more about our school and how our ethos of 'Sparkling Curiosity, Unleashing Potential' is embedded, please do make an appointment to look around. We would love to meet you!

We follow the admission criteria and arrangements for Herefordshire Council which can be found in their admissions guidance at [Primary school admissions – Herefordshire Council](#).

The Herefordshire information for parents booklet can be found at [Information for parents admission to primary school \(herefordshire.gov.uk\)](#)

Important notes when applying for a reception class can be found [here](#).

Information for children educated outside of their chronological year can be found [here](#).

Our Christian Values as a key aspect in our Admission Policy: **"Let your light shine"**



... in relationships, as we trust ourselves and others.



... in learning, as we encourage our curiosity.



... in the community, as we develop the courage to light the lives of others.

Christian Value	Our Intent	Implementation (What We Will Do)	Impact (What You Will Be Able to See)
Trust	We believe that admissions should build trust by being transparent, fair and supportive to families, reflecting our commitment to strong, respectful relationships.	<ul style="list-style-type: none"> - Publish clear, accessible admissions criteria and processes. - Engage openly with prospective families, answering queries honestly. - Provide support for families during the application process to build confidence and reduce anxiety 	<ul style="list-style-type: none"> - Families feel welcomed and confident in the process. - Positive relationships are established even before pupils start. - Reduced misunderstandings or complaints about admissions decisions.
Curiosity	We want admissions to encourage families' curiosity about the school's ethos and learning environment, inviting them to explore and understand our unique Christian vision	<ul style="list-style-type: none"> - Organise open days and information sessions that showcase the school's vision and values. - Provide engaging materials explaining how the school nurtures curiosity in learning. - Encourage questions and dialogue with prospective parents and pupils. 	<ul style="list-style-type: none"> - Increased engagement from families who understand and value the school's ethos. - Pupils and parents show enthusiasm and interest in the school's approach. - Families feel informed and motivated to join the school community.
Courage	We intend for admissions to reflect courage by welcoming diversity and encouraging families to embrace the school's values boldly, preparing pupils to step confidently into the community.	<ul style="list-style-type: none"> - Ensure admissions policies promote inclusivity and welcome pupils from diverse backgrounds. - Communicate the school's commitment to nurturing courage in pupils. 	<ul style="list-style-type: none"> - Pupils and families demonstrate confidence and pride in being part of the school. - The school community actively lives out its values, ready to make a positive difference.

ADMISSIONS ARRANGEMENTS FOR 2025/2026

Our Pupil Admission Number (PAN) is 30. This applies to our new intake into Reception. We are a one form entry school so our total PAN is 210. We aim for classes to remain at 30 or below. It may at times be necessary for classes to go above this number if there are spaces within the wider school.

We accept admissions at different points in the school. For children who are due to start in our Reception class, applications for a place are online through the Herefordshire website ([Primary school admissions – Herefordshire Council](#)).

If, however, you would like your child to join us from another school at any point other than the September that they start in Reception, we will need you to complete a PA1 form, which can be provided by our school office. This will then need to be signed by your child's current school.

ADMISSIONS ARRANGEMENTS FOR 2025/2026

OVERSUBSCRIPTION CRITERIA FOR ALL COMMUNITY AND VOLUNTARY CONTROLLED

PRIMARY & SECONDARY SCHOOLS IN HEREFORDSHIRE

Where there are places available, we will accept all applications regardless of distance from the school. If, however, the year group applications are full or exceed our admission number, the Herefordshire Council oversubscription criteria list below will apply.

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names our school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1 – Children looked after and children who were looked after, but ceased to be due to being adopted or became subject to a residence order or special guardianship order

Priority 2 - Children living within the defined catchment area* of the school;

Priority 3 – Sibling connection - Children who have an older sibling** at the preferred school not only at the time of application but also when the younger child is due to start;

Priority 4 - Exceptional circumstances - Children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular 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 on such grounds will not be considered by the Director of Children's Wellbeing's advisory panel unless this supporting information is attached to application forms received by 15th January 2026;

Priority 5 - Distance*** - Children who live nearest to the school by the shortest available walking route.

General Notes

No priority is given to pupils living outside but attending a primary school within the catchment area of the relevant high school, i.e. the determining factor is the child's home address.

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children who either currently are or were in the 'looked after' system it will be catchment area children second, brothers and sisters third, exceptional circumstances fourth, then according to distance, each assessed as indicated above.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out of area brothers and sisters, priorities will be decided first by reference to exceptional circumstances, then according to distance.

Following the allocation of the top category there may be an occasion when it is not possible to offer places for all children living in the catchment area. In this situation the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2024, next to pupils with exceptional circumstances, and finally according to distance from the school.

*Living within the defined catchment area is defined as "a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time".

** A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address.

*** Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local authority's computerised digital map measuring system, with those living closer to the school receiving the higher priority.

Multiple Birth policy

If when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted (one of a twin or triplet for instance) then subject to clause 2.15 of the School Admission Appeals Code places will be offered at the same school to the other children from the same multiple birth.

Allocation of Places

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15 January 2026. Applications should be sent to the Pupil Admissions Office. The date of 15 January 2026 applies for all admissions during the school year, including children who might be entitled to start school in January 2027 or April 2027.

The Primary National Offer Day for the 2025/2026 admission year will be: 16 April 2026

1 Late Applications

Applications received after 15 January 2026 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the council will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.

Please feel welcome to contact the school for advice or help in making an application for a place at Cotwall C of E Primary School.

Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode please visit <https://www.herefordshire.gov.uk/schools-education/find-school>

Herefordshire schools admissions contact details

Address: School Admissions, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford HR4 0LE

Telephone: Reception admissions officers 01432 260926 or 01432 261574

Telephone: Secondary phase transfer officer 01432 260925