

# Admissions Policy



POLICY CONTROL	
Responsible Person:	Stephanie Henney
Responsible Governor Committee:	Standards and Curriculum
Approved by Governors:	Summer 2023
Review Date:	Summer 2024

This policy must be reviewed every three years unless there are any changes in legislation or guidance in the interim, in which case the policy must be updated as and when necessary.

## **'Love your neighbour as yourself'**

Parable of the Good Samaritan Luke 10:25-37

Our school policies are written with the objective of realising our vision:

**As we journey together. we learn to live as good neighbours, demonstrating love, compassion, dignity and respect to all in our communities.**

**Through this we aspire to become global citizens, courageous advocates and people of wisdom and integrity.**

**We look towards the parable of the Good Samaritan as our guide.**

A school where all **children** are **valued**, where they **feel safe**, are **happy** and **learn well**. We want our school to have a warm friendly atmosphere, which supports families, builds relationships and sets children up for a life of learning. We want our Christian values to guide our pupils along the right path and help them to achieve fulfilling and happy lives.

## **OUR SCHOOL VALUES**

Adderley and Moreton Say Church of England Primary Schools values:

**Respect** □ **Hopefulness** □ **Kindness** □ **Courage** □ **Integrity** □ **Curiosity**

## **1. INTRODUCTION**

- 1.1. At Adderley and Moreton Say CE Primary Schools, we do our best to help parents through the admissions process which is bound by strict rules to ensure that procedures are fair to all. Adderley and Moreton Say CE Primary Schools are voluntary controlled schools which means that the same rules on admission apply as any ordinary community school in Shropshire. These procedures are outlined very clearly in the Parents' Guide to Admissions available at <https://shropshire.gov.uk/school-admissions/parents-guide-to-education/>
- 1.2. Children start school in the September of the academic year (September to July) in which they are 5 years old. The first year in school is called the Reception or Foundation Year.
- 1.3. Adderley has a Local Authority funded nursery. All nursery admissions are handled directly by the school and are not processed by the LA. Parents need to contact the school directly for admissions. Children can start nursery in the term after their third birthday. It may be possible depending on places, for a child to start as early as a week after their third birthday.
- 1.4. Moreton Say have a governor run nursery. All nursery admissions are handled directly by the school and are not processed by the LA. Parents need to contact the school directly for admissions. The nursery at Moreton Say can accommodate a maximum number of 24 children aged 2 to 4 years old (maximum of 5 x 2 year olds within this ratio) at any one time. Children can apply to join the Nursery from their second birthday.
- 1.5. For admissions to the Reception Year application must be made through Shropshire Council by mid-January in the academic year prior to which your child is due to start school. All applications received by this date will be considered and you will be informed by Shropshire Council by mid-April where you have been allocated a place for your child. Please see the Parents' Guide to Education booklet <https://shropshire.gov.uk/school-admissions/parents-guide-to-education/> for details of the admission arrangements.

## **2. ALLOCATION OF PLACES AT SCHOOL**

- 2.1. The Admissions Team allocate the places for all Local Authority primary, infant and junior schools using an agreed set of criteria, in strict order of priority. Children with a Statement of Special Educational Needs or EHC Plan naming a particular school will be offered a place at that school. After that priority for places will be allocated according to the criteria set out below.
- 2.2. Priority 1- Children who are Looked After (LAC) or who were previously 'looked after' (PLAC) not immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to Shropshire Council to have been in state care outside of England and ceased to be in state care as a result of adoption
- 2.3. Priority 2 – Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers provide written evidence from a medical professional that in the view of the authority confirms that attending our school is essential to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

- 2.4. Priority 3- Children living inside the catchment area. If you wish to look at a school's catchment area please check on Shropshire Council's mapping website pages.

If there are not enough places for all children living in the catchment area, we will look at the following two criteria:

- Firstly, priority will be given to children within the catchment area who will have an older sibling\* at the school on the day they are due to start there.
- After that, priority will be given to other children who live in the catchment area.

- 2.5. Priority 4- After that, any places that are left will be offered to children who live outside the catchment area.

If there are not enough places for all of them, we will look at the following two criteria:

- Children outside the catchment area who will have an older sibling\* at the school on the day they are due to start there.
- Other children who live outside the catchment.

- 2.6. If, in any of the above categories, there are more applications than places available priority will be given on the basis of distance from home to school measured as a straight line on a computerised mapping system. The shortest distance being given priority.

- 2.7. \*A sibling connection is defined as a brother or sister, step-brother or stepsister, half-brother or half-sister of compulsory school age (i.e. 5 – 16 years), living at the same address as part of the same family unit. Adopted siblings are also included. However, cousins or other relatives who take up residence in a home in order to establish an "in catchment area address will not be included under the sibling criterion. Siblings (as defined above) must be attending the secondary school on the day that the younger sibling is due to start there.

### **3. ADMISSION TO RECEPTION (AGED FOUR)**

- 3.1. Admission to all Shropshire Schools at reception age is co-ordinated centrally by the County Council.
- 3.2. Parents of children reaching school age are contacted by the local authority who send a letter informing them about the school and the admissions procedures.
- 3.3. Once they have submitted their application form, Shropshire County Council will allocate a place for their child with due regard to their preferences.

### **4. TRANSFERRING FROM ANOTHER PRIMARY SCHOOL**

Mid-term or In-Year applications Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school.

If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with chair of governors to consider whether additional places can be offered above the published admission number. If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of Reception year, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

## 5. REQUESTING TO DEFER STARTING RECEPTION

Children must have started school when they reach compulsory school age and cannot start before the September following their fourth birthday.

Requests to defer starting Reception, must be made to Shropshire Council's School Admission Team at the same time as the application for a school place and by the closing date of 15 January.

Shropshire Council will gather as much information about the child as possible. Parents may submit documentation in support of their request and information may be provided by the current educational or early years setting.

Consideration will be given to exceptional circumstances in a child's development, medical history and premature birth, if applicable. Very exceptionally, an assessment by an educational psychologist may be appropriate.

When all the information is collated, the request will be considered by the admission authority. The decision will be made on the individual's circumstances of the case and whether it is in the child's best interests to join a different cohort.

If a deferred entry is approved, the school place application will be withdrawn, and parents will need to re-apply the following year. **An agreed Reception deferral does not guarantee a place at the school the following year; a fresh application must be considered in terms of oversubscription criteria along with all the other applications received for that year group.** If a request is refused, the child will still be considered for admission to their normal age group.

## 6. CONTACTING THE ADMISSIONS TEAM AT SHROPSHIRE COUNCIL

- 6.1. The Local Authority admissions team can be contacted on Tel: 01743 254331 or by e-mail: [schooladmissions@shropshire.gov.uk](mailto:schooladmissions@shropshire.gov.uk). Their web address is <https://shropshire.gov.uk/school-admissions/>