



Admissions Policy

Update 2018



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South Shropshire Academy Trust is the admissions authority for Stokesay Primary and Church Stretton schools and is therefore responsible for determination of the admissions arrangements.

For admissions to Reception and Year 7 application must be made through Shropshire Council by the closing date (15th January for primary and 31st October for secondary) in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on National Offer Day (16th April for primary and 1st March for secondary, or next working day) if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and also the school website for details of the admission arrangements.

Admissions Criteria for Stokesay Primary School:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Stokesay Primary School will be allocated places, after which places are allocated up to the Published Admission Number of 30 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
 - 2a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.
 - 2b. After that, priority will be given to other children who live within the catchment area.
3. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
 - 3a. Children who will have an older sibling at the school on the day they are due to start school.
 - 3b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.



At what age may your child start school?

Children are eligible for admission to the school in the September following their fourth birthday and must start their education no later than the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of Spring and Summer born pupils can, if they wish, opt to have their child admitted to mainstream school later in the academic year. Children whose parents opt to have them admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for later entry. Likewise those who opt for a later entry are not at risk of 'missing out' as long as they complete the application form at the correct time. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the following autumn term, the child would usually be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group. Parents of summer-born children who wish to defer entry to Reception for a whole academic year should contact Shropshire Council Admissions Team for further advice before the 15 January closing date in the normal application year.

Admissions Criteria for Church Stretton School:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Church Stretton School will be allocated places, after which places are allocated up to the Published Admission Number of 124 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
 - 2a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.
 - 2b. After that, priority will be given to other children who live within the catchment area.



3. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:

3a. Children who will have an older sibling at the school on the day they are due to start school.

3b. Children who have for one year prior to transfer attended a state-funded primary school which lies within the catchment area of Church Stretton School

3c. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Notes:

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

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

Allocation of places for children moving into Shropshire Council's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.



If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

For the first term of Reception/Year 7, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

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/Year 7, parents should contact the school to arrange for an appointment to visit the school. Application for a school place should be made directly to the school on a mid-term application form available from school or from the Shropshire Council website www.shropshire.gov.uk/schooladmissions. 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 a governor to apply the oversubscription criteria and 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 7, 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.

Application for a Place out of Cohort

Very occasionally, we may offer a place to a pupil one year ahead or behind their normal year group. This may be in response to a parental request where it is the opinion of the Trust that it is in the best interests of the child.



Appeals

Any applicant refused a place at South Shropshire Academy Trust schools, has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. As the Academy Trust is an admission authority you should contact the Chair of the LGB to lodge your admission appeal if you are refused admission. The school will provide the information you need.

The Academy Trust has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education. If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State. If the EFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if EFA finds that any breach may have affected the outcome of the appeal.

Complaints to the EFA about the appeal panel process should be submitted by sending a completed complaint form by email to **academyquestions@efa.education.gov.uk** or by post to the Admission Appeal Complaints team at the Education Funding Agency.