



Admissions Policy 2022/2023

FREQUENCY OF REVIEW: Annually (under Admissions Consultation timetable)

RATIFICATION: March 2021

DATE OF NEXT REVIEW: March 2022

AUTHOR: Headteacher (under Admissions Consultation)

1. Introduction

Stokesay Primary School is an academy and member of the TrustEd Schools Partnership. The Governing Body has agreed that we will use the local authority's admission system for pupils applying to enter our Reception year at the start of the Autumn term but will take responsibility for our own 'in year' admissions.

For admissions to the September entry for Reception, application must be made through Shropshire Council by 15 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 parents will be informed by Shropshire Council on 16 April 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 for details of the admission arrangements. Admission arrangements can also be found on the school's own website, www.stokesayprimary.co.uk

2. Admissions Criteria:

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. a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order *
- 1 b) Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted**
2. Children living inside the designated catchment area (see attached map) 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.

*looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions .

**A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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.

Notes:

- A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or halfsister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Fostered and 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.
- 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, 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.

3. **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 at the start of Reception, parents should apply directly to the school on a mid-term application form available from the Shropshire Council website 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 Governors' Admissions Committee will meet 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, 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 5 first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school. Residence at an address in the school's designated catchment area can only be considered when formal confirmation of the address (eg signed tenancy agreement when no other property is owned, or exchange of contracts) 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. The Admissions Policy 2022/23 has been adopted by the Stokesay Local Governing Body

Signed _____ Dated _____ Chair of Stokesay Local Governing Body

Signed _____ Dated _____ Headteacher