



# ADMISSIONS POLICY

Approved by Shrewsbury Academies Trust Board

Date: 23 February 2017 for 2018/19 intake year

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a co-operative learning community



**The Shrewsbury Academies Trust**

**Admissions Policy**

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## 1. Introduction

The Shrewsbury Academies Trust is an admissions authority in its' own right and is therefore responsible for setting its' own admissions policy. Until formal consultations have taken place with all stakeholders, the Trust will continue to adopt the same arrangements and oversubscription criteria as those of Shropshire Council for all maintained Shropshire Schools (which can be viewed alongside this policy on Trust websites at [The Grange Primary School](#), [Longlands Community Primary School](#) and [Shrewsbury Academy](#))

### Application to Grange Nursery

#### The Grange Infant and Nursery School

Telephone: 01743 461930

Address: Bainbridge Green, Shrewsbury SY1 3QR

The Nursery can accommodate a maximum number of thirty children at any one time. Applications should be made in the first instance directly to the Nursery itself. Children can apply to join the Nursery the term after their third birthday. Applications for Nursery follow Local Authority Admission procedures as per applications to the Primary School (*see 2 below*) although the governing body is responsible overall for admissions.

The Nursery is able to access the 15 hours of free childcare for each child the term after their third birthday (see Paying for Childcare on the Shropshire Council website). The nursery is responsible for applying for the funding for each eligible child in their care. Contact the Nursery directly to discuss the free places.

## 2 Application to the Trust's Primary Schools

The Trust follows the Local Authority admission procedures for entry to its primary schools. All Children in Shropshire are entitled to start school in the September following their fourth birthday and must start their education by the beginning of term after their fifth birthday. A letter from the Local Authority is sent to all parents in the autumn term the year before your child is due to start school with details about the admissions process and parents are required to complete an LEA Application form stating preferences for up to three schools. Applications must be received by 15 January.

Children with a Statement of Special Educational Needs (or an Education, Health and Care Plan) which name either the Grange Primary School or Longlands Community Primary School will be offered a place. Where applications exceed the admission limit (*see Published Admission Numbers on Page 8*), places will be allocated according to the following criteria in order of priority:

### **Priority 1**

Priority will be given to children in public care, usually referred to as "Looked After Children" and to children who were "Looked After" but ceased to be so because they were adopted as defined in the School Admissions Code.

### **Priority 2**

Priority will be given to children living within the designated catchment area. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:

- a 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 there.
- b After that, priority will be given to other children who live within the catchment area and whose homes are nearest to the school.

### **Priority 3**

After that any places that are left will be offered to children who live outside the catchment area according to the following criteria:

- a Children who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
- b All other children.

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

Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that the school is relevant to the medical well-being of their child. In such cases priority may be given above those children who qualify under Priorities 2-5.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother, half-sister, fostered or adopted sibling living at the same address as part of the same family unit and of compulsory school age (i.e. 5-16 years). Older siblings must still be attending the school on the date the younger sibling is due to start there. Cousins or other relatives who take up residence in the home in order to establish an "in catchment area" address will not be given priority under the sibling criteria.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

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 individual 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.

*(Also see "[Starting Primary School](#)" for more Local Authority information)*

### **3. Applications to the Trust's Secondary School**

September transfers to secondary schools for Year 7s are coordinated by the Council's Admission Team and all enquiries regarding admissions should be addressed to them. The Council publishes a booklet each year "Parent's Guide to Education in Shropshire" with up-to-date information about schools and how the admissions processes work. Booklets are available along with a copy of the arrangements on the Council's website [www.shropshire.gov.uk](http://www.shropshire.gov.uk). Reference copies are available in schools and local libraries.

If you wish to speak to the admissions team directly to speak to an adviser they can be contacted as follows:

Website: Email: Telephone: Address:

[www.shropshire.gov.uk](http://www.shropshire.gov.uk)

[school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

0345 6789008

Admissions Team, Learning & Skills, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Children who have a Statement of Special Educational Needs from Shropshire Council (or an Education, Health and Care Plan), which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children.

For the first term of 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.

## Year 7 Applications

Parents/Carers of Year 6 children and resident in Shropshire will be required in the autumn term prior to the school year of transfer to make an application naming 3 preferences via the Shropshire website. The online application facility will be available in early September. Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. Full details of these criteria are given in the "[Parents Guide to Education](#)" booklet; therefore it is recommended that parents read the booklet before completing an application. In general terms, they are based upon the following (in order):

### Priority 1

Priority will be given to children in public care, usually referred to as "Looked After Children" and to children who were "Looked After" but ceased to be so because they were adopted as defined in the School Admissions Code.

### Priority 2

Children living inside the designated catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- a Priority will be given to children living within the catchment area who will have an older sibling of compulsory age (11-16) at the school on the day they are due to start there.
- b After that priority will be given to children in the Shrewsbury secondary school catchment area whose homes are nearest to the school. For this "Nearest School Test" a straight line computerised mapping system is used to determine the distance between home and the nearest appropriate official entrance gate to the school site.
- c After that, priority will be given to other children who live within the catchment area.

### Priority 3

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:

- a Priority will be given to children living outside the catchment area who will have an older sibling of compulsory school age (11-16) at the school on the day they are due to start there.
- b After that, priority will be given to other children who live outside the catchment area.

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under **Priorities 2** and **3** above. This will only be allowed if parents /carers can provide written evidence from a medical professional that attending that particular school is **essential** to the medical wellbeing of the child. The Council reserves the right to check the relevance of the medical condition.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

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

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother, half-sister, fostered or adopted sibling living at the same address as part of the same family unit and of compulsory school age (i.e. 5-16 years). Older siblings must still be attending the school on the date the younger sibling is due to start there. Cousins or other relatives who take up residence in the home in order to establish an "in catchment area" address will not be given priority under the sibling criteria.

If, in any of the above priority categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

In the event that two individual 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 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. After that, waiting lists will be transferred to the Trust.

Catchment area maps can be viewed on LocalView available from "Maps" at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk). Individual addresses can be checked by contacting the Admissions Team. Admission numbers can be found in the Parents' Guide to Education booklet.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/ carer of the child for the majority of the time (that is school time during the week in term time) but where care is shared equally, the home address will be determined by which parent receives the relevant Child Benefit.

*(Also see "[Transferring to Secondary School](#)" for more Local Authority information)(For mid-term applications, see "Mid-Term Transfers" below)*

#### **4. Mid-Term Transfers**

Admissions occurring at other times throughout the academic year are referred to as "mid-term transfers". You will need to contact the school within the Shrewsbury Academies Trust directly. Mid-term applications are dealt with using the same admissions criteria given above.

##### **Shrewsbury Academy**

Website: <http://shrewsburyacademy.sat.coop>  
Email: [head@shrewsburyacademy.sat.coop](mailto:head@shrewsburyacademy.sat.coop)  
Telephone: 01743 276700  
Address: Corndon Crescent, Shrewsbury, SY1 4LL

##### **The Grange Primary School**

Website: <http://www.grangeprimaryshrewsbury.co.uk/>  
Email: [head@grangepri-sat.coop](mailto:head@grangepri-sat.coop)  
Telephone: 01743 462984

##### **Longlands Community Primary School**

Website: [www.longlandsprimaryschool.co.uk](http://www.longlandsprimaryschool.co.uk)  
Email: [c.summers@longlands.sat.coop](mailto:c.summers@longlands.sat.coop)  
Telephone: 01630 652312  
Address: Linden Way, Market Drayton, Shropshire TF9 1QU

Please contact the school in the first instance. You will be given an indication of whether there are places available in the relevant Year group. If only one place is available and there are other applicants applying, the same published criteria will be applied to determine who will get the place. If there are no places available, the school will be able to inform you of the Appeals process.



The school will, on request, arrange an appointment and provide a mid-term transfer form. This should be completed and signed by the Headteacher at the school currently attended before submitting the form to a school within the Shrewsbury Academies Trust.

If an application is made for a student to be admitted to the Academy and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted subject to the provisions of section 3.

The Academy will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

(Also see [Changing your Child's School](#) and [Frequently Asked Questions](#) for further Local Authority information).

## **5. Published Admission Numbers**

Shrewsbury Academy	187
Grange Primary School	60
Longlands Community Primary School	30

This number applies to the intake for each academic year group.

The number of preferences received and places allocated for the previous year can be viewed on the Shropshire Council website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)) and in the "Parents Guide to Education" booklet.

## **6. Refusal to Admit**

A school within Shrewsbury Academies Trust may, on rare occasions, refuse admission to applicants on the grounds that he/she:

- has been permanently excluded from two previous schools (this does not apply to students with a Statement of Special Educational Needs (or an Education, Health and Care Plan). This type of refusal can run for two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Shropshire does not operate a system of feeder schools as the home address of your child is the arbiter of being offered a place. That home address will be checked against data sources to ensure potential applicants are not, for example, using other relatives' addresses, work or office addresses to achieve a higher priority under the published criteria. 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.

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

## **7. Appeals**

Any applicant refused a place at Shrewsbury Academies Trust as an academy has a right of appeal to an independent appeal panel.

An academy is its own admission authority and so you should contact the relevant school in order to lodge your admission appeal if you are refused admission. The school will give you the information you need.

The academy has to ensure that the independent appeal panel is trained to act in accordance with all the relevant provisions of the School Admissions Appeals Code published by the Department for Education. The code can be found online.

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](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Funding Agency.

## **8. Fair Access**

The Shrewsbury Academies Trust schools will consult and co-ordinate its arrangements, including those to secure the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.