



# Admissions Policy

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**Reviewed March 2017**

## 1.0 Introduction

Weston Lullingfields Foundation School is a Church of England Foundation School and as such the Governing Body is responsible for its own Admissions Policy and for making decisions on the allocation of places. Please contact the head teacher in the first instance if you would like to apply for a place. School admissions to all primary schools are co-ordinated by the Shropshire Council Admissions Team, based at the Shirehall in Shrewsbury. All applicants for Reception are required to make their application by 15 January via the Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) using the Online Application facility or by telephone to the School Admissions Team. It is not always possible to offer parents their preferred school therefore parents are urged to name more than one school on their application, particularly if the preferred school is not the catchment area school.

The Admissions Team will inform the school of the applications made to the school and the Admissions Committee of the School's Governing Body will consider these in accordance with their admissions policy and in turn will inform the Admissions Team of the rank order of applicants. The Admissions Team will write to parents on behalf of the Governing Body on the allocation day (16<sup>th</sup> April or the next working day if it falls at a weekend) informing them which school has been allocated.

There is no cost associated with the admissions process to Shropshire Local Authority maintained schools.

All parents/carers applying for a place at Weston Lullingfields School should also view the Parents' Guide to Education in Shropshire booklet on the Council website or from the school or from local libraries. It is a requirement in the application to confirm that information on school admissions has been read and understood.

All schools have a published admission number this represents the maximum number of places that can be offered in each year group. The Admission number for this school is 6. Children can start school in the September following their fourth birthday and must start school no later than the beginning of the term after their fifth birthday.

Parents may ask that entry to Reception is deferred. As the legal school age is from the start of the term following the child's 5<sup>th</sup> birthday, parents are entitled to a deferment until then. Summer born children have more options. They may either start in September, January, after Easter, or they could defer until the start of the next school year in September. **However if they choose the latter, they will have to make another application to commence in Year 1.** In other words their application for Reception place cannot be held over into a new school year. (They will not normally be starting in Reception as they should go into a class with their correct age cohort).

## 2.0 Admissions Criteria

Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names Weston Lullingfields CE (Foundation) School as the appropriate school to best meet the needs of the child will be offered places first. After which places will be offered up the published admission number giving priority in the following order:

1. Children in Public Care, usually referred to as “looked after children” and children who were looked after but ceased to be so because they were adopted, as defined in the School Admissions Code
2. Children living in catchment area who have an older sibling at the school on the day they are due to start
3. Children living in the catchment area
4. Children living outside the catchment area who have an older sibling at the school on the day they are due start
5. Children living outside the catchment area

### Notes:

Where the admission number is reached and a decision has to be made to differentiate between children who fall into the same priority groupings of 1 – 5 above, priority may be given to those children who live nearest to the school. For admission purposes all distances are measured by the Admissions Team.

In the case of twins or multiple births from the same address, the school will admit both or all siblings where one twin/child of multiple birth qualifies for a place.

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.

In very exceptional circumstances the following criterion may apply and such children may be allocated a higher priority above 2 – 5: where a child has particular health reasons for wishing to attend the school. Such cases will only be given priority if medical evidence can be provided by a specialist which demonstrates that attending the school is essential to the medical wellbeing of the child. The governing body reserves the right to check the essential nature of the medical condition with the medical practitioner.

The definition of a sibling is the brother or sister, stepbrother or stepsister, 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). Fostered and adopted siblings are also included. Older siblings must still 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 the home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

### Late Applications:

Where a parent/carer misses the closing date (15 January) for applications the request for a place will be deemed to be late and will not be considered until all other applicants have been offered a place. If at that time there are no places available then the late applicant will be offered another school or placed on a waiting list and reconsidered at the Review stage. The only exceptions to this

are where a late application is the result of a house move which took place after the closing date or where there has been a family difficulty such as a serious illness or bereavement. Provided such an application is still received by mid-March it will be considered.

#### Unsuccessful Applications:

Where an application is unsuccessful parents will be offered the opportunity to go on a Waiting List and their application will be considered again at a Review. This Review will be undertaken by the School's own Appeals Committee (three governors not including the Headteacher). If it is still not possible to offer a place then applicants will be able to request an appeal to be heard by an Independent Appeals Panel in which case their name remains on a Waiting List pending the appeal. Such appeals are arranged through Shropshire Council's Legal & Committee Services in agreement with the Lichfield Diocesan Board of Education. The Panels comprise three people trained in the duties of appeal panels who are completely independent of the school and the Local Authority.

If the appeals are unsuccessful then applicants' names will remain on the Waiting List which will operate until the end of the new school year in which the child is due to start school.