



# **Admissions Policy**

## **Martin Wilson Primary School and Early Years Centre**

### **2017/2018**

The Martin Wilson Primary School and, as such, its Governing Body has responsibility for its own admissions. Admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA), and the school liaises closely with Shropshire Council on admissions issues. If you would like your child to be admitted to The Martin Wilson Primary School, please contact the head teacher in the first instance, giving the name and date of birth of your child(ren). A copy of Shropshire Council's common application form will be sent to you.

For admissions to the Reception Year, application must be made through Shropshire Council by 15<sup>th</sup> 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<sup>th</sup> 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](http://www.shropshire.gov.uk/schooladmissions) and also for details of the admission arrangements. Late applications will be considered if there are exceptional circumstances, such as a house move or serious illness/bereavement in the family, or if there are still places after all other applications have been considered. Otherwise late applications will be placed on a waiting list and considered at a Waiting List/Review stage after the allocations stage.

All schools have an admission limit for each year group based on the admission number. Our present admissions number is 30.

Children who have a statement of Special Educational Needs or Education and Health Care Plan (EHCP) in which The Martin Wilson School is named as the appropriate school will be offered places first. After which, where applications exceed the admission limit, places will be allocated according to the following criteria in order of priority:

1. Looked after children who are in public care and formerly looked after children who ceased to be so because they were adopted, became subject to a residence order or special guardianship order as defined in the School Admissions Code.
2. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school.

4. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
5. Other children living outside the catchment area and whose homes are nearest to the school.
6. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that The Martin Wilson Primary School is essential to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 – 5 above.

**Please note:**

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). 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 to the ground floor will be deemed to be the nearest in distance.

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

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. There is no cost associated with the admissions process to any Shropshire LA maintained schools.

Children offered a place at The Martin Wilson Primary school have the right to start in the September following their 4<sup>th</sup> birthday. If they are not of statutory school age, they may defer starting school until later in the academic year if they wish or they may request part-time attendance.

Parents will be notified of the decision on the allocation of places by Shropshire Council on behalf of the Chair of Governors. Should the admission be refused, parents may ask for a review, by writing to the Chair of Governors at the school, who will refer the request to the Governors' Admissions Committee/Review Committee. This Committee will not include the Head teacher and Chair. In the meantime the applicant's name will be included on a Waiting List in case any vacancies occur.

**APPEALS:**

If the application is still unsuccessful, parents will have the right to pursue their case

through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Authority, and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school. If the appeal for a Reception place is unsuccessful the applicant's name will be kept on a waiting list until the end of the new academic year. If a vacancy then occurs but there are more than one applicant the place will be allocated in accordance with the admission criteria listed above. Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group. If there are, then arrangements will be made for your child to start. If not, then parents should follow the procedure for Appeal set out in the paragraph above.

We will refer you to Shropshire LA's publication "Parents' Guide to Education in Shropshire". Please read this carefully as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

**Nursery:**

We currently have 48 part-time places available each year. If it occurs that there are more children requiring places than are available, then the criteria as outlined above are applied. It is possible that Government or Local policies may have the effect of reducing this number or altering the age range we can take. You will be given ample warning if this is the case. Attendance at the nursery does not guarantee a place at the school. Applications for Nursery and School are completely separate.