

APPLICATIONS TO TRANSFER FROM INFANT SCHOOL AND/OR TO JUNIOR SCHOOL for 2018/19

WHAT TO DO NOW

You **must** inform the Admissions Team if you have moved house or the address we have for you is not correct.

Please read all of the following information which includes an explanation of the steps you can take depending on whether you have been successful in your application or not.

I WISH TO ACCEPT THE OFFER

If the school offered is a **Shropshire school** and you are satisfied with the offer that has been made to you, there is nothing more to do now. Unless we hear from you otherwise, we assume that you wish to accept this offer. The school has been informed of the allocation of places and they will contact you in due course about induction arrangements.

If you have been offered a place at a **school outside Shropshire**, then you may need to confirm with the local authority for that school that you wish to accept the offer. Please see page 72 of the Parents' Guide to Education booklet for contact details of other local authorities.

AVAILABILITY OF PLACES FOR YOUNGER SIBLINGS

Please note that if your child has been successful as an "out of area" applicant there is no guarantee that a younger sibling can be offered the same school in future if their year group is oversubscribed.

FALSE ADDRESSES

Parents and carers are reminded that offers are made on the basis of the information provided in their applications. **If that information is inaccurate or your address has changed since you submitted your application you should inform the Admissions Team immediately.**

Places could be withdrawn where misleading or fraudulent information has been given.

There is a telephone line available to report anonymously and confidentially any instance where you believe that an application for a school place has been made fraudulently. If you are aware of such an application please call 01743 254435.

TRANSPORT

School transport is provided by the Local Authority if a child is attending their nearest or their designated catchment school and where the home address is 2 miles or more (primary), measured by the shortest pedestrian route from the school to home. If you wish apply for free transport you may apply through the Customer Service Centre on 0345 6789006.

I DO NOT WISH TO ACCEPT THE OFFER

If you have changed your mind about your preferred school, you are **moving house** or you are making other educational arrangements for your child, e.g. going to **private school** or **home education** – please complete and return the amendment slip on page 4 by **27 April 2018**. Other people waiting for a vacancy at the school may benefit if you release a place.

If you have been unsuccessful in application for your preferred school, please read the information overleaf. You may still hold the offer made even if you continue to the review and appeal stages.

It is possible that some offers to your preferred school may be declined by other applicants. If this happens then we can fill those vacancies from applicants who have been unsuccessful and who have asked to be placed on the waiting list.

WHY WAS I UNSUCCESSFUL AT MY FIRST/SECOND/THIRD PREFERENCE SCHOOL(s)?

If you did not receive an offer of a place at your preferred school this is because the school had more requests than there were places available and you did not rank sufficiently high to be eligible for a place. **To allocate places above the admission number would be prejudicial to efficient education and the efficient use of resources.** Where schools are oversubscribed, then oversubscription criteria are used to determine the rank order and eligibility for places. For Shropshire schools these are described on pages 14-22 of the Parents' Guide to Education. For most but not all Shropshire schools, people who live in the catchment area will have been given highest priority for places, then out of area applicants with an older sibling at the school and then others on a distance basis, the nearest being given the highest priority.

If your application was received after the closing date and treated as a late application then your application could not be considered until those received on time had been processed. By that time your preferred school may have been full and consequently your application would be unsuccessful.

If your preferences were for **schools outside Shropshire**, the admissions criteria are published in the booklet produced by the relevant admissions authority.

I WISH TO BE INCLUDED ON A WAITING LIST FOR MY PREFERRED SCHOOL(s)

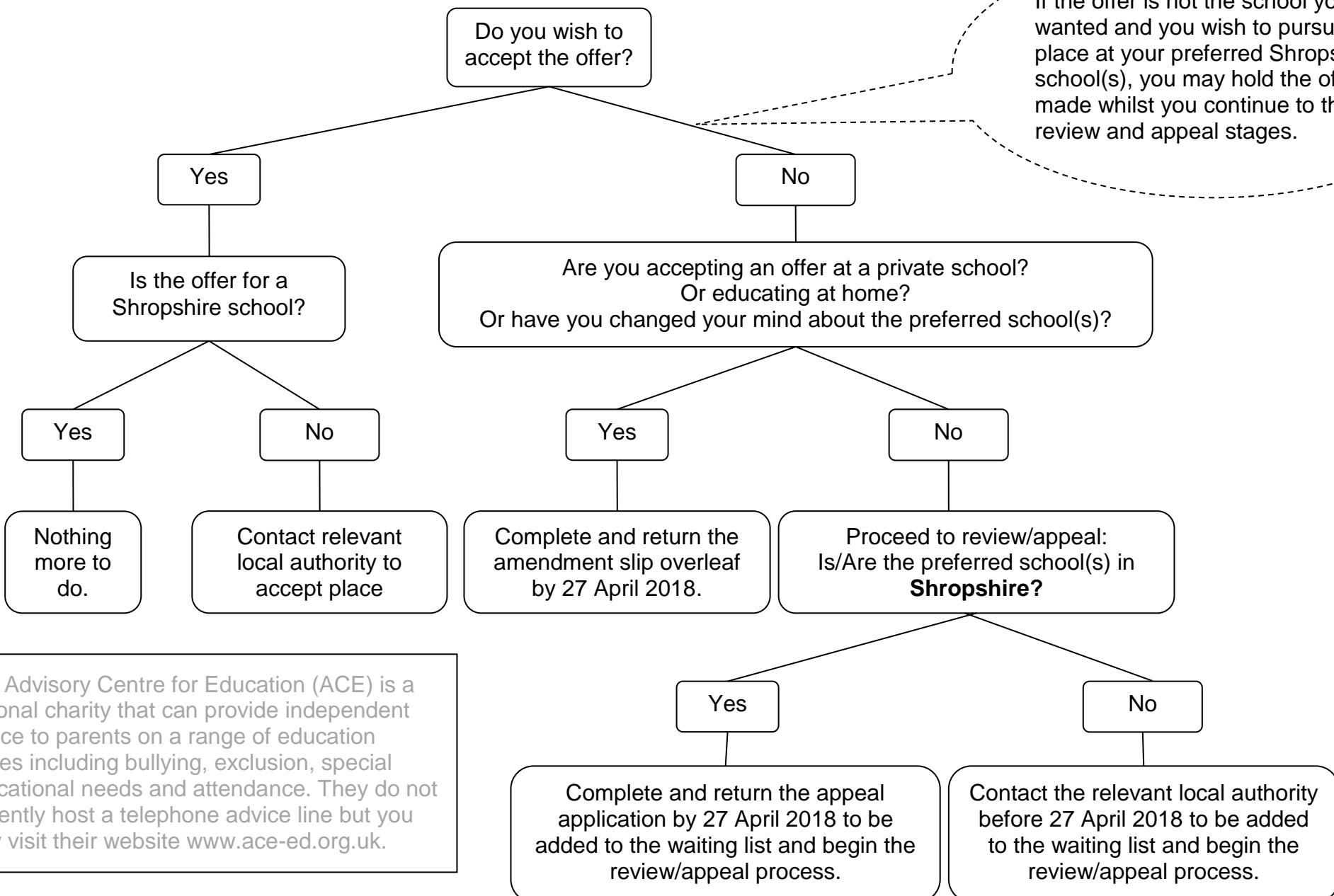
If your preferred school is a **Shropshire school** you may ask to be included in the review of allocations, at which point a waiting list will be formed. If unsuccessful at review, you may go on to appeal at a date and time to be scheduled in June/July for you to attend to present your reasons for appeal to the independent panel. To begin the review and appeal process, please complete an appeal application at www.shropshire.gov.uk/schooladmissions, or complete the enclosed appeal form, or request a review in writing using the contact details on page 4. To be included in the review, your appeal application or review request must be returned to this office **by 27 April 2018**. **Please note you may request a review and/or appeal for a place at more than one school.** At review any places released will be re-allocated in order of the oversubscription criteria used at the allocation stage to determine who is eligible for a place. We will write again on **4 May** by second class post, informing you if you have been successful at review. If unsuccessful at review, you may proceed to the appeal stage. If you do not wish to appeal, or you wish to be removed from the waiting list, please let us know.

If your preferred school is **outside Shropshire**, please contact the relevant Local Authority as soon as possible to let them know you wish to pursue a place at their school. Contact details of the neighbouring local authorities are listed in the Parents' Guide booklet on page 72.

APPEALS

If your application is unsuccessful on 16 April or at review, you have 20 school days to apply for an appeal or we will assume that you are accepting the place offered. If you are unsuccessful at the review on 4 May, and you have completed an appeal application, we will assume that you wish to proceed to an appeal. Your appeal will be lodged with Legal & Democratic Services who will inform you of the date in June or July for you to attend to present your appeal to the panel. If you wish to submit further information, this should be done prior to your appeal. If you decide that you do not wish to proceed to the appeal stage, you are required to inform the Admissions Team as quickly as possible. Appeals will be heard by an Independent Appeal Panel and will take place at the Shirehall in Shrewsbury. You will retain the current offer of a place pending the outcome of any appeal. If unsuccessful at the appeal stage, your name may be held on a waiting list by the local authority until the end of the autumn term 2018 if you wish. If you decide to request an appeal after 22 June, the hearing may not be scheduled before the end of the summer term. Appeals are not held in the school holidays.

WHAT DO I DO NOW?



AMENDMENT SLIP

**TRANSFER FROM INFANT SCHOOL AND/OR TO JUNIOR SCHOOL
(To change your preferred school or notify us of alternative arrangements).**

Is this form for you? Please check the flow chart overleaf.

This form is ONLY to be used:

To change your preferred schools (to advise us of your new preferences);

Or to notify us of alternative arrangements for your child's education e.g. private school or home education.

If you wish to pursue your application for your preferred school, i.e. you wish to appeal against the decision to refuse a place, please submit the online appeal application or complete the appeal application form to begin the review/appeals process.

Please print:

Child's name..... Date of Birth.....

Home address.....

I do not wish to take up the offer of a place at School

A. I have made alternative arrangements for the education of my child (please state what those arrangements are)

.....
.....

B. I would like to change my preference(s) to

1.

2.

3.

(Where a change of preference is requested your name will be placed on a waiting list pending a review. The results will be notified to you by post sent on 4 May 2018. In the meantime the current offer of a place will remain)

Parent/Carer's Name

Signed..... Tel:.....

**THIS FORM TO BE RETURNED BY 27 April 2018 AT THE LATEST TO:
The Admissions Team, Learning & Skills, Shirehall, Abbey Foregate, Shrewsbury,
Shropshire, SY2 6ND**