

**ELLESMERE  
PRIMARY SCHOOL**



**Admissions Policy 2026-2027**

**1 Making an Application**

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Ellesmere Primary School 'the Academy'. During the normal admissions round, Shropshire Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 For admissions to the Reception Year, applications must be made through Shropshire Council by 15th 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 16th 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.
- 1.3 Shropshire Council Admissions Team coordinates in-year admissions to the Academy on its behalf, details of which can be found below.

**2 Published Admissions Number (PAN)**

- 2.1 Ellesmere Primary School has a PAN of 45 for entry into Reception for 2026-2027. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an Education Health Care Plan EHCP that name the Academy will be provided with a place.

### **3 Oversubscription Criteria**

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously a looked after child;
- (2) Children living inside the designated catchment area 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:
  - 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 school.
  - b. After that, priority will be given to other children who live within the catchment area.
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
- (4) Children living outside of the catchment area who will have a sibling at the school on the day they are due to start school.
- (5) 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 those whose home address is the shortest distance from the Academy.
- (6) All other children

### **4 Definitions**

- 4.1 A 'looked after child' is a child is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

- 4.3 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.4 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.5 'Distance' means for admission purposes all distances are measured by the School Admissions Team as a straight line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. 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.

## **5 Tie breaker**

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

## **6 Applying for a year group outside of the chronological age group**

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

## **7 Appeals**

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

## **8 Waiting List**

Shropshire Council Admissions Team maintains waiting lists for all year groups on behalf of the school. The waiting lists are ranked in accordance with our published oversubscription criteria.

Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

## 9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the [Ellesmere Primary School website](#). Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

Admission to the academy during the academic year depends on whether a further admission would prejudice the provision of efficient education or the efficient use of resources at the school or not. Applications must be made directly to the academy on a form available from the academy. Admissions outside the normal age group will be managed by the Local Governing Board of Ellesmere Primary School (Academy) as indicated below.

If an admission would not prejudice the provision of efficient education or the efficient use of resources, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-8 above), a place will be offered.

In-year admissions, or admissions at the beginning of academy years other than Reception, will only be considered by the school up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half-term break. Ellesmere Primary School (Academy) does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.

## 10 In-Year Admissions Process

Mid-term applications will be dealt with using the same admissions criteria given above. Ellesmere School have delegated the coordination of mid-term applications to the Admissions Team at Shropshire Council, however the decision to admit still lies with the Academy. Applications must be made via the Shropshire Council online portal ([Synergy - Homepage \(shropshire.gov.uk\)](http://Synergy-Homepage.shropshire.gov.uk)).

If there is a space in the relevant year group a place will be offered. A formal letter from Shropshire Council's Admissions Team will be sent to the parent advising them of the offer and the need to contact school directly to arrange a start date.

If there are no vacancies in the year group, Shropshire Council's Admission Team will speak to the Headteacher to consider whether additional places can be offered. A decision must be notified to parents within 15 school days of making the application.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council's School Admissions Team.

Shropshire Council 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.

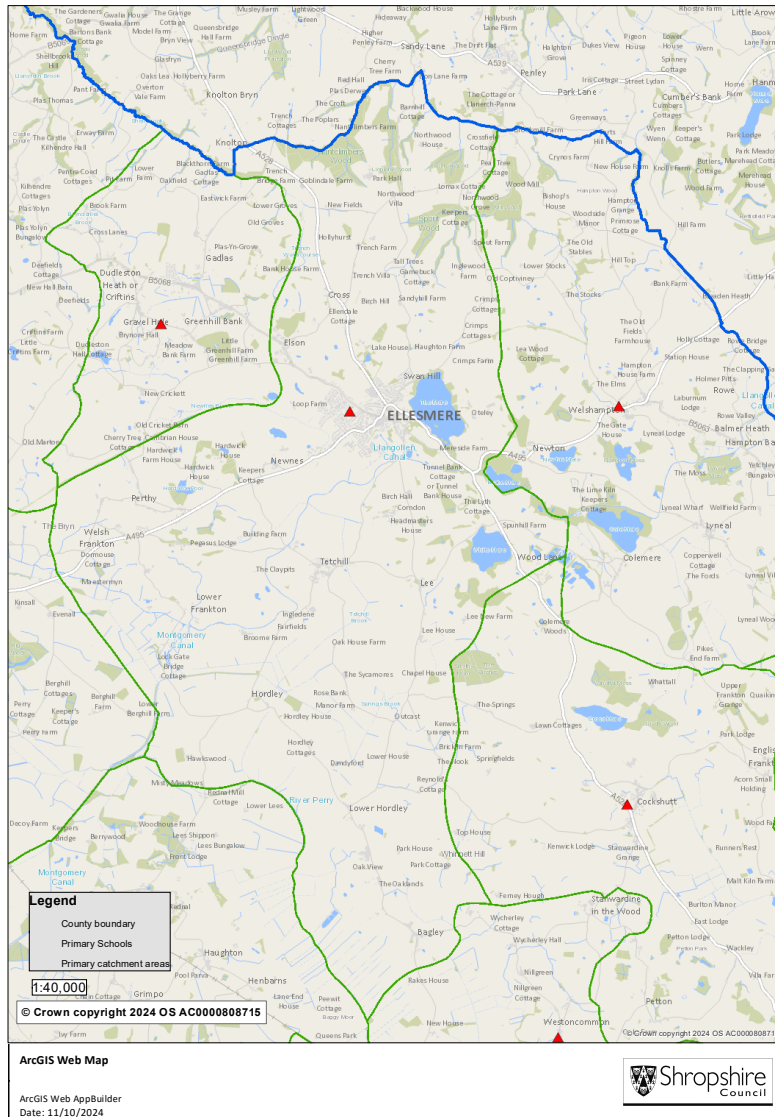
## 11 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not taken up the place 6 school weeks or half a term after it was offered;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

### Annex: Catchment Area Location

Use the [Shropshire Maps General Map Viewer](#) and click on Primary Schools and Primary Catchment area after typing in your postcode to locate your nearest school and to see if you are in the catchment area for Ellesmere Primary School. Or click on the map below.



<b>Admissions Timeline</b>	
<b>Date</b>	<b>Details</b>
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July