



ADMISSIONS POLICY

Approved by Shrewsbury Academies Trust Board

Date: 26th January 2018 for 2019/2020 intake year

Date Policy to be Reviewed: December 2018

a co-operative learning community



The Shrewsbury Academies Trust

Admissions Policy

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1. Introduction

The Shrewsbury Academies Trust schools are open access comprehensive schools. Shrewsbury Academies Trust is an admission authority in its' own right and is therefore responsible for determining the admissions policy.

Application to Grange Primary School

The Grange Primary School - Nursery

Telephone: 01743 462984

Address: Bainbridge Green, Shrewsbury SY1 3QR

The nursery can accommodate a maximum number of 16 children in the morning sessions and 16 children in the afternoon session. Applications should be made in the first instance directly to the school office. 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 or 30 (if eligible) 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 school office 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.

2.1 A copy of the determined arrangements are available for viewing on the Local Authority website at www.shropshire.gov.uk

2.2 The contact address is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

Telephone Number: 0345 678 9008

Email: school-admissions@shropshire.gov.uk

Website: www.shropshire.gov.uk

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Grange Primary School or Longlands Community Primary School as the school which the child should attend because their needs can be best met by that particular school, will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

Priority 1

Priority will be given to children in public care, usually referred to as "looked after children" and to children who were previously "looked after". Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined in the School Admissions Code.

Priority 2

Where a child has a particular health reason requiring them to attend a specific school that child may be given a place if parents/carers can provide written evidence from a medical professional that the school is relevant to the medical wellbeing of their child.

Priority 3

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:

- (1) 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.
- (2) After that, priority will be given to other children who live within the catchment area and whose homes are nearest to the school. For this "Nearest School Test" a straight line computerized mapping system is used to determine the distance between home and the nearest appropriate official entrance gate to the school site.

Priority 4

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

- (1) 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.
- (2) After that, priority will be given to other children who live outside the catchment area.

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.

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

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 who has care 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.

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.

3. Applications to the Trust's Secondary School

The Trust follows the Local Authority admission procedures for entry to secondary schools in Year 7. 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 facility will be available in early September.

3.1 A copy of the determined arrangements are available for viewing on the Local Authority website at www.shropshire.gov.uk or can be found in the booklet "[Parents Guide to Education in Shropshire](#)" which is published each year with up-to-date information about schools together with a full explanation of the admissions process. Reference copies can be found in schools and local libraries.

3.2 The contact address is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.
Telephone Number: 0345 678 9008
Email: school-admissions@shropshire.gov.uk
Website: www.shropshire.gov.uk

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Shrewsbury Academy as the school which the child should attend because their needs can be best met by that particular school, will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

Priority 1

Priority will be given to children in public care, usually referred to as "looked after children" and to children who were previously "looked after". Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined in the School Admissions Code

Priority 2

Where a child has a particular health reason requiring them to attend a specific school that child may be given a place if parents/carers can provide written evidence from a medical professional that the school is relevant to the medical wellbeing of their child.

Priority 3

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:

- (1) 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.
- (2) After that, priority will be given to other children who live within the catchment area and whose homes are nearest to the school. For this "Nearest School Test" a straight line computerized mapping system is used to determine the distance between home and the nearest appropriate official entrance gate to the school site.

Priority 4

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

- (1) 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.
- (2) After that, priority will be given to other children who live outside the catchment area.

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

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 the school is relevant to the medical wellbeing of their child.

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.

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 who has care 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.

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.

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.

Catchment area maps can be viewed on LocalView available from "Maps" at the foot of the website 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 for any year group other than the start of Year 7 will be classed as In-Year or Mid-Term applications and will be handled directly by the school. You will need to contact the school within the Shrewsbury Academies Trust directly in order to make an appointment to visit the school. You will be given an indication of whether there are places available in the relevant year group. During your visit you will be provided with a mid-term application 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 other applicants want that same place we will apply the same published criteria to determine policy for that place. If there are no places available the school will be able to inform you of the Appeals process. 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 easting's 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.

If an application is made for a student to be admitted to the Trust 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 places for unplaced children.

Shrewsbury Academy

Website: <http://shrewsburyacademy.sat.coop>
Email: enquiries@sa.sat.coop
Telephone: 01743 276700
Address: Corndon Crescent, Shrewsbury, SY1 4LL

The Grange Primary School

Website: <http://www.grangeprimaryshrewsbury.co.uk/>
Email: admin@grangepri.sat.coop
Telephone: 01743 462984

Longlands Community Primary School

Website: www.longlandsprimaryschool.co.uk
Email: admin.longlands@longlands.sat.coop
Telephone: 01630 652312
Address: Linden Way, Market Drayton, Shropshire TF9 1QU

5. Published Admission Numbers

Shrewsbury Academy	237
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) 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 or more schools; this does not apply to students with a Statement of Special Educational Needs or an Education, Health and Care Plan. The ability to refuse admissions runs for a period of two years since the date of 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 at <https://www.gov.uk/government/publications/school-admissions-appeals-code>.

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 & Skills Funding Agency (ESFA). The ESFA will investigate the complaint on behalf of the Secretary of State.

If the ESFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if ESFA finds that any breach may have affected the outcome of the appeal.

Complaints to the ESFA about the appeal panel process should be submitted by sending a completed complaint form by email to:

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

8. Fair Access

Shrewsbury Academies Trust schools will consult and co-ordinate its arrangements, over the rapid re-integration of children, especially the most vulnerable and 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.