



## **A STATEMENT OF POLICY**

# **Admissions**

The following policy is based on LA policy and guidance.  
It has been reviewed by the school's *Governing Body*

Date; February 2019

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 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.

**Admissions Criteria:**

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names St John the Baptist CE Primary School or Bomere Heath CE Primary School will be allocated places, after which places are allocated up to the Published Admission Number of 20 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.

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:

2a. 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.

2b. After that, priority will be given to other children who live within the catchment area.

3. 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 the following criteria:

3a. Children who will have an older sibling at the school on the day they are due to start school.

3b All other children.

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

**Notes:**

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

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.

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 Reception year, 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.

### **Nursery Admissions (St John the Baptist CE Primary School and Nursery);**

We maintain a list of children whose parents have expressed a wish to attend the nursery. The decision to apply places will be taken using the following priorities;

Children with a Statement of Special Educational Needs or EHCP which names our school/nursery will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority;

1: Looked after children and former looked after children (who are then adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

2: Children already attending nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

3: Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

4: Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

5: Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

6: Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

**You can apply for a nursery place at any point in the year, however places will be allocated on the above basis and then based on date of receipt of signed, completed registration paperwork. Decisions are usually made within 5 school working days of receipt of application.**

**Please note:**

In accordance with Shropshire Council Policy;

Attendance at a particular nursery/ nursery class or foundation class gives no guarantee that the child will gain a place at the school where the nursery/ nursery class/foundation class is located.

Parents/carers must apply separately for their child to go to any primary or infant school via their council. Entering your child's details on a school's list at an early age is not a formal application for a school place

**Mid-term or In-Year applications**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with the deputy head to consider whether additional places can be offered above the published admission number.

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

Other than the first term of Reception year, the school 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. At

the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council 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.

All applicants are required to give correct information about the genuine residential address of the child. 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.