SEVERN BRIDGES MULTI-ACADEMY TRUST ADMISSIONS POLICY 2020/21

Approved by Severn Bridges Multi-Academy Trust Board

Date: 4/12/18

Date Policy to be Reviewed: September 2019

The Severn Bridges Multi-Academy Trust

Admissions Policy

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1. Introduction

Severn Bridges Multi-Academy Trust is the admissions authority for *Radbrook Primary School*, *Greenfields Primary School* and *Mount Pleasant Primary School* and is therefore responsible for determination of the admission arrangements and the rank ordering of applications in accordance with the arrangements.

2. Admissions Criteria for all 3 schools

For admissions to Reception an application must be made through Shropshire Council by the closing date, 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 National Offer Day, 16th April, or next working day 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 and also the school website for details of the admission arrangements.

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names any of the above schools will be allocated places, after which places are allocated up to the Published Admission Number (see above) according to an agreed set of criteria in strict order of priority as shown below.

Priority 1

1a: Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

1b: Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.[2]

Priority 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.

Priority 3

Children of a member of staff employed at the school

3a. Where a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.

3b. A member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3c. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that the school is relevant to the medical well-being of their child.

Priority 4

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:

4a. Children who will have an older sibling at the school on the day they are due to start school.

4b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement. Please see additional Notes below.

[1]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).

[2]A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

At what age may your child start school?

Children are eligible for admission to the school in the September following their fourth birthday and must start their education no later than the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of Spring and Summer born pupils can, if they wish, opt to have their child admitted to mainstream school later in the academic year. Children whose parents opt to have them admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for later entry. Likewise, those who opt for a later entry are not at risk of 'missing out' as long as they complete the application form at the correct time. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the following autumn term, the child would usually be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group. Parents of summer-born children who wish to defer entry to Reception for a whole academic year should contact Shropshire Council Admissions Team for further advice before the 15 January closing date in the normal application year.

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). 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 admission 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 normal admissions round, application for children moving into Shropshire Council's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received or when application information has been provided by another local authority.

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.

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, 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. At the end of the first term, responsibility for the waiting list transfers to the school.

For more information regarding the admissions process the Council publishes a booklet each year "Parent's Guide to Education in Shropshire" with up-to-date information about schools and how the admissions processes work. Booklets are available along with a copy of the arrangements on the Council's website www.shropshire.gov.uk.

If you wish to speak to the admissions team you can contact them as follows:
www.shropshire.gov.uk
school-admissions@shropshire.gov.uk
Tel: 0345 6789008
Admissions Team, Learning & Skills, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

3. Mid-term Transfers (In Year Admissions Y1 to Y6)

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 contact the school to arrange for an appointment to visit the school. Application for a school place should be made directly to the school on a mid-term application form available from Shropshire Council website www.shropshire.gov.uk/schooladmissions or from the 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 School Business Manager to apply the oversubscription criteria and 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, 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, 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.

4. Application for a Place out of Cohort

Very occasionally, a place may be offered to a pupil one year ahead or behind their normal year group. This may be in response to a parental request where it is the opinion of the Trust that it is in the best interests of the child.

5. Appeals

Any applicant refused a place at Severn Bridges Multi-Academy Trust schools, has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. As the Academy Trust is an admission authority you should contact Mr Peter Rickard, CEO, Radbrook Primary School, Calverton Way, Shrewsbury, SY3 6DZ, to lodge your admission appeal if you are refused admission. The school will provide the information you need.

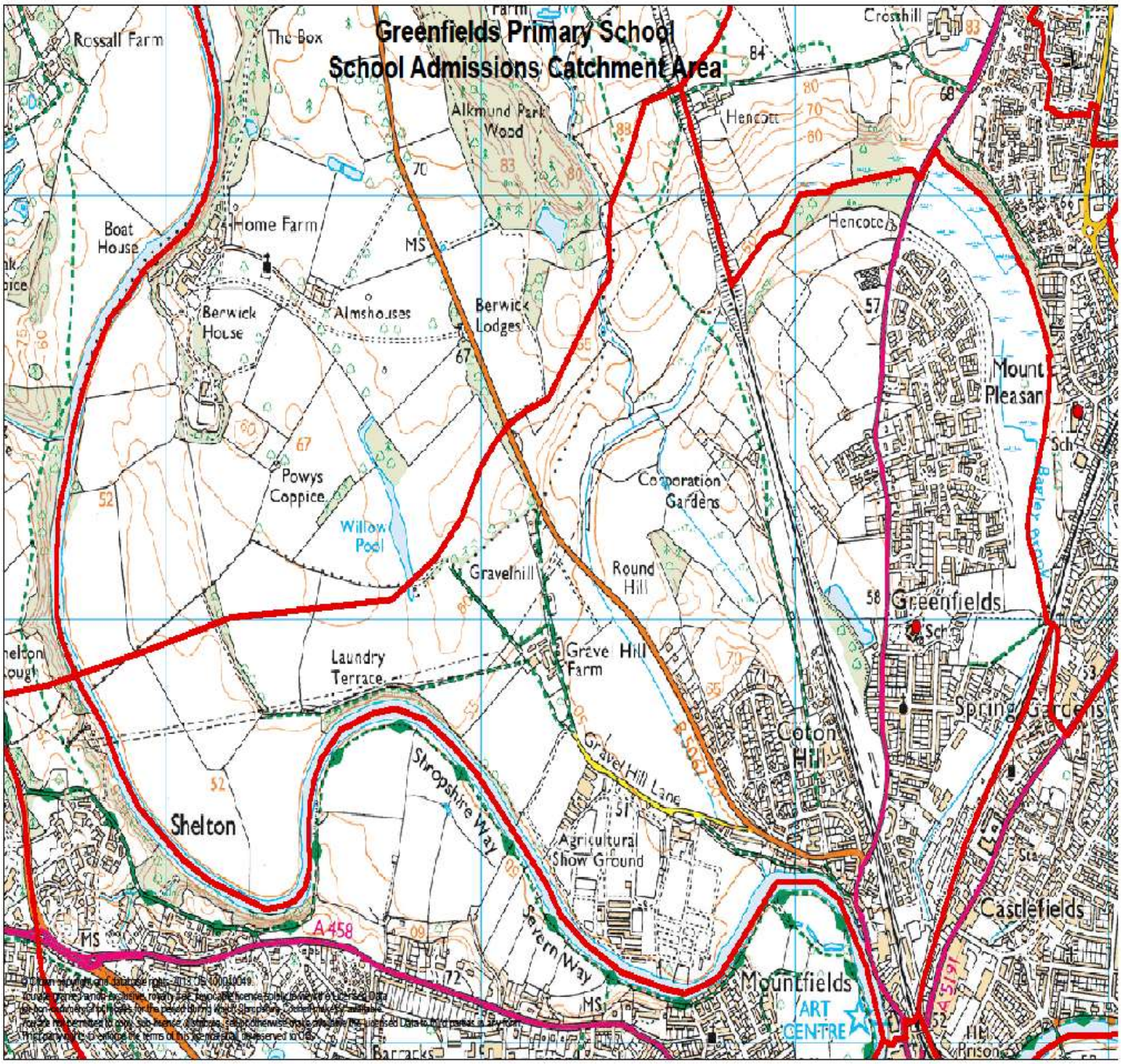
The Academy Trust has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education. If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State. If the EFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if EFA finds that any breach may have affected the outcome of the appeal.

Complaints to the EFA about the appeal panel process should be submitted by sending a completed complaint form by email to www.academyquestions@efa.education.gov.uk or by post to the Admission Appeal Complaints team at the Education Funding Agency.

6. Application to Greenfields Primary School

Address: Hemsworth Way, Shrewsbury, SY1 2AH
Telephone number: 01743 236397
Website: www.greenfields.shropshire.sch.uk

Publish admission number: 50

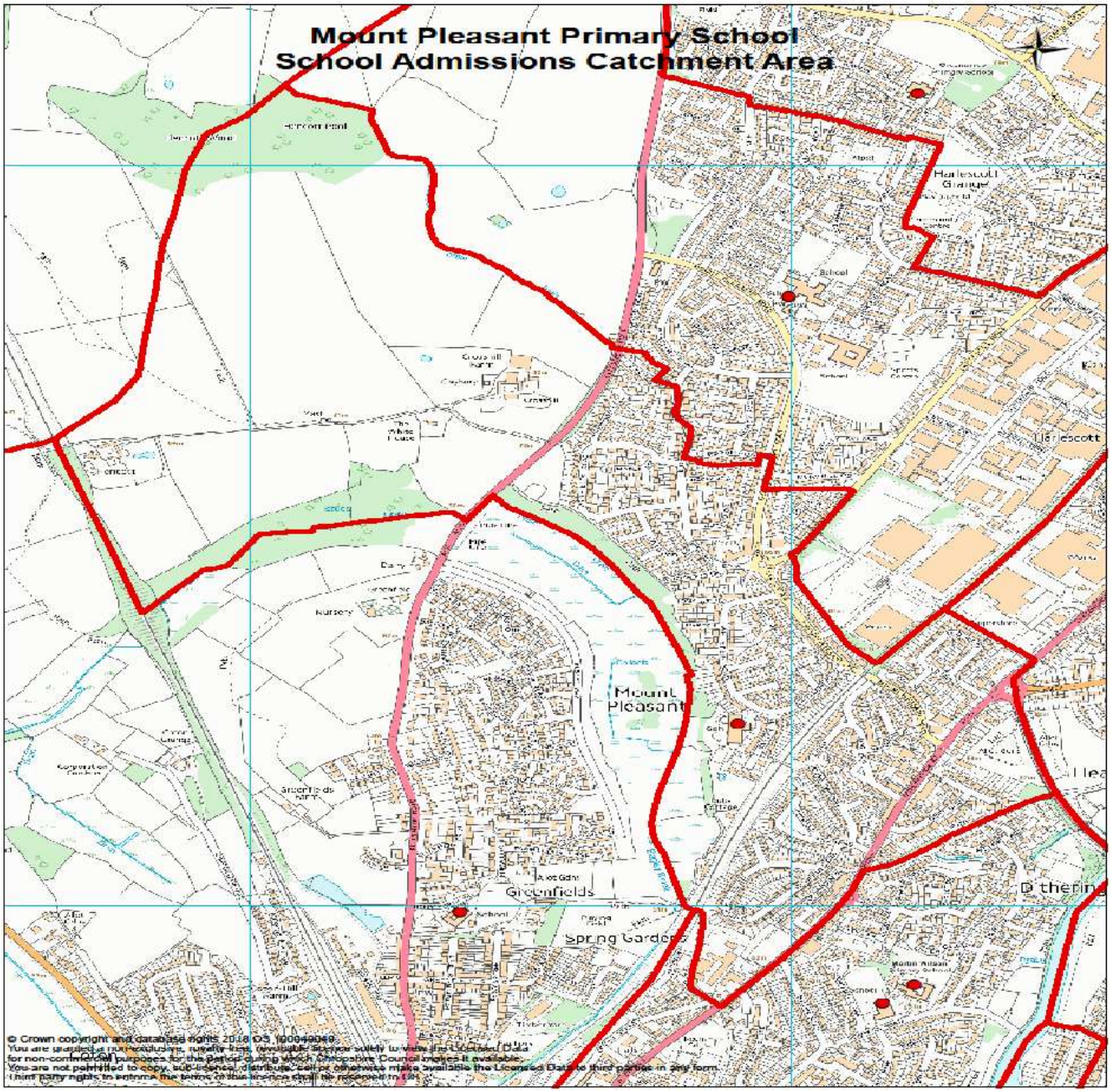


7. Application to Mount Pleasant Primary School

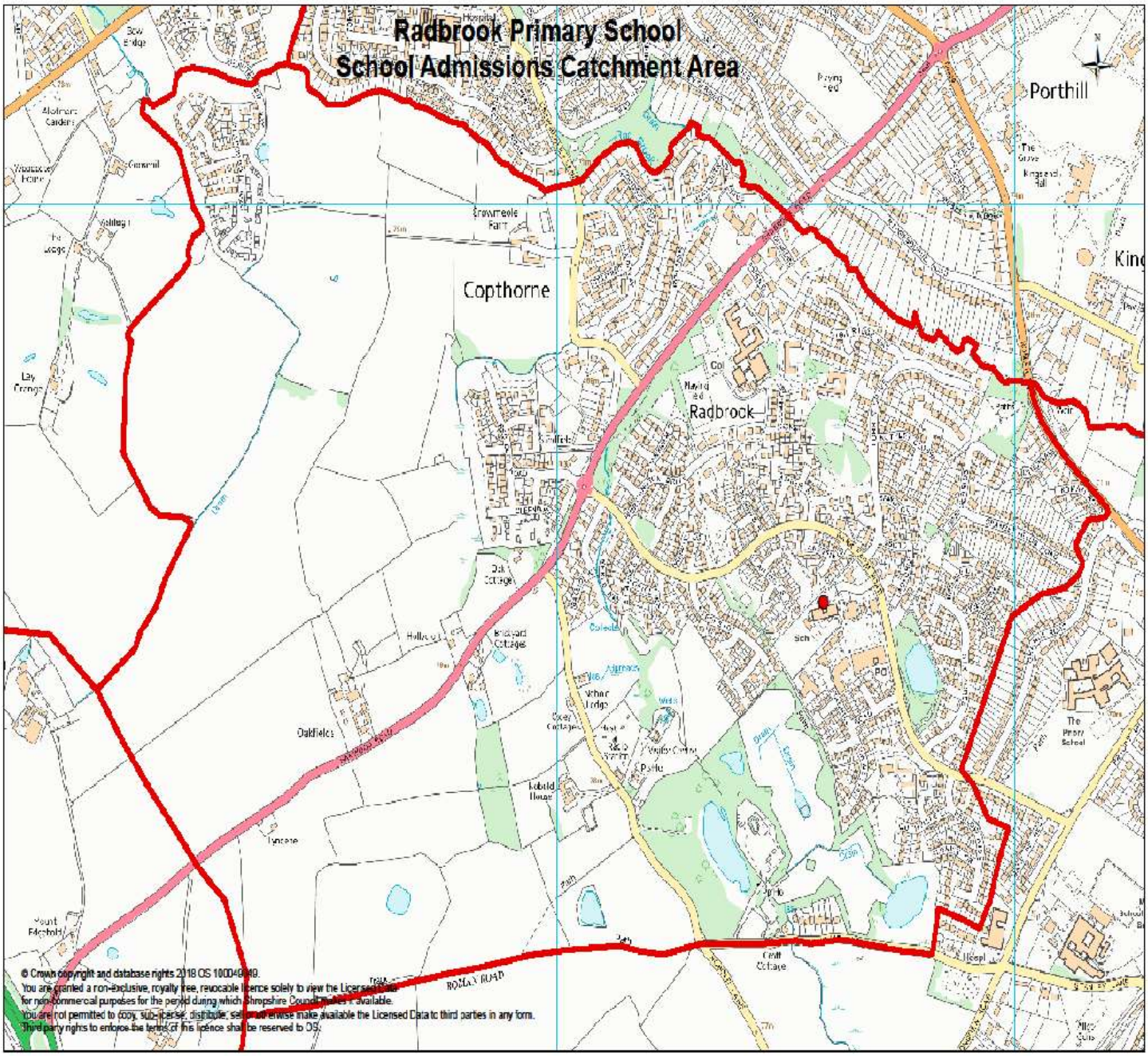
Address: Whitemere Road, Shrewsbury, SY1 3BY
Telephone number: 01743 249135
Website: www.mountpleasant.shropshire.sch.uk

Published admission number: 45

For Nursery applications please see the school's separate Nursery Admission Policy.



8. Application to Radbrook Primary School

Address: Calverton Way, Bank Farm Road, Shrewsbury, SY3 6DZ
Telephone number: 01743 232895
Website: http://www.radbrook.shropshire.sch.uk

Published admission number: 45