

APPLICATIONS TO RECEPTION 2019/20

WHAT TO DO NOW

Please read the following information which includes an explanation of the steps you can take depending on whether your application was successful or not. Page 4 contains information about when your child can start school and funding for nursery provision.

You must inform Admissions if you have moved house or if the address we hold is incorrect.

I WISH TO ACCEPT THE OFFER

If the offer is for a **Shropshire Local Authority (LA) school**, unless we hear from you otherwise, we **assume that you are accepting this offer** of a place and there is nothing more you need to do now. The allocated school has been given your details and they will contact you about induction arrangements and information for parents of new pupils.

If you have been offered a place at a **school outside of Shropshire Council's area**, then you may need to confirm with the local authority for that school, or with the school itself, that you wish to accept the offer. Please see page 3 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, even if the child has attended a local authority nursery on the same site.

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 Places could be withdrawn where misleading or fraudulent information has been given.** To report anonymously and confidentially any instance where you believe that an application for a school place has been made fraudulently, please telephone 01743 254435.

TRANSPORT

School transport is provided by Shropshire Council if a Shropshire child is attending their nearest or their designated catchment school and the home address is 2 miles or more, measured by the shortest pedestrian route from school to home. If you wish to make application for free transport please contact 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 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 6 by **3 May 2019**. Other people waiting for a vacancy at the school you have been offered may benefit if you release a place.

If you have been unsuccessful in application for your preferred school, please read on. You may still hold the offer made whilst you continue to the review and appeal stages. It is possible that some offers at your preferred school may be declined by other applicants. If this happens then we can fill those vacancies from those who have been unsuccessful and who have asked to be put 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(s) this is because the school(s) had more applications than there were places available and you did not rank sufficiently high in terms of oversubscription criteria 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.**

If your letter also states that your application has been unsuccessful due to **Infant Class Size regulations**, you need to consider the following information. Government laws prevent classes for Reception, Year 1 or Year 2 children to have more than 30 non-excepted pupils taught by one qualified school teacher. In those circumstances you still have the right of appeal, but the grounds on which the panel may allow a place at the school are very restricted.

Where schools are oversubscribed, then oversubscription criteria are used to determine eligibility for places. For Shropshire schools these are described on pages 15-23 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 residents 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 local authority.

If you are resident in Wales and have not received an offer at a Shropshire school we suggest you contact your own Local Authority as soon as possible to ask for a school place. Alternatively, we can tell you which other schools in Shropshire still have places available and you are welcome to re-apply for one of those schools or go through the review/appeals process.

I WISH TO PURSUE A PLACE AT MY PREFERRED SCHOOL(s)

If your preferred school is a **Shropshire LA 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 6. To be included in the review, your appeal application or review request must be returned to this office **by 3 May 2019**. 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 **10 May 2019** 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 LA**, 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 on page 3.

APPEALS

If you are offered a place on 16 April and you do not return the amendment form or appeal application by the deadline for appeal applications (4 June 2019), we will assume that you are accepting the offered place. If you are unsuccessful at the review on 10 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 Shropshire Council until the end of the autumn term 2019 if you wish. If you decide to request an appeal after 5 July 2019, the hearing may not be scheduled before the end of the summer term. Appeals are not held in the school holidays.