

## **Lydbury North C of E (A) Primary School** **ADMISSIONS POLICY 2019 onwards**

Lydbury North CE Primary School is a Voluntary Aided School and as such has responsibility for its own admissions. The admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues. Our admission number is 8 children in each year group. We accept children into full-time education as follows:

Children in England are entitled to start school in the September following their fourth birthday and must start their education by 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 and may wish to defer until later in the school year. The following table sets out the timetable:

<b>Born between</b>	<b>Due to start school</b>	<b>Time to apply by</b>	<b>Allocations made</b>
01.09.15 – 31.08.16	September 2020 onwards	15 January 2020	16 April 2020
01.09.16 – 31.08.17	September 2021 onwards	15 January 2021	16 April 2021
01.09.17 – 31.08.18	September 2022 onwards	15 January 2022	16 April 2022

Please note that when children whose birthdays fall in the summer term defer entry until the following September, the child will then enter Year 1 and not Reception, therefore a separate application has to be made. A place will not be held over from Reception.

Application must be made via the home authority (Shropshire Council for Shropshire residents). Application can be made online via the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) and should be completed by 15 January preceding the beginning of the academic-year in which you wish your child to start school. Letters informing parents if their application has been successful will be sent out by Shropshire Council's Admissions Team on 16th April.

Parents are asked to note that any applications received after 15 January will be regarded as late applications. No guarantee can be given that late applications will be included with all other applications, unless there are special circumstances, e.g., a house move. Therefore it is in the parents' best interests to apply before the closing date. If late applications cannot be allocated a place the applicant's name will be placed on a waiting list and considered at the Review stage.

Children who have a Educational Health Care Plan which names Lydbury North School as the appropriate school will be offered a place.

The Governors of the school have agreed the following criteria for admissions where applications exceed the admission limit. Places will be allocated according to the following criteria in order of priority:

1. Looked After Children in public care and children who were looked after but ceased to be so because they were adopted.
2. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start.
3. Other children living inside the catchment area and whose homes are nearest to the school.
4. Children who wish to apply on the grounds of their Christian faith and have supporting information from their priest or minister to state that they are “attached to the church”. (An applicant “attached to the church” would be a regular but not frequent worshipper, by which is meant, for example, one who normally attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship).
4. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
5. Other children living outside the catchment area and whose homes are nearest to the school.
6. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Lydbury North Primary School is essential to the medical well being of their child. In such cases priority may be given above those children who qualify under priorities 2-6.

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

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

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.

There is no cost associated with the admissions process to any Shropshire LA maintained schools.

Parents will be notified of the decision on the allocation of places by Shropshire Council on behalf of the Governing Body. Should the admission be refused, parents may ask for a review, by writing to the Chairman of Governors at the school, who will refer the request to the Governors’ Admissions Review Committee. This Committee



will not include the Headteacher and Chairman. In the meantime the applicant's name will be included on a Waiting List in case any vacancies occur.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel arranged by Shropshire Council. This procedure has been agreed with the Shropshire Council and the Hereford Diocesan Board of Education and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an appeal can be obtained via the school.

If the appeal for a Reception place is still unsuccessful the applicant's name will be placed on a waiting list which will operate until the end of the new school year. Subsequently if a place comes available and there are 2 or more applicants, priority for the place will be determined by the admissions criteria.

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group. If there are, then arrangements will be made for your child to start. If not, then parents should follow the procedure set out in the paragraph about Appeals. A Waiting List will operate for the remainder of the school year.

We recommend that you read Shropshire Council's publication "Parents' Guide to Education in Shropshire" available from the website, [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or from local libraries. Reference copies are also available in school. The booklet contains important information about making a preference for Primary schools and the need to consider making more than one preference for this school.

You will be asked to complete a form on entering a child into school, giving some family details which enable us to contact you in case of an emergency, or to act on your behalf. Please notify the school of any change of address or telephone number.

Should you wish to discuss any matter relating to your child's admission to school please contact the Headteacher in the first instance.

Parents are encouraged to visit school prior to children starting. You will be notified, by post, of the dates of the introductory sessions, which we offer in the half term prior to full time entry into school, and you are invited to come into school to meet your child's teacher. Legally this can now only be three sessions.

For your information we liaise closely with Shropshire Council over the admissions process.