



The 3-18 Education Trust

Bowbrook Primary School Admissions Policy 2025/26 Consultation

Every individual is in a great school.

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www.318education.co.uk

Contents

Introduction	3
Guiding principles governing the admissions arrangements.	3
Funding Agreement.....	3
Role of Shropshire Council.....	3
Published Admissions Number	5
Bowbrook Primary School Reception Year Admissions	5
Reception Year Admissions	6
Children with an Education Health and Care Plan	6
Oversubscription Criteria	6
Notes to the Oversubscription Criteria.....	8
Catchment area.....	8
Sibling	8
Distances from school	8
Equal Priority.....	8
General Guidance	9
Unsuccessful Applications.....	9
Waiting list.....	9
When can my child start school?	9
Requests to defer starting Reception.....	9
Admission of children outside their normal age group (not Reception)	10
Mid-term applications	10
Service Families	10
Refusals	11
Appeals	11

Introduction

This policy has been agreed by the Board of Trustees. The 3-18 Education Trust is the admissions authority for its academies/schools. This document is the consultation document for Bowbrook Primary School admissions arrangements for 2025/2026. The Board of Trustees is responsible for determining the admissions policy of each school.

Guiding principles governing the admissions arrangements.

- All schools in the Trust conform to [The Admissions Code \(2021\)](#) which sets out the statutory framework of admissions and follow [the academy admission guidance](#) issued by the Department for Education.
- With the purpose of recognising each school's context, the Trust does not decide one common admissions policy for all schools. Rather, each school reviews its own admissions arrangements annually and it is recommended by the Local Governing Body (LGB) for approval from the Board of Trustees.
- The Trust continues to work with individual schools and Shropshire Council as the local authority to enable both transparency and a mutual understanding of the contexts of each school and the overall admissions challenges within the authority (relevant to each school).
- LGBs undertake consultation, and publishes admissions as required in accordance with the School Admissions and Appeals Codes. The LGB makes arrangements for admissions and hearing admission appeals. Presently this is managed through a Service Level Agreement with Shropshire Council. Any changes to a school's admissions arrangements, must be recommended to the Board of Trustees. This is done at the September meeting of the LGB.

Funding Agreement

This policy forms an Annex to the Funding Agreement between the individual academies and the Secretary of State. Any changes to the arrangements set out in individual school's admission arrangements, with the exception of setting a Published Admission Number (PAN) higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State. (Schools within the Trust are not required to consult on maintaining or increasing their PAN.)

Role of Shropshire Council

Shropshire Council's Admissions Team co-ordinates the admissions process to primary schools for the first time into Reception. All enquiries regarding admissions should be addressed to the Admissions Team. Shropshire Council publish a booklet, 'Parents' Guide to Education in Shropshire', each year, with up-to-date information about schools, and a full explanation of the admissions process. The booklets are available from the Shropshire Council website.

Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group, other than Reception, will be classed as Mid-term applications, and will be handled directly by the school.

- A copy of the determined arrangements is available for viewing on the Council's website at www.shropshire.gov.uk

- The contact address is Admissions Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008 or email: school-admissions@shropshire.gov.uk
- Website: www.shropshire.gov.uk
Catchment areas for schools can be viewed on Local View which can be found on the above website address

The Trust's schools work closely with Shropshire Council to ensure that the Independent Appeal Panel acts in accordance with all the relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in admission law and in the code to admission authorities shall be deemed to be references to the LGB of the school. Individual schools take part in the Admissions Forum set up by Shropshire Council and have regard to its advice and will participate in the coordinated admission arrangements operated by Shropshire Council. Notwithstanding these arrangements, the Secretary of State may direct any Trust school to admit a named student on application from that student.

Published Admissions Number

The 3-18 Education Trust schools are open access comprehensive schools catering for children and young people aged between 3 and 18.

Bowbrook Primary School Reception Year Admissions

The published admission number for each September intake is 30.

Reception Year Admissions

For admissions to the Reception Year application must be made through the Home Admissions Authority from **1st October 2024 to 15th January 2025 for children due to start school in September 2025**. The Home Admissions Authority is the local authority parents reside in (pay council tax to) even if applying to a school in another part of England. All applications received by 15th January 2025 will be considered and parents will be informed by Shropshire Council on 16th April 2025 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 for information on when your child may start school.

All applicants will be admitted up to the school's published admission number.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan, which names a particular school, will be allocated places at that school.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

The 3-18 Education Trust is making changes to its admission policy. This is to include guidance for Service Families. For Bowbrook Primary School, it is a change to the oversubscription criteria and to include guidance for Service Families.

Priority 1

'Looked after child'¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order² including those who appear to the school to have been in state care³ outside of England and ceased to be in state care as a result of being adopted.

Priority 2

Children living within the school's catchment area who will have a sibling attending the school on the day they are due to start there.

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

³ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Priority 3

Children of staff at the school in either or both of the following circumstances:

- a) where the member of staff 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; and/or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Priority 4

Other children living within the school's catchment area

Priority 5

Children living outside the school's catchment area with a sibling attending the school.

Priority 6

All other children living outside the school's catchment area.

Notes to the Oversubscription Criteria

Catchment area

The school's catchment area is defined as follows:

A child will be treated as living in the catchment area if they reside with their parent/carer at their normal and genuine place of residence for the majority of the school week and the address identifier lies within the area designated by the Local Authority as the catchment area for that particular school.

Allocation of places for children moving into or outside the catchment 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.

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.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website www.shropshire.gov.uk, or individual addresses can be checked by contacting Shropshire Council's Admissions Team.

Sibling

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 and fostered 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.

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

Distances from school

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

Equal Priority

Where 2 or more applications are considered to be of equal priority after all criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process

General Guidance

Unsuccessful Applications

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.

Waiting list

Other than the first term of the academic admission year, the school will maintain a waiting list for unsuccessful applicants for admission to Reception held in order of oversubscription criteria. Shropshire Council will operate the waiting list for the first term of the academic year of admission after which the school will operate the waiting list. If any vacancies arise, places will be offered to applicants at the top of the waiting list. 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day⁴ following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year. For more information on deferring the start of Reception to a different cohort, please see below.

Requests to defer starting Reception

Children must have started school when they reach compulsory school age and cannot start school before the September following their 4th birthday. Requests to defer starting Reception, must be made to Shropshire Council's School Admissions Team at the same time as the application for a school place and by the closing date of 15 January. Shropshire Council will gather as much information about the child as possible. Parents may submit documentation in support of their request and information may be provided by the current educational or early years setting. Consideration will be given to exceptional circumstances in a child's development, medical history and premature birth, if applicable. Very exceptionally, an assessment by an educational psychologist may be appropriate. When all the information is collated, the request will be considered by the admission authority. The decision will be made on the individual circumstances of the case and whether it is in the child's best interests to join a different cohort.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

If a deferred entry is approved, the school place application will be withdrawn, and parents will need to re-apply the following year. An agreed Reception deferral does not guarantee a place at the school the following year; a fresh application must be considered in terms of oversubscription criteria along with all the other applications received for that year group. If a request is refused, the child will still be considered for admission to their normal age group

Admission of children outside their normal age group (not Reception)

Parents may seek a place for their child outside their normal year group with a different cohort. Such requests may be appropriate, for instance where the child is gifted or talented, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Mid-term 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 or from school. Parents/carers are strongly encouraged to visit the school and meet either The Headteacher or a member of the Senior Leadership Team before applying to the school; this is not part of the application process but it important all parents and students experience the school before applying.

If there is a space available in that year group, a place will be granted. If the application is for a place in an over-subscribed year group, then the school will consider whether additional places can be offered above the published admission number. This decision will be made by Headteacher and Chair of the Local Governing Body. Decisions will be notified to parents within 15 school days.

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

Mid-term admissions will not normally be accepted where this is for a place more than one half-term ahead.

Service Families

The Trust works with service families to remove potential disadvantage for service children. This is in accordance with Paragraphs 2.15 and 2.18 of the School Admissions Code.

Applications from service families without a Shropshire address will be if accompanied by a posting order or an official letter with a relocation date to the Shropshire Local Authority area. In these circumstances, a Unit postal address or quartering area address will be used when considering an application against oversubscription criteria. Children of service families are permitted exceptions to the infant class size restriction of 30 pupils per class. If applications are received in time for inclusion in the main admissions round, no disadvantage will be incurred, and the application will be considered alongside all other applicants. If, due to the timing of a posting, the application is received too late to be considered for national offer day but the applicant would have been eligible for a place had the application been received on time, a place will be offered at the school. Where application is made for an oversubscribed school that is not the designated catchment school for the service address, it is possible that the application would be declined and parents would be informed of their right to appeal, along with the offer of a place at the catchment school.

Refusals

A school may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with Education Health and Care Plans. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions. Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.