



Longden CE Primary School and Nursery

Policy for Admissions in 2025/26

Approved by Longden CE Primary School Governors
Approval Date: 25th October 2023
Review Date: September 2024

Statement of Aims

Longden CE Primary School and Nursery is a practising Christian community that welcomes children and families of all faiths and no faith. The arrangements for admissions are one of the means by which the school governors exercise their broader aims for a just and compassionate society. These aims are realised through our intentions to provide education at this school, within the resources available to us, for all children who are eligible and for those children for whom a place at this school would be beneficial.

Arrangements for Admissions

As a Voluntary Aided school, the admissions authority is the Governing Body. Initial enquiries are made through the headteacher who is available to talk to prospective parents. Parents and carers are encouraged to complete the 'expression of interest' form (found on the school's website [here](#)) and to contact the school office in the first instance. Whilst much information is provided on the school website, we recommend that parents arrange with the headteacher a convenient time to visit the school.

Admissions for children starting in Reception

Longden School participates in the local authority's (LA) co-ordinated arrangements regarding application for admission to school for children starting in Reception. Information about this is provided to all pre-school establishments and parents of pre-school children are advised to access this via the Shropshire Council website – www.shropshire.gov.uk/school-admissions/ - in the Autumn term of their child's last pre-school year. Applications have to be made, in accordance with the timetable for all school admissions, online or by telephone to the LA direct by the national closing date, 15th January. Parents or carers will be informed of the outcome of their application on 16th April (please note this is the national primary allocation date). Any late applications received after 15th January but before 16th April, may not be considered until after all other applications received on time have been considered, unless there are exceptional circumstances, such as a house move or family bereavement. Where it has not been possible to offer a place, parents have the right to appeal, details of which are to be found in the LA's arrangements.

Admissions for children starting in other year groups

Application for admission to other year groups (Y1 to Y6) – so-called 'in-year application' – is by application to the Governing Body as the admissions authority to this school. This can be done via the LA using a mid-term transfer form – follow the link [here](#) – or by completing the 'expression of interest' form on the school website [here](#). Additionally, parents are advised to contact the school office to arrange a visit to the school.

Allocating places

For practical reasons statutory limits have to be set for each year group. The admission number is fifteen (15). Where applications for places in Reception are within this limit, any parent that applies will be offered a place. Applications for places in other

year groups will be granted where places are available, unless admitting the child would prejudice the efficient provision of education or use of resources. What that means in practice is that in a small school like ours with mixed year groups, the admission number is not always strictly applied in Years 1 to 6: overall class size is the more relevant factor.

Where a child has an Education, Health and Care Plan (EHCP) which names Longden CE Primary School as the appropriate school to meet those needs, a place will be offered.

Oversubscription for places in Reception

Where applications exceed the admission number, places will be allocated up to the admissions number according to the following criteria (in order of priority):

1. Looked after children and all previously looked after children, including those children who appear, to the governors of Longden School, to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Longden School is relevant to the medical well-being of their child.
3. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start school.
4. Other children living inside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.
5. Children living outside the designated 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 as measured by a straight line on a computerised mapping system.
6. Children of any staff member employed directly by the school, where the member of staff has been employed at the school for two (2) or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children living outside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.

Where governors decide it is possible to offer places over and above the admissions number, the same criteria will be used to rank applications up to a reasonable limit set by the governors in accordance with the efficient provision of education and use of resources.

Each category will be rank ordered according to the distance from home to school as a straight-line measurement, the shortest distance being given highest priority. 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. 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.

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.

Whilst every effort is made to accommodate parents' wishes an offer of a place at Longden is not always possible. The governors reserve the right to refuse places on the grounds that such an offer would adversely affect the education of children already at Longden School. Appeals against the results of allocation may be made via the LA arrangements for co-ordinated admissions who will refer the matter to the Governors' Review Committee who will consider the decision of the Admissions Committee. This procedure has been agreed with the Shropshire Local Authority 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 is available on the Shropshire Council website in the school admissions section.

Oversubscription for places in other year groups

The school's admission number only applies to entry to Reception. For all other year groups applications for places are allocated in relation to the school's capacity to provide efficient education and use of resources. Governors, in discussion with the headteacher, will seek to apply reasonable limits to class sizes and where necessary will reject applications likely to exceed those reasonable limits.

Waiting lists

Where, for whatever reasons, an application for a place cannot be immediately met or is rejected on the grounds of insufficient capacity, a parent can ask for their application to be added to the admissions waiting list. When a suitable place arises, we will inform you and arrangements made for your child to be admitted. The waiting list is subject to the same oversubscription criteria used for Reception admissions. This is to ensure offers of places are made under an open and equitable process. To this end, the waiting list will be reviewed at regular intervals on allocation day which is usually in the week prior to the mid-term or end of term break. All pending applications on the specified day will be ranked according to the oversubscription criteria and offers made to the limit of available capacity. Please note there is no waiting list for applications for Reception admissions prior to the child's last year in pre-school; applications for places to this year group are managed through the LA's admissions arrangements and the governors appeal process (see above).

Compulsory school age, deferred entry and admission of children outside their normal age group

For admission to Reception, where an offer of a place has been made, that child is entitled to a full-time place in the September following their fourth birthday. For the vast majority of our children, our expectation is that full-time attendance from the first day of their Reception year is the norm. However, we encourage parents to discuss attendance with the headteacher in the first instance, particularly where there are special circumstances which may require a differentiated approach to starting school.

For example, a parent can defer the date their child is admitted to the school until later in the year but not beyond the child's fifth birthday or the beginning of the final term of the child's Reception year. Similarly, where the parent wishes, a child who is not yet five may attend part-time. We strongly recommend discussing the advantages and disadvantages of this with us before any decision is made regarding a deferred or part-time entry.

For admission to Reception and all other year groups, there are circumstances in which a parent may wish for a place for their child outside of their normal age group. Such circumstances may relate to exceptionally gifted and talented children; children with a complex or lengthy medical history; or children who are summer born whose parent may choose not to send that child to school until the September after they are five. In these cases, the governors will take into account the parent's views, information about the child's academic, social and emotional development, and where relevant, their medical history (particularly for those children born prematurely who would naturally have fallen into a lower age group). The views of the headteacher will also be taken into account in relation to the capacity for the school to make appropriate provision for the child. Where these circumstances apply, in the first instance, arrangements to talk to the headteacher should be made via the school office.

Induction arrangements

Parents and carers of children allocated a Reception place at Longden School will be informed in April of the dates for starting school along with an invitation to attend a new parents evening in early June. Children are offered two induction sessions in the term prior to starting. Children starting in other year groups are offered other arrangements such as 'trial' mornings or inclusion in class trips or other events as a way of preparing for this significant change in their lives.

For any enquiries related to admissions or places at school or nursery, please contact the school office and we will endeavour to answer your questions.