

Onny C of E (A) Primary School **ADMISSIONS POLICY 2025 onwards**

Onny 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 15 children in each year group. We accept children into full-time education as follows:

Children can attend primary education from the September following their fourth birthday. The law requires that children attend school from the prescribed day of or following their fifth birthday (the prescribed days are 31 December, 31 March and 31 August). Most children do start school in the September after they turn four. However, a child doesn't need to start school until they reach compulsory school age and a delayed start date will need to be discussed and agreed with the headteacher.

Summer-born children

Children born from 1 April to 31 August are known as summer-born children. They don't need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach compulsory school age.

Parents of summer-born children have two options if they feel their child isn't ready to start reception in September with their natural cohort:

Option 1 - delayed start

A parent of a summer-born child starting school aged 4 can, if they wish, agree with the allocated school a pattern of part-time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). You can discuss this with the headteacher.

This will require the parent to apply on time (by 15 January) using the application process provided by your local authority. Once places are allocated on the 16 April the parent can contact the headteacher to discuss the delayed start.

Option 2 - defer for a full year

If a parent decides that their summer-born child will start school aged five and wants that child to start school in reception (not year 1), they need to make a request to the local admission authority. This is called requesting admission out of the normal age group – because children born from 1 September in one year to 31 August the following year are normally educated together in one year group.



This means that you'll need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.

This information doesn't apply to children with education, health and care (EHC) plans. If your child has an EHC plan and you wish them to start school in reception (not year 1) when they're five, you should contact the SEN team. Having special educational needs and disabilities (SEND) doesn't necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so that they can access the support available there.

If you decide that you want to defer for a full year, You should still apply for a school place as normal by 15 January – as if your child was going to start school at age four – even if you want to delay their start until age five.

You should also submit a request for admission out of the normal age group ideally by 15 January. Shropshire residents can email school-admissions@shropshire.gov.uk to request this. The admission authority decides whether children who start school at compulsory school age should be admitted to reception or year 1. They must make this decision in the child's best interests.

If you decide to delay your child starting school until the September following their fifth birthday but don't request admission out of their normal age group at this time, your child will start school in year 1. You'll need to make an in-year application for a school place for your child., Schools are unable to hold a place for your child from the previous year.

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 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 Onny 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 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 Onny 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 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.