

Bitterley CE Aided Primary School

Admissions Policy 2018/19

If you would like your child to be admitted to Bitterley School please write to the head teacher giving your name and address and the full name and date of birth of your child or children.

For admissions to the Reception Year you will need to complete a copy of the Shropshire Council's application by 15 January in the year in which your child is due to start school. All applications received by this date will be considered. Parents will be informed by letter from the Shropshire Council Admissions on behalf of the Governing Body on 16 April (or next working day) if they have been allocated a place for their child. Late applications received after the closing date in January will be dealt with in April after all other places have been allocated for those received by the closing date. However, if there are good reasons for the delay such as a house move or family difficulties such as serious illness or bereavement, then such applications will be considered up until mid- March. The table below sets out points of entry:

Date of birth	Due to start school	Time to apply	Allocations made
01.09.13 - 31.08.14	September 2018	By 15 January 2018	16 April 2018

Parents may opt to defer entry until the start of the term after their child's fifth birthday if they wish. *However, where this means that a summer born child defers until September, the child would be of Year 1 age, and therefore the offer of a place could not be held over and the parents would have to apply separately for a Year 1 place. If parents of summer-born children wish to defer starting Reception for a year, they should contact Shropshire Council for advice.

Admissions Criteria:

Children with a Statement of Special Educational Needs which names Bitterley C E School will be allocated places, after which places are allocated up to the Published Admission Number of 16 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted.
2. Children living inside the catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
 - 2a. Children with medical and social needs (written evidence from an expert, such as a specialist doctor or Social Services will be required).

2b. Children who have an older sibling already at Bitterley School.

2c Children living nearest to the school.

3. If there are spaces still available after the above criteria have been applied, children living outside the catchment area will be offered places according to the following criteria:

3a. Children with medical and social needs (written evidence from an expert, such as a specialist doctor or Social Services will be required);

3b Children who have an older sibling at Bitterley School.

3c Children living nearest to the school.

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

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.

Should the Governors Review Panel agree that the admission be refused the parents may appeal formally under the 1998 Act. The school has a joint arrangement Shropshire Council, which will convene an Independent Appeal Panel according to the Code of Practice on School Admission Appeals.

The Appeal would proceed according to the formula agreed by the Shropshire Education Authority and the Hereford Diocesan Board of Education.

The school can put parents in touch with other parents who have been through the Appeals process to discuss procedure if they wish.

A waiting list is kept for those who are unsuccessful at the Appeals stage up until the end of the first week of the new term. This arrangement is in line with Shropshire Council's arrangements which are described in full in the Parent's Guide to Education in Shropshire.

Transport will only be available to those pupils whose address falls within Shropshire Council's designated transport area, or where Bitterley is the nearest school to their

address, and where the home address is 2 miles from school. Further information can be sought from the Council's Integrated Transport Unit.

Mid-term applications will be dealt with using the same admissions criteria given above. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Governors' Admissions Committee will meet to consider the request. Allocation of places for children moving into Shropshire Council's designated catchment area can only be considered when formal confirmation of the address has been received.

The catchment area does not follow the lines of the Ecclesiastical Parishes but does comprise much of the Parish areas (i.e. the Church Parishes) of Stoke St Milborough with Hopton Cangeford, Bitterley with Middleton and Knowbury.