

St George's CE Primary School

Clun, Shropshire



Admissions Policy
2018-2019



St George's CE Primary School, Clun

ADMISSIONS POLICY

St George's is a Church of England Voluntary Aided Primary School and as such its Governing Body has responsibility for its own admissions. If you would like your child to be admitted to St George's CE Voluntary Aided Primary School, please contact the headteacher in the first instance, giving the name and date of birth of your child(ren). Application should be made via the Local Authority's (Shropshire Council's) website (www.shropshire.gov.uk) by 15th January preceding the beginning of the academic year in which you wish your child to start school. All applications received by the closing date will be considered. Parents will be informed on 16th April if they have been allocated a place for their child. See the table below which sets out the annual timetable.

Due to start school by	Time to apply	Allocations made
September	15 th January	16 th April

Children may defer entry to school until the start of the term after their 5th birthday. This means that summer born children would be able to defer until the start of the September, but they would be then classed as Year 1 age pupils and their place could not be reserved, therefore a separate application would need to be made.

All schools have an admission limit for each year group. In 2018/ 2019 the admission number for Reception year will be 15 at this school. Children with an Education and Health Care Plan (EHCP) or Statement of Special Educational Needs which names St George's C of E Primary School, Clun, as the appropriate school to meet those needs will be offered places. After that where applications exceed the admission limit, places will be allocated according to the following criteria in order of priority:

1. *Firstly, to children who are in Public Care or children who were Looked After but ceased to be so because they were adopted (as defined in the School Admissions Code).*
2. After that, 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. After that, other children living inside the designated catchment area and whose homes are nearest to the school.
4. After that, any places that are left will be offered to 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. After that, other children living outside the catchment area and whose homes are nearest to the school.

Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that St George's Church of England Voluntary Aided 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 – 5.

The definition of a sibling is the brother or sister, stepbrother or stepsister, 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). Fostered and adopted siblings are also included. Older siblings must still 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 the 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.

Allocation of places for children moving into Shropshire Council's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property 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.

In the event that two individual 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.

Late applications for Reception will only be accepted as an exception, such as a house move after the closing date or in the case of a family difficulty such as a serious illness or bereavement. Such late applications should be received by mid-March at the latest. After that date the application will have to be considered after the allocation date in mid - April.

Parents will be notified of the decision on the allocation of places by the LA 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 Committee. This Committee will not include the Chairman.

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

A waiting list is kept for those who are unsuccessful at the Appeals stage or for late applicants up until the end of the first week of the new term. This arrangement is in

line with the Council's arrangements which are described in full in the Parents' Guide to Education in Shropshire.

Mid-term or In-Year applications

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception asking for a mid-term application, please arrange to visit the school.

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. 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 Headteacher will meet with the Chairman of Governors to consider whether additional places can be offered above the published admission number.

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

Other than the first term of Reception year, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. 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. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

We recommend that you read a copy of Shropshire LA's publication "Parents' Guide to Education in Shropshire" as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

During our last academic year we had 9 applications for entry to the school. All of the applications were allocated places.

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

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

Policy prepared by	Fiona Pidduck (School Business Manager) & Governors Admissions Committee
Admissions Committee met and agreed policy	To be 9 th February 2017
Adopted by Governing Body on	To be 8 th March 2017