

Bishop Hooper C. E. (Voluntary Aided) Primary School

Admission Policy 2018/2019

As a Voluntary Aided school the Bishop Hooper Governing Body has responsibility for its own admissions.

The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with the Council on all admissions issues. If you would like your child to be admitted to Bishop Hooper CE Primary School, please contact the Headteacher in the first instance, giving the name and date of birth of your child(ren). A list of pre-school children, whose parents/carers are interested in a future place is kept at the school and contact will be made with parents/carers of all the children on this list at the appropriate time. Application should be made through Shropshire Council's website www.shropshire.gov.uk/schooladmissions by 15 January preceding the beginning of the academic year in which you wish your child to start school. All applications received by 15 January will be considered. Late applications will only be considered with those received on time if there are special circumstances such as a house move or serious illness or bereavement in the family. Following the national allocation day of 16th April, the home authority (Shropshire Council for Shropshire residents) will contact parents/carers to inform where a place has been allocated for their child. See the table below which sets out the timetable.

Born between	Due to start school	Time to apply	Allocations made
1.09.13 and 31.08.14	September 2018	By 15 January 2018	16 April 2018
1.09.14 and 31.08.15	September 2019	By 15 January 2019	16 April 2019

All schools have an admission limit for each year group. The admission number for Reception year is 15 at this school. Where applications exceed the admission number, places will be allocated according to the following criteria in order of priority up to the point at which the admission number is reached:

Children who have a Statement of Special Educational Needs or Education Health Care Plan which names Bishop Hooper CE Primary School will be allocated places, after which, places are allocated according to an agreed set of criteria in strict order of priority;

1. Children in Public Care, usually referred to as "looked after children", which also includes 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 a sibling living at the same address and attending the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school.
4. Children living outside the catchment area and who have a sibling at the school on the day they are due to start and whose homes are nearest to the school.

5. Children who live outside the designated catchment area and whose parents can demonstrate an 'attachment' to a Christian church by means of a letter from the priest or minister, and whose homes are nearest to the school. An applicant '*attached to the church*' is defined as a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
6. Other children living outside the catchment area and whose homes are nearest to the school.
7. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Bishop Hooper CE 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.

Definitions/Notes

- For admission purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest appropriate 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.
- 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.

In the case of twins or triplets from the same address, where one sibling can be offered a place, the school will endeavour to admit both or all siblings.

- In the event that two applications are exactly the same after all the 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.
- Please note that a place at Bishop Hooper Butterflies Pre-School does not guarantee a place at Bishop Hooper CE School.

All children are entitled to start Reception in the term following their fourth birthday. This means that spring and summer born children are able to start in the Autumn term.

Please note that this is not mandatory and parents will have other options:

- Parents will be able to defer their child's entry to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
- Parents will be able to opt for full time funded nursery provision until their child starts school or reaches statutory school age;
- Parents may also request that their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age.

- If the parents of a summer born child choose to defer entry until the start of the next school year, they will usually have to make another application to commence in Year 1. An application for a Reception place cannot be held over into a new school year. To be considered for deferred entry to a different Reception cohort, application must first be made for the normal cohort by 15 January in the application year.

Parents will be notified of the decision on the allocation of places by letter from Shropshire Council's Admissions Team on behalf of the Governors. 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, which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire LA and the Hereford Diocesan Board of Education and is in accordance with the Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school or from Shropshire Council's Admissions Team.

Where the application for Reception was received after the appeals process had been completed or where applicants were still unsuccessful their names will be included on the Waiting List which will be kept until the end of the first new school year. If a place then comes available the admissions criteria given above will be used to decide on priority for the place.

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 above paragraph.

Late applicants will be informed as to whether there are any vacancies. If there are places then arrangements will be made for your child to start at the school. If there are no vacancies then parents may follow the procedures for unsuccessful applicants. We will signpost parents to the Shropshire Council's online publication "Parents' Guide to Education in Shropshire". Please read this carefully 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.

Year 2014/15 – 44 children applied to start school in the reception class and 16 received places.

Year 2015/16 – 30 children applied to start school in the reception class and 18 received places.

Year 2016/17 – 34 children applied to start school in the reception class and 17 received places.

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