

Bicton C.E. Primary School and Nursery

Learning for a Lifetime



ADMISSIONS POLICY

This policy was adopted by the Governing Body of Bicton C.E. Primary School and Nursery in January 2018 and reviewed in July 2021

This policy is due for review in July 2022.

Signed

A handwritten signature in black ink, appearing to be 'A. Johnson'.

Head teacher

Signed

A handwritten signature in black ink, appearing to be 'Freema'.

Chair of Governing Body

For admissions to the Reception Year, application must be made through Shropshire Council by 15th January in the academic year prior to which your child is due to start school i.e. applications for September 2022 should be made by 15th January 2022. All applications received by this date will be considered and parents will be informed by Shropshire Council on national offer day on the 16th April if they have been allocated a place for their child. Please see the *Parents' Guide to Education in Shropshire* booklet at www.shropshire.gov.uk/schooladmissions for details of the admission arrangements.

Admissions Criteria

Children who have an Education and Health Care Plan which names Bicton C. E. Primary School as the appropriate school will be allocated places first. After this, places are allocated up to the Published Admission Number of 21 according to an agreed set of criteria in strict order of priority, as shown below.

Priority 1:

Looked After Children and children who were Looked After but ceased to be so because they were adopted.

- a) Looked after children and children who were previously looked after in England but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- b) Children who appear to Shropshire Council to have been in state care outside of England (accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society) and ceased to be in state care as a result of being adopted, subject to a child arrangements order, or special guardianship order.

Priority 2:

In very exceptional circumstances, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that, in the view of the local authority, confirms that attending Bicton C.E. Primary School is essential to the medical well-being of the child. Shropshire Council reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3:

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, the following two criteria will apply:

- 1) Priority will be given to children living within the catchment area who will have an older sibling at Bicton C.E. Primary School on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

Priority 4:

Any places that are left are offered to children who live outside the catchment area. If there are not enough places for all of these children, the following criteria will apply:

- 1) Children living outside the catchment area who will have an older sibling at Bicton C.E. Primary School on the day they are due to start there.
- 2) Then, other children who live outside the catchment area.

If, in any of the above categories, there are more applications than places available, priority will be given on the basis of distance from home to school as a straight line measurement. The shortest distance will be given priority.

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). Fostered and 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 on a computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given 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 event that two applications are considered to be of equal priority 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.

Parents and guardians will be notified of the decision on the allocation of places by Shropshire Council's Admissions team. If they are not satisfied with the place offered, Shropshire Council will form a waiting list of those parents who advise the Admissions team that they wish to pursue a place at their preferred school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

For the first term of the Reception year, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

In recent allocation rounds, all children within the defined catchment area have been offered a place at Bicton C. E. Primary School. Some out of area applications have also been successful.

Service Families:

Shropshire Council works with service families to remove potential disadvantage for service children, in accordance with the School Admissions Code. Applications from service families without a Shropshire address will be accepted by the Council, if accompanied by a posting order or an official letter with a relocation date to the Shropshire Local Authority area. In these circumstances, a Unit postal address or quartering area address will be used when considering an application against oversubscription criteria. Children of service families are permitted exceptions to the infant class size restriction of 30 pupils per class.

If applications are received in time for inclusion in the main admissions round, the application will be considered alongside all other applicants. If, due to the timing of a posting, the application is received too late to be considered for national offer day but the applicant would have been eligible for a place if the application been received on time, a place will be offered at the school. Where an application is made for an oversubscribed school that is not the designated catchment school for the service address, it is unlikely that the application will be successful and parents will be informed of their right to appeal along with the offer of a place at the catchment school.

Mid-Term or In-Year Applications

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than at the start of the Reception year, parents should apply directly to the school on a mid-term application form available on the Shropshire Council website www.shropshire.gov.uk/schooladmissions or by contacting the school.

If the application is for a place in an over-subscribed year group, the Headteacher will consult with the Chair of Governors to consider whether additional places can be offered above the Published Admission Number of 21.

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

Other than the first term of the 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.

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