

## **Admission Arrangements 2025/26**

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### **Introduction**

This document is designed to fulfil the requirements of the School Standards and Framework Act 1998, as amended by the Education Acts 2002 and 2005 and the Education and Inspections Act 2006, and subsequent School Admissions Regulations for the determination of admission arrangements. The policy applies to Shropshire community and voluntary controlled schools and to all schools in the co-ordination of applications in the transfer rounds.

### **Requirements of the Legislation**

Shropshire Council carried out consultation on its admission arrangements in 2020/21 and these were determined by Cabinet in February 2021 and re-determined in July 2021 to comply with amendments to the School Admissions Code 2021. Consultation on admission arrangements is required every 7 years if no changes in the intervening period are proposed. One significant change to in year admissions and one minor change to published admission numbers (PANs) were proposed for the arrangements for 2025/26. Consequently, Shropshire Council was required to formally consult again on their admission arrangements in entirety.

It is a legal requirement for consultation to have taken place between 1 October 2023 and 31 January 2024 for 6 weeks and for the arrangements to then be determined by Cabinet before 28<sup>th</sup> February 2024. The timetable for consultation and determination of admission arrangements have been met by Shropshire Council.

The co-ordinated arrangements are applicable to the admission of pupils to state-funded schools in the relevant area, so that parents apply to their home local authority and receive one offer of a school place. The 'relevant area' for Shropshire is the whole of the County and at secondary level includes the Parish Councils of Bayton and Mamble in Worcestershire, including the village of Clows Top (as part of the catchment area for the Lacon Childe School) and an area in Powys adjoining the Shropshire boundary to the

east of the Offa's Dyke (as part of the catchment area for the Community College at Bishop's Castle).

## **(1) Admission Arrangements for 2025/26**

### **Secondary**

All state-funded secondary schools in the Shropshire Council area (and the all-through school in St. Martin's) are an admission authority in their own right. It is therefore the responsibility of the academy trust or governing body and not Shropshire Council to determine the admission arrangements. The admission arrangements, once determined, for each school, can be found on the school's website, listed below, or on Shropshire Council's own website [www.shropshire.gov.uk/school-admissions](http://www.shropshire.gov.uk/school-admissions).

<b>School Name</b>	<b>School Website</b>
Belvidere School	<a href="http://www.belvidere.shropshire.sch.uk/">http://www.belvidere.shropshire.sch.uk/</a>
Bridgnorth Endowed School	<a href="http://bridgnorthendowed.co.uk/">http://bridgnorthendowed.co.uk/</a>
Church Stretton School	<a href="http://www.churchstretton.shropshire.sch.uk/">http://www.churchstretton.shropshire.sch.uk/</a>
Idsall School	<a href="http://www.idsallschool.org/">http://www.idsallschool.org/</a>
Lakelands Academy	<a href="http://www.lakelandsacademy.org.uk">http://www.lakelandsacademy.org.uk</a>
Ludlow Church of England School	<a href="https://www.ludlowschool.com/">https://www.ludlowschool.com/</a>
Mary Webb School and Science College	<a href="https://www.marywebbschool.com/">https://www.marywebbschool.com/</a>
Meole Brace School	<a href="http://www.meolebrace.com/">http://www.meolebrace.com/</a>
Oldbury Wells School	<a href="http://www.oldburywells.com/">http://www.oldburywells.com/</a>
Shrewsbury Academy	<a href="http://www.shrewsburyacademy.co.uk/">http://www.shrewsburyacademy.co.uk/</a>
Sir John Talbot's School	<a href="http://www.sirjohntalbots.co.uk/">http://www.sirjohntalbots.co.uk/</a>
St Martins School (3-16 Learning Community)	<a href="http://www.stmartins3-16.org/">http://www.stmartins3-16.org/</a>
The Community College, Bishop's Castle	<a href="https://ccbcshropshire.com/">https://ccbcshropshire.com/</a>
The Corbet School	<a href="https://corbetschool.net/">https://corbetschool.net/</a>
The Grove School	<a href="http://groveschoolmarketdrayton.co.uk/">http://groveschoolmarketdrayton.co.uk/</a>
The Lacon Childe School	<a href="http://www.lacon-childe.org.uk">http://www.lacon-childe.org.uk</a>
The Marches School	<a href="http://marchesschool.co.uk/">http://marchesschool.co.uk/</a>
The Priory School	<a href="http://priory.tpstrust.co.uk/">http://priory.tpstrust.co.uk/</a>
The Thomas Adams School	<a href="http://www.thomasadams.net">http://www.thomasadams.net</a>
William Brookes School	<a href="http://williambrookes.com/">http://williambrookes.com/</a>

**Notes which apply to secondary school oversubscription criteria:**

Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or, in case of doubt, individual addresses can be checked by contacting the School Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

The general 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). Adopted and foster siblings are also included. Please check individual policies as some academies may extend the sibling criteria to sixth form students. For the sibling connection to apply, a sibling must still be attending the school on the date the child is due to start there. However, cousins or other relatives who take up residence in the home will not be given priority under the sibling criterion. In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be that of the parent/carer who has care of the child for the majority of the time (that is school nights Sunday to Thursday during the week in term time) but where care is shared equally, and no other determinant is applicable, the home address will be determined by which parent claims the relevant Child Benefit.

In the event that two individual applications for one place are exactly the same after all other oversubscription 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 Shropshire Local Authority maintained schools.

Parents may request that their child defers transfer to secondary school in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (31 October) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

**Co-ordinated Admission Arrangements for 2025/26 – Secondary**

Shropshire Council operates co-ordinated arrangements with other admission authorities in Shropshire (such as academies) and all neighbouring English LAs. Welsh LAs are not currently part of the formal co-ordinated proposals; however, we communicate with Powys, Wrexham and Denbighshire over the allocation of places.

The Admissions Code of Practice requires LAs to use a national date of 1 March each year or next working day for allocating all secondary school places. Therefore the allocation date for 2025/26 will be **3 March 2025**. All parents living within Shropshire are required to use a common application process, which seeks three ranked preferences. All applications must be made to the home LA including applications to academies (which retain the responsibility for their own admission policy). Under the co-ordinated scheme, all Year 6 pupils only receive **one offer of a secondary place, on 1 March** (or next working day), **via their home LA and not from the LA in which the school is located**. Shropshire operates an equal preference scheme, therefore, where more than one school could be offered, applicants will be offered a place available at the school which appears highest on their list of preferences. Parents from other neighbouring authorities may also apply to Shropshire schools, but must do so via their own LA. Such applications will be notified to Shropshire and considered under the appropriate admissions criteria. The full timetable applicable to both schools and admissions authorities for the exchange of information will be published on the website in advance of the relevant year.

#### Service Families:

Shropshire Council works with service families to remove potential disadvantage for service children. This is in accordance with Paragraph 2.21 of the School Admissions Code.

Applications from service families without a Shropshire address will be accepted by Shropshire Council if accompanied by a posting order or an official letter with a relocation date to the Shropshire LA area. In these circumstances, a Unit postal address, quartering area address or evidence of their intended address will be used when considering an application against oversubscription criteria. If applications are received in time for inclusion in the main admissions round, no disadvantage will be incurred, and 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 had the application been received on time, a place will be offered at the school. Where application is made for an oversubscribed school that is not the designated catchment school for the service address, it is possible that the application would be declined and parents would be informed of their right to appeal along with the offer of a place at an alternative school.

#### Late Applications:

Applications will cease to be treated as on time from midnight on 31 October. It will not be possible to consider any late applications or changes to the original preferences where a school is oversubscribed, unless there are some exceptional circumstances evidenced, such as a house move, hospitalisation of a single parent or exceptional difficulties caused by a family bereavement in the lead up to the deadline. Up until the beginning of February we shall endeavour to include such exceptional cases in the

allocation process but no guarantees can be given. Any other application received after the beginning of February will not be considered for oversubscribed schools, but an offer made of the highest available preference school or the nearest available Shropshire school to the home address. Late applications may be considered as part of the review process.

Applicants who do not receive an offer for any of their preferred schools:

The LA endeavours to accommodate as many first preferences as possible. However, where this cannot be achieved the LA will consider the applicant's second preference, giving it equal weighting with all other first preferences for that school. If the second preference is also unavailable, then the third preference will be considered in the same way as above. Where there are applicants resident within the county who do not receive any of their preferred schools, they will be offered a place at the nearest school to their home address with places available within the LA area. Parents or carers may then be responsible for their child's transport arrangements as the offer of a place does not confer any right to free transport, and the eligibility assessment is completely separate to school admissions.

Where no application is received for a Shropshire child attending a Shropshire local authority school, that parent will be informed by letter that no school place has been allocated, and will be asked to inform the LA of arrangements they are intending to make for their child. Where no response is received, we may follow this up with a home visit by an Education Welfare Officer

Unsuccessful Applicants and the Review Process:

Where applicants cannot be offered a higher preference they will be informed of their right to appeal. If they are not satisfied with the place offered they will be able to request an appeal and pending the appeal their name will be included on a waiting list. Applicants who no longer wish to accept places offered will also be asked to notify the LA of their intention to decline an offer by the response date and inform the LA of the educational arrangements they are making for their child. Applicants who were too late to be included in the main allocation process and were not able to be offered a school place on offer day will be included on the waiting list. The re-allocation of any vacancies to people on the waiting lists will commence in late March. Where a place becomes available the same oversubscription criteria will be used. Where applicants requesting an appeal are residents in a neighbouring authority, that authority will be informed if a place can be offered.

Right of Appeal:

After the review, those on the waiting lists who cannot be offered a place can proceed to the appeal stage. Appeals will be heard by an independent panel usually within 40

school days. The decision of the panel is binding on all parties. Where appeals from parents resident in neighbouring authorities are upheld, the relevant LA will be informed.

#### Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission. The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Year 7 (secondary school).
- Any new applicants for such places who have moved into the oversubscribed school's area subsequent to the date of appeals for these places.

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. If an offer of a place is refused, the name will be removed from the waiting list. The waiting lists for all Shropshire schools will be held and administered by the Admissions Team for all year groups and will be ordered in accordance with the published admission criteria. Any further new applications will be treated as mid-term admission applicants at the end of first term of the academic year of admission

#### Fraudulent or Misleading Information

All applicants are required to give correct information about the genuine residential address of the child, which is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is, school time during the week Sunday to Thursday in term time). In cases of equal shared care, the recipient of Child Benefit will be the deciding factor. When someone owns a property and comes to live with a relation, the substantive home address will be used to allocate a place and not that of the relation. Trial separation may not be accepted as proof of a permanent move. Addresses may be checked when deemed necessary, especially for oversubscribed schools. Parents/carers might be required to provide evidence that the residential address is genuine and council tax records may be verified. On occasions a home visit may be made by an officer from the Local Authority. Where a house move is made, applicants are required to produce written confirmation from their solicitor that contracts have been exchanged or provide a copy of a signed tenancy agreement for a minimum period of 6 months. Short-term tenancy agreements may not be acceptable where the substantive parental address has not been sold at the time of allocation. Where any information regarding a home address is found to be fraudulent or misleading the Local Authority has the right to withdraw the offer of a school place even if the child has been admitted to the school.

## **Primary**

A separate application must be made to transfer from nursery to primary school.

For entry to school in 2025/26, the national offer day for primary school applications for all English local authorities will be **16<sup>th</sup> April 2025**.

All children in Shropshire are entitled to start school full-time in the September following their fourth birthday. Parents may also defer entry to school until later in the year or until their child reaches compulsory school age (the term following their child's fifth birthday) or elect for their child to attend part-time. Where summer born children defer entry to September they will normally be admitted into Year 1 (not Reception) and will need to make a separate application, unless a formal deferral has been agreed. (Please see information below.) Previous applications cannot be held over into a different academic year; a fresh application must be made.

Parents may request a formal deferral for their child to begin Reception in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (15 January) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

The oversubscription criteria for all Community and Voluntary Controlled Primary Schools for 2025/26 are as follows. **(N.B - Schools that are an admission authority may have determined their own arrangements):**

Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. After that places will be offered in the following priority order:

### **Priority 1:**

1. 'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup> including those who appear (to Shropshire Council) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

**Priority 2:**

Very exceptionally, 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 that particular school is essential to the medical well-being of the child. The 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, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have an older sibling at the 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:**

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Children living outside the catchment area who will have an older sibling at the school on the day they are due to start there.
- 2) After that other children who live outside the catchment area.

Applicants in each of the categories and sub-categories above will be rank ordered by home to school straight-line distance, where the shortest distance will be given priority. For admission purposes all distances are measured by the School Admissions Team as a straight line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)

**Notes:**



Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or, in case of doubt, individual addresses can be checked by contacting the School Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

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). Adopted and foster 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 will not be given priority under the sibling criterion. 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 individual applications are exactly the same after all other criteria have been taken into account a tiebreaker 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 Shropshire Local Authority maintained schools.

### **Co-ordinated Admission Arrangements for 2025/26 – Primary**

Shropshire Council operates co-ordinated arrangements with other admissions authorities in Shropshire (such as academies) and all neighbouring English LAs. Welsh LAs are not part of the primary co-ordinated process.

The national allocation date across England for 2025/26 will be **16<sup>th</sup> April 2024**. All parents living within Shropshire are required to use a common application process, which seeks three ranked preferences. All applications must be made to the home LA including applications to academies (who have responsibility for their own admission policy). Under the co-ordinated scheme, all children applying for Reception places in infant and primary schools and for year 3 in junior schools receive only **one offer, on 16 April** (or next working day), **via their home LA and not from the LA in which the school is located**. Shropshire operates an equal preference scheme; therefore, where more than one preferred school may have places available, applicants will be offered a place at the school which appears highest on their list of preferences. Parents from other English neighbouring authorities may also apply to Shropshire schools, but must do so via their own authority. Such applications will be notified to Shropshire and considered under the same admissions criteria. The full timetable applicable to both schools and admissions authorities for the exchange of information will be published on the website in advance of the relevant year.

#### Service Families:

Shropshire Council works with service families to remove potential disadvantage for service children. This is in accordance with Paragraph 2.21 of the School Admissions Code.

Applications from service families without a Shropshire address will be accepted by Shropshire Council if accompanied by a posting order or an official letter with a relocation date to the Shropshire LA area. In these circumstances, a Unit postal address, quartering area address or evidence of their intended 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, no disadvantage will be incurred, and 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 had the application been received on time, a place will be offered at the school

Where application is made for an oversubscribed school that is not the designated catchment school for the service address, it is possible that the application would be declined, and parents would be informed of their right to appeal along with the offer of a place at an alternative school.

#### Late Applications:

The online application facility will close at midnight on the closing date (15 January). If application forms are completed they must be returned to direct to the LA by 15 January. It will not be possible to consider any late applications or changes to the original preferences where a school is oversubscribed, unless there are some exceptional circumstances, such as a house move, hospitalisation of a single parent or exceptional difficulties such as those caused by a family bereavement in the lead up to the deadline. Up until mid-March we shall endeavour to include such exceptions in the allocation process, but no guarantees can be given. Any application received after mid-March will not be considered for over-subscribed schools but will be included on the waiting list after the allocation date, or if possible offered the nearest available Shropshire school to their home address.

#### Applicants who do not receive an offer for any of their preferred schools:

The LA endeavours to accommodate as many first preferences as possible. However, where this cannot be achieved the LA will consider the applicant's second preference, giving it equal weighting to all other first preferences for that school. If the second preference is also unavailable, then the third preference will be considered in the same way as above. Where there are a small number of applicants resident within the county who do not receive any of their preferred schools, they will be offered a place at the nearest available school to their home address within the LA, however no free school transport will be offered unless the school offered is either the catchment area school or

the nearest school to the home address and it is more than 2 miles distant by shortest pedestrian route.

Unsuccessful Applicants:

Where applicants cannot be offered their higher preference they will be signposted to the appeals process. If they are not satisfied with the place offered they will be able to request an appeal and pending the appeal their name will be included on a waiting list. Applicants who no longer wish to accept places offered will also be asked to notify the LA of their intention to decline an offer by the response date and inform the LA of the educational arrangements they are making for their child. Applicants who were too late to be included in the main allocation process and were not able to be offered a school place will be included in the waiting list. The re-allocation of any vacancies to people on the waiting lists will commence at the beginning of May. Where a place becomes available, the same oversubscription criteria will be used as applicable on National Offer Day. Where applicants requesting an appeal are residents in a neighbouring authority, that authority will be informed if a place can be offered.

Right of Appeal:

After the review, those on the waiting lists who cannot be offered a place, can proceed to the appeal stage. Appeals will be heard by an independent panel usually within 40 school days. The decision of the panel is binding on all parties. Where appeals from parents resident in neighbouring authorities are upheld, the relevant LA will be informed.

Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission. The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Reception (infant and primary schools) and year 3 (junior schools).
- Any new applicants for such places who have moved into the oversubscribed school's area subsequent to the date of appeals for these places.

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. If an offer of a place is refused, the name will be removed from the waiting list. The waiting lists for all Shropshire schools will be held and administered by the Admissions Team for all year groups and will be ordered in accordance with the published admission criteria. Any further new applications will be treated as mid-term admission applicants at the end of first term of the academic year of admission

### Fraudulent or Misleading Information

All applicants are required to give correct information about the genuine residential address of the child, which is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is, school time during the week Sunday to Thursday in term time). In cases of equal shared care, the applicant of Child Benefit will be the deciding factor. When someone owns a property and comes to live with a relation, the substantive home address will be used to allocate a place and not that of the relation. Trial separation may not be accepted as proof of a permanent move. Addresses may be checked when deemed necessary, especially for oversubscribed schools. Parents/carers might be required to provide evidence that the residential address is genuine and council tax records may be verified. On occasions a home visit may be made by an officer from the Local Authority. Where a house move is made, applicants are required to produce written confirmation from their solicitor that contracts have been exchanged or provide a copy of a signed tenancy agreement for a minimum period of 6 months. Short-term tenancy agreements may not be acceptable where the substantive parental address has not been sold at the time of allocation. Where any information regarding a home address is found to be fraudulent or misleading the Local Authority has the right to withdraw the offer of a school place even if the child has been admitted to the school.

### **(2) Admission arrangements for school sixth forms**

All Shropshire Council schools with a sixth form are admission authorities and they hold responsibility for admission to sixth forms. Individual policies are available on the schools' own websites (see page 2) and Shropshire Council's website [www.shropshire.gov.uk/school-admissions](http://www.shropshire.gov.uk/school-admissions).

### **(3) Mid-term /In-year Admissions:**

Shropshire Council are proposing changes to the in-year admission arrangements from 1<sup>st</sup> September 2024 for all community and voluntary controlled schools as well as own admission authority schools. Shropshire Council is proposing that the Local Authority be responsible for coordinating in-year applications, as well as retaining responsibility for coordinating main admissions rounds. The proposed coordination represents a significant change from the existing position, where the responsibility for in-year applications is delegated to all Shropshire schools.

Shropshire Council will be responsible for coordinating in-year applications. Parents and carers can apply for a place for their child at any time to any school. Applications must be made on the Local authority's In-Year Online Application Form via the Parent Portal available on the School Admissions webpage. The School Admissions Team and staff based in schools, libraries and customer services will support parents who have difficulty

applying online. In exceptional circumstances, a paper application form will be made available by the School Admissions Team.

Schools must inform the Admissions team of all starters and leavers to allow the local authority to keep up to date figures on availability of places. If there are more applications than places available places will be allocated on the basis of the oversubscription criteria in their determined admission arrangements. If refusing an application, the local authority will inform parents of their right to appeal against the refusal.

The governing body of a foundation or voluntary aided school may require parents who make an application to provide supplementary information in order to apply their own admissions policy. Where supplementary information is required it must be returned along with the application form so that all information can be considered by the relevant admissions authority.

Some applications may be considered under the Fair Access Protocol. Applications from applicants specified in the School Admissions Code, who meet the criteria for consideration under this protocol, will be offered a place at a suitable school without delay.

### Appeals

Where applicants cannot be offered their preferred school they will be informed of the right to appeal. Where application is refused for an academy, the Academy Trust is responsible for arranging the admission appeal although they may ask another body to carry out some or all of the functions on their behalf. The earliest possible date for an appeal will be offered. Appeals are generally held on one day each month, and an appeal date must usually be offered within 30 school days of the appeal being lodged, but generally it takes 4 school weeks to set up an appeal. Where an appeal is upheld or where a parent is informed that the school has a place available, the pupil would be expected to commence at the school within 6 school weeks or by the start of the next half-term (whichever is the earliest) in which the place is offered, otherwise the offer of a place can be withdrawn by the admission authority. Mid-term or in-year admissions will not normally be accepted where this is for a place more than one half-term ahead. The only exception to this would be parents who are applying for a boarding place at Thomas Adams School and where parents are going abroad so that it may be necessary to make arrangements early in the academic year.

### Fraudulent or Misleading Information

All applicants are required to give correct information about the genuine residential address of the child, which is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is, school time during the week Sunday to Thursday in term time). In cases of equal shared care, the recipient of Child Benefit will be the deciding factor. When someone owns a property and comes to live with a

relation, the substantive home address will be used to allocate a place and not that of the relation. Trial separation may not be accepted as proof of a permanent move. Addresses may be checked when deemed necessary, especially for oversubscribed schools. Parents/carers might be required to provide evidence that the residential address is genuine and council tax records may be verified. On occasions a home visit may be made by an officer from the Local Authority. Where a house move is made, applicants are required to produce written confirmation from their solicitor that contracts have been exchanged or provide a copy of a signed tenancy agreement for a minimum period of 6 months. Short-term tenancy agreements may not be acceptable where the substantive parental address has not been sold at the time of allocation. Where any information regarding a home address is found to be fraudulent or misleading the Local Authority has the right to withdraw the offer of a school place even if the child has been admitted to the school.

**(4) Changes to Published Admission Numbers 2025/26**

Current admission numbers are shown in the Parents' Guide to Education in Shropshire 2023/24 booklet and proposed changes for 2024/25 are listed below.

Admission authorities are not required to consult where they propose to increase a Published Admission Number (PAN). Increases to PAN are therefore given purely for information and are not subject to consultation.

Where a reduction is proposed to published admission numbers, the admission authority must consult on their admission arrangements in entirety. There is one proposal to reduce PAN for a Shropshire community and voluntary controlled school as follows:

<b><u>Proposed Reduction</u> in PAN</b>	<b>School Type</b>	<b>Existing PAN</b>	<b>Proposed New PAN</b>	<b>+ / -</b>
St Lawrence CE Primary School, Church Stretton	VC	34	30	-4

**(5) Catchment Area Changes**

No changes are proposed to catchment areas for 2025-2026.

**FEEDER LINKED PRIMARY SCHOOLS BY SECONDARY SCHOOL**

**North Shropshire**

<b>Corbet</b>	Baschurch CE Aided Primary Bicton C E (Controlled) Primary Bomere Heath CE (Controlled) Primary Kinnerley C E (Controlled) Primary Myddle C E Primary Nesscliffe, St. Andrew's C E (Voluntary Controlled) Primary Ruyton-XI-Towns, St. John The Baptist C E Primary West Felton C E (Controlled) Primary Weston Lullingfield C E (Controlled) Primary
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<b>Grove</b>	Adderley C.E. Primary Buntingsdale Primary Cheswardine Primary Hinstock Primary Hodnet Primary Market Drayton Junior Market Drayton, Longlands Primary Moreton Say C E (Controlled) Primary Norton-In-Hales C E (Voluntary Controlled) Primary Stoke On Tern Primary Woore Primary
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<b>Lakelands</b>	Cockshutt CE (Controlled) Primary Criffins C E (Controlled) Primary Ellesmere Primary Welshampton C E Primary
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<b>Marches</b>	Bryn Offa C E (Controlled) Primary Morda C E (Voluntary Controlled) Oswestry, Holy Trinity Primary Oswestry, Our Lady & St Oswald's Catholic Primary Oswestry, The Meadows Primary Oswestry, Woodside Primary Trefonen C E (Controlled) Primary Whittington C E (Aided) Primary
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<b>St Martins</b>	Gobowen Primary Selattyn C E Primary Weston Rhyn Primary
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<b>Sir John Talbot's</b>	Lower Heath C E (Controlled) Primary Prees C E (Controlled) Primary Tilstock C E (Controlled) Primary Whitchurch C.E. (Controlled) Junior
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<b>Thomas Adams</b>	Clive C E (Controlled) Primary Hadnall C E (Controlled) Primary Newtown C E Primary Shawbury, St. Mary's C E Primary Wem, St Peters C E (Controlled) Primary Whixall C E (Controlled) Primary
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**South Shropshire**

<b>Bridgnorth Endowed</b>	Bridgnorth, St. John's Catholic Primary Bridgnorth, St. Leonard's C.E. Primary Brown Clee C E Primary Morville C E Primary Worfield Endowed C.E. Primary
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<b>Church Stretton</b>	Church Stretton, St. Lawrence C.E. Primary Condover CE Primary Dorrington, St Edward's C E Primary Longnor C E Primary Rushbury C E Primary Wistanstow C E Primary
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<b>Community College</b>	Bishop's Castle Primary Chirbury C E (Voluntary Controlled) Primary Clun, St George's C E Clunbury C E Primary Lydbury North C E Primary Newcastle Primary Norbury Primary
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<b>Idsall</b>	Albrighton Primary Albrighton, St Mary's CE (Controlled) Primary Beckbury CE (Controlled) Primary Sheriffhales Primary Shifnal Primary Shifnal, St. Andrew's C E Primary
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<b>Lacon Childe</b>	Bayton Primary School Burford CE Primary Clee Hill Community Primary Cleobury Mortimer Primary Farlow C E Primary Kinlet C E Primary Stottesden C E Primary
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<b>Ludlow</b>	Bitterley CE Primary Bishop Hooper, Primay Bucknell, St Mary's CE Primary Corvedale C E Primary Ludlow Junior Ludlow, St. Laurence C E Primary Onny C E Primary Stokesay Primary
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<b>Mary Webb</b>	Hanwood St Thomas & St Anne CE Primary Longden CE (Aided) Primary Minsterley Primary Pontesbury CE Primary Stiperstones CE Primary Trinity CE Primary Longmountain CE Primary
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<b>Oldbury Wells</b>	Aley Primary Bridgnorth, Castlefields Primary Bridgnorth, St. Mary's Bluecoat CE Primary Claverley C E Primary Highley Primary
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<b>William Brookes</b>	Barrow 1618 CE Free School Brockton CE Primary Broseley C E Primary Broseley, John Wilkinson Primary Buildwas Primary Church Preen Primary Cressage, Christ Church C E Primary Much Wenlock Primary
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## SHROPSHIRE COUNCIL TIMETABLE FOR ADMISSIONS PROCESS FOR ADMISSION TO SCHOOL IN 2025/26

<b>DETERMINATION YEAR (2025/26)</b>		
November 2023– 31 January 2024	Consultation on proposed admission arrangements	
By 28 February 2024	Admission arrangements must be determined	
By 15 March 2024	Admission arrangements to be published on website	
15 May 2024	Deadline for objections to Schools Adjudicator	
<b>OFFER YEAR (2024/25)</b>		
	<b>Secondary</b>	<b>Primary</b>
By 12 September 2024	Parents' Guide must be published. Online application facility made available. LA distributes application information via schools to Year 2 and Year 6 pupils. LA also informs neighbouring LAs of their residents attending Shropshire schools.	
September/October 2024	Open evenings held	
October 2024		LA distributes information to potential Reception applicants via post.
<b>31 October 2024</b>	<b>Closing date for secondary applications.</b> After this date any further applications will be deemed late unless exceptional circumstances.	
Week beginning 7 November 2024	LA sends application details to other LAs and then to other Shropshire admission authority schools for consideration.	
2 December 2024	Shropshire admission authority schools inform LA of application ranking.	
Week beginning 6 January 2025	First exchange of results shared between LAs.	
<b>15 January 2025</b>		<b>Closing date for Reception and Year 3 (Junior Schools) applications.</b> After this date any further applications will be deemed to be late unless there are exceptional circumstances.
Week beginning 20 January 2025	Provisional offers exchanged between LAs.	LA sends application details to neighbouring LAs
<b>3 February 2025</b>	Second cycle of results shared. <b>From this date no exceptional late applications can be considered</b> until after the allocation date.	
10-14 February 2025	Final offers exchanged with other LAs.	LA sends application details to other Shropshire



## SHROPSHIRE COUNCIL TIMETABLE FOR ADMISSIONS PROCESS FOR ADMISSION TO SCHOOL IN 2025/26

		admission authorities for consideration.
21 February 2025	Shropshire Primary and Secondary schools given preliminary list of allocations.	
	<b>Secondary</b>	<b>Primary</b>
<b>3 March 2025</b>	<b>Allocation Day for all Year 6 pupils</b>	Other Shropshire admission authority schools inform LA of application ranking.
<b>7 March 2025</b>		Provisional offers shared between LAs. <b>From this date no exceptional late applications can be considered</b> until after the allocation date.
14 March 2025	<b>Review deadline</b> - Unsuccessful applicants ask to be included on a waiting list pending an appeal. Late applicants who could not be included in the allocations process earlier are also included on the waiting list at this stage.	
21 March 2025	<b>Review outcome</b> - Applicants who have completed and returned appeal forms by 12 March and have therefore been included on the waiting list will be notified if any vacancies have occurred and places can be allocated. If not, they will remain on the waiting list pending an appeal or further vacancies being available to re-allocate.	
By end of 31 March 2025		Final offers exchanged with LAs.
11 April 2025		LA sends preliminary lists to schools.
<b>16 April 2025</b>		<b>Allocation day for Reception/Junior applicants.</b>
30 April 2025		<b>Review deadline</b> - Unsuccessful applicants ask to be included on a waiting list pending an appeal. Late applicants who could not be included in the allocations process earlier are also included on the waiting list at this stage.
9 May 2025		<b>Review outcome</b> - Applicants who have completed and returned appeal forms by 30 April and who have therefore been included on the waiting list will be

## SHROPSHIRE COUNCIL TIMETABLE FOR ADMISSIONS PROCESS FOR ADMISSION TO SCHOOL IN 2025/26

		notified if any vacancies have occurred and places can be allocated. If not, they will remain on the waiting list pending an appeal or further vacancies being available to re-allocate.
May/June/July	Appeals take place	Appeals take place