

# Longden CE Primary School and Nursery



## Policy for Admissions in 2026/27

**Approved by:** Longden CE Primary School Governors  
**Approval Date:** September 2024  
**Review Date:** September 2025

## **Statement of Aims**

Longden CE Primary School and Nursery is a practising Christian community that welcomes children and families of all faiths and no faith. The arrangements for admissions are one of the means by which the school governors exercise their broader aims for a just and compassionate society. These aims are realised through our intentions to provide education at this school, within the resources available to us, for all children who are eligible and for those children for whom a place at this school would be beneficial.

## **Arrangements for Admissions**

As a Voluntary Aided school, the admissions authority is the Governing Body. Initial enquiries are made through the school office in the first instance. Whilst much information is provided on the school website, we recommend that parents arrange a convenient time to visit the school.

## **Admissions for children starting in Reception**

Longden School participates in the local authority's (LA) co-ordinated arrangements regarding application for admission to school for children starting in Reception. Information about this is provided to all pre-school establishments and parents of pre-school children are advised to access this via the Shropshire Council website: [www.shropshire.gov.uk/school-admissions](http://www.shropshire.gov.uk/school-admissions) in the Autumn term of their child's last pre-school year. Applications have to be made, in accordance with the timetable for all school admissions, online or by telephone to the LA direct by the national closing date, 15th January. Parents or carers will be informed of the outcome of their application on 16th April (please note this is the national primary allocation date). Any late applications received after 15th January but before 16th April, may not be considered until after all other applications received on time have been considered, unless there are exceptional circumstances, such as a house move or family bereavement. Where it has not been possible to offer a place, parents have the right to appeal, details of which are to be found in the LA's arrangements.

## **Admissions for children starting in other year groups**

Application for admission to other year groups (Y1 to Y6) – so-called 'in-year application'. As of 1 September 2024. Shropshire Council coordinate and allocate all requests for in-year places at our school.

We welcome prospective parents to visit our school. If you wish to apply for a place at our school, please complete the online application form via this link – [Synergy - Homepage \(shropshire.gov.uk\)](http://Synergy-Homepage.shropshire.gov.uk)

## **Allocating places**

For practical reasons statutory limits have to be set for each year group. The admission number is fifteen (15). Where applications for places in Reception are within this limit, any parent that applies will be offered a place. Applications for places in other

year groups will be granted where places are available, unless admitting the child would prejudice the efficient provision of education or use of resources. What that means in practice is that in a small school like ours with mixed year groups, the admission number is not always strictly applied in Years 1 to 6: overall class size is the more relevant factor.

Where a child has an Education, Health and Care Plan (EHCP) which names Longden CE Primary School as the appropriate school to meet those needs, a place will be offered.

### **Oversubscription for places in Reception**

Where applications exceed the admission number, places will be allocated up to the admissions number according to the following criteria (in order of priority):

1. Looked after children and all previously looked after children, including those children who appear, to the governors of Longden School, to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Longden School is relevant to the medical well-being of their child.
3. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start school.
4. Other children living inside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.
5. Children living outside the designated 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 as measured by a straight line on a computerised mapping system.
6. Children of any staff member employed directly by the school, where the member of staff has been employed at the school for two (2) or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children living outside the designated catchment area and whose homes are nearest to the school as measured by a straight line on a computerised mapping system.

Where governors decide it is possible to offer places over and above the admissions number, the same criteria will be used to rank applications up to a reasonable limit set by the governors in accordance with the efficient provision of education and use of resources.

Each category will be rank ordered according to the distance from home to school as a straight-line measurement, the shortest distance being given highest priority. 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. 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, 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 fostered 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.

Whilst every effort is made to accommodate parents' wishes an offer of a place at Longden is not always possible. The governors reserve the right to refuse places on the grounds that such an offer would adversely affect the education of children already at Longden School. Appeals against the results of allocation may be made via the LA arrangements for co-ordinated admissions who will refer the matter to the Governors' Review Committee who will consider the decision of the Admissions Committee. This procedure has been agreed with the Shropshire Local Authority and the Hereford Diocesan Board of Education and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an appeal is available on the Shropshire Council website in the school admissions section.

### **Oversubscription for places in other year groups**

The school's admission number only applies to entry to Reception. For all other year groups applications for places are allocated in relation to the school's capacity to provide efficient education and use of resources. Governors, in discussion with the headteacher, will seek to apply reasonable limits to class sizes and where necessary will reject applications likely to exceed those reasonable limits.

### **Waiting lists**

Where, for whatever reasons, an application for a place cannot be immediately met or is rejected on the grounds of insufficient capacity, a parent can ask for their application to be added to the admissions waiting list. When a suitable place arises, the admissions team at Shropshire Council will inform you and arrangements made for your child to be admitted. The waiting list is subject to the same oversubscription criteria used for Reception admissions. This is to ensure offers of places are made under an open and equitable process.

All pending applications on the specified day will be ranked according to the oversubscription criteria and offers made to the limit of available capacity. Please note there is no waiting list for applications for Reception admissions prior to the child's last year in pre-school; applications for places to this year group are managed through the LA's admissions arrangements and the governors appeal process (see above).

## **Compulsory school age, deferred entry and admission of children outside their normal age group**

Children can attend primary education from the September following their fourth birthday. The law requires that children attend school from the prescribed day of or following their fifth birthday (the prescribed days are 31 December, 31 March and 31 August). Most children do start school in the September after they turn four. However, a child doesn't need to start school until they reach compulsory school age.

### **Summer-born children**

Children born from 1 April to 31 August are known as summer-born children. They don't need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach compulsory school age. Parents of summer-born children have two options if they feel their child isn't ready to start reception in September with their natural cohort:

#### **Option 1 - delayed start**

A parent of a summer-born child starting school aged 4 can, if they wish, agree with the allocated school a pattern of part-time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). You can discuss this with the school. This will require the parent to apply on time (by 15 January) using the application process provided by your local authority. Once places are allocated on the 16 April the parent can contact the headteacher to discuss the delayed start.

#### **Option 2 - defer for a full year**

If a parent decides that their summer-born child will start school aged five and wants that child to start school in reception (not year 1), they need to make a request to the local admission authority. This is called requesting admission out of the normal age group – because children born from 1 September in one year to 31 August the following year are normally educated together in one year group. This means that you'll need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.

This information doesn't apply to children with education, health and care (EHC) plans. If your child has an EHC plan and you wish them to start school in reception (not year 1) when they're five, you should [contact the SEN team](#). Having special educational needs and disabilities (SEND) doesn't necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so that they can access the support available there.

#### **If you decide that you want to defer for a full year**

You should still apply for a school place as normal by 15 January – as if your child was going to start school at age four – even if you want to delay their start until age five.

You should also submit a request for admission out of the normal age group ideally by 15 January. Shropshire residents can email [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) to

request this. The admission authority decides whether children who start school at compulsory school age should be admitted to reception or year 1. They must make this decision in the child's best interests.

If you decide to delay your child starting school until the September following their fifth birthday but don't request admission out of their normal age group at this time, your child will start school in year 1. You'll need to make an in-year application for a school place for your child, and we can advise you on when it would be best to make such an application. Please note that some schools are likely to be full at this point and unable to offer you a place. Schools are unable to hold a place for your child from the previous year.

Please be advised that should a summer-born child defer for a year, it's currently a requirement to make another request to defer their entry to the next phase of their education. When a child of year 6 age is being taught in year 5, an application for secondary school and a request to defer their entry to secondary school will need to be made. Another point to be aware of is a summer-born child deferred for a year will reach school leaving age at the end of year 10, rather than year 11. The school won't ask them to leave, but they'll no longer be required by law to attend school, and the school may not be able to enforce their attendance. Children usually take their GCSEs in year 11.

School transport is another consideration as local authorities only have to provide school travel for certain children of compulsory school age. If your child gets free travel, it may stop when they reach the end of year 10. Please visit the [gov.uk](https://www.gov.uk) website for further [information on summer-born children starting school](#).

For admission to Reception and all other year groups, there are circumstances in which a parent may wish for a place for their child outside of their normal age group. Such circumstances may relate to children with a complex or lengthy medical history or children who are summer born whose parent may choose not to send that child to school until the September after they are five. In these cases, the governors will take into account the parent's views, information about the child's academic, social and emotional development, and where relevant, their medical history (particularly for those children born prematurely who would naturally have fallen into a lower age group). The views of the headteacher will also be taken into account in relation to the capacity for the school to make appropriate provision for the child. Where these circumstances apply, in the first instance, arrangements to talk to the headteacher should be made via the school office.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Longden CE Primary School is the admission authority but has delegated the coordination of the appeals to the Admissions Team at Shropshire Council.

Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website [www.shropshire.gov.uk/schooladmissions](https://www.shropshire.gov.uk/schooladmissions). Parents must be given at

least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

### **Induction arrangements**

Parents and carers of children allocated a Reception place at Longden School will be informed in April of the dates for starting school along with an invitation to attend a new parents evening in early June. Children are offered two induction sessions in the term prior to starting. Children starting in other year groups are offered other arrangements such as 'trial' mornings or inclusion in class trips or other events as a way of preparing for this significant change in their lives.

For any enquiries related to admissions or places at school or nursery, please contact the school office and we will endeavour to answer your questions.