



**Whittington CE (VA) Primary School**

**ADMISSIONS POLICY**  
2026-27

## **CRITERIA FOR ADMISSIONS TO WHITTINGTON C of E (VA) PRIMARY SCHOOL 2020/21**

Whittington Primary School is a Church of England Voluntary Aided School, founded in 1852 by the then Rector William Walsham How, to provide a good education within a Christian environment for the children of the parish. The governors are responsible for all admissions subject to Acts of Parliament and consultation with Shropshire Council.

This policy has been arrived at after much discussion and deliberation, following advice from the Lichfield Diocesan Board of Education. It provides the basis for admission to Whittington CE (A) Primary School.

### **Admission to Reception**

Applications can be made online through the Shropshire website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)) Each year all applications are considered afresh. The allocation date for 2026/27 will be 16 April (this is a national primary allocation day from 2014 onwards).

Application forms should be made by the 15 January of the year before the child/children are due to start or as soon as possible thereafter. The allocation of places to the school will be made up to the school's published admission number of '30' and parents will receive notification from the Council's Admissions Team on behalf of the governors after 16 April of the year prior to the child/children starting school. (Or as soon after if the application is late). From then onwards the school will notify parents of the induction arrangements and dates for starting school for those applicants who have been successful.

Children are eligible for admission to the school prior to their fifth birthday. Please see the table below:

<b>Born between</b>	<b>Due to start school</b>	<b>Time to apply by</b>	<b>Allocations made</b>
1.09.21 and 31.08.22	September 2026	15 January 2026	16 April 2026

Parents will be notified of the specific date when formally offered a place in school.

All Key Stage 1 (infant) classes are limited to 30 in accordance with Department for Education (DfE) regulations.

Where a child is offered a place at this school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the 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; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admissions Criteria**

Children with an Education Health Care Plan (EHCP) which names Whittington CE (Voluntary Aided) School will be allocated places, after which places are allocated according to an agreed set of criteria in strict order of priority shown below.

Where requests for places are in excess of our published admission number of 30 we will contact you to discuss the issues as soon as possible.

Priority will be given up to the admission limit using the following criteria, applied in order of precedence, A then B then C : -

### **Priority A**

'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Priority B**

There may be special reasons based on Medical Needs for a parent wishing that their child attend Whittington CE (VA) Primary School which may be considered as an exception and given priority over those applicants who fall under Priority C or D. In these circumstances it will be necessary for the parents to provide a written statement from the relevant professional advisor showing that a place at Whittington CE (VA) Primary School is essential for the 'well being' of the child.

### **Priority C**

The following order of priority will be applied (1 before 2 before 3 etc)

1. Priority will be given to those children whose home address is within the catchment area designated by the Council, at the time of the offer of a school place, and whose parents attend the Parish church of St. John the Baptist, Whittington, on a regular basis\*.
2. Priority will be given to those children whose home address is within the catchment area and whose parents attend another mainline Christian Church i.e. those churches affiliated to churches Together in Britain and Ireland and/or the Evangelical Alliance (or their local counterparts) on a regular basis\*.
3. After that priority will be given to children within the catchment area who have an older sibling at the school on the day they are due to start there.
4. After that priority will be given to those who live inside the catchment and whose homes are nearest to the school (as measured by a straight line from the home to the school-see the note on 'Tiebreaker' below for details of the measurement.)
5. After that priority will be given to those who live outside the catchment area but within the ecclesiastical parish of St John the Baptist, Whittington. (A map of the parish is available from the school office on request.)

If applications are received from outside the catchment area and places are available the following criteria will be used.

### **Priority D**

1. Priority will be given to those who attend a mainline Christian Church i.e. those churches affiliated to churches Together in Britain and Ireland and/or the Evangelical Alliance (or their local counterparts) on a regular basis\*.
2. After that priority will be given to children outside the catchment area who have an older sibling at the school on the day they are due to start there.
3. After that priority will be given to those outside the catchment area whose homes are nearest the school (as measured by a straight line –see 'Tiebreaker' below.)

\*Church attendance on a regular basis is defined as at least twice a month for at least the last two years and this should be confirmed in writing by the appropriate clergy person at the time of application. This reference should be returned direct to the Chair of Governors at the school at the time of application.

### **Definition of Sibling**

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.

### **Tie Breaker**

Where within any 1 category there are more applications than places, then places will be allocated by measuring the straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their Easts and Norths. The shortest distance will be 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 event that two applications are exactly the same after all other criteria have been taken into account a further tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

In the event that a place is not offered the parents have a right to appeal to an independent body.

When asked to consider a placement for Looked After Children or Travelling Children extra advice can be sought from Children’s Services; 01743 254304.

### **Late application for admission**

Parents are advised that they should try to ensure their applications for Reception Year are completed by **15 January** at the latest. If, however, there are difficulties which prevent families from meeting the deadline, such as a house move after the closing date, or difficulty such as a serious illness or bereavement at the time when applications were due, then every attempt will be made to include the application with all others. The closing date for such exceptions will be mid-March. However, late applications after 16 January which are not the result of exceptions such as those listed above, will have to wait until all other applications have been considered. If there are places still available then there will be no problem in accepting late applications, however, it is in parents’ best interests to apply where possible by the closing date.

Parents who apply for other year groups during the course of the year should contact the school. You will be informed if there are places available. If the year group is full then you may follow the procedure outlined above under “Right of Appeal”.

**Parents are advised that if your child is attending the Whittington Under Fives, this gives no guarantee or right of admission in to the mainstream school. Equally children do not have to attend Whittington Under Fives in order to qualify for a place at the school. Parents must complete an application form for the mainstream school.**

### **Waiting list**

If places are full there will be a waiting list. A child’s name will be kept on the waiting list for the first term of the academic year

## When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day<sup>4</sup> following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

NB: Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

## Deferred Transfers

Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school. **Most summer born children start at age 4 with no issues.**

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

### Option 1 - Delayed Start

If a parent of a summer born child does start school aged 4, they 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 for your child. 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 Shropshire Council. 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 their summer born child will start school aged 5 and wants their child to start school in reception (not Year 1), they need to make a request to the school's 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.

The parent will need to submit a form requesting a formal deferral and nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team for processing. **Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (15 January for Reception).** We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the team will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If parents do not make a request for admission out of the normal age group your child will start school in year 1. Parents should consider the potential impact of missing the reception year. The admission authority makes the decision in the child's best interests. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in Year 1.

**It is important to advise a parent that, should their summer born child defer for a year, they will reach school leaving age at the end of year 10, rather than year 11. The school will not ask them to leave, but they will 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.**

## Children with special educational needs or a disability

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so they can access the support available there.

Whittington CE Primary School required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. Whittington CE Primary School is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. Whittington CE Primary School has arranged for Shropshire Council to administer admissions appeals on its behalf. Parents/carers wishing to appeal should do so via the Shropshire Council Website <https://shropshire.gov.uk/school-admissions/application-results-and-appeals/appeal-against-allocation-of-school-place/>

Although Whittington CE (VA) School are the admission authority, we have delegated responsibility for the processing of in-year applications to the Local Authority, who will hold any waiting list. Mid-term applications will be dealt with using the same admissions criteria given above.

Applications must be made via the Shropshire Council online portal (Synergy - Homepage (shropshire.gov.uk)) If there is a space in the relevant year group a place will be offered. A formal letter from Shropshire Council's Admissions Team will be sent to the parent advising them of the offer and the need to contact school directly to arrange a start date. If there are no vacancies in the year group, Shropshire Council's Admission Team will speak to the Headteacher to consider whether additional places can be offered.

A decision must be notified to parents within 15 days of making the application. If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council's School Admissions Team.

Shropshire Council 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.



Executive Headteacher



Chair of Governors: