



THE  
WESTCLIFFE  
FEDERATION

# Admissions Policy for 2026-2027

For

Kinnerley CE Primary School  
West Felton CE Primary School  
St. Andrew's CE Primary School

|                     |                |                       |
|---------------------|----------------|-----------------------|
| <b>Approved by:</b> | Governing Body | <b>Date:</b> May 2026 |
|---------------------|----------------|-----------------------|

|                            |          |
|----------------------------|----------|
| <b>Next review due by:</b> | May 2027 |
|----------------------------|----------|



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, via the Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) using the Online Application facility. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April (or the next working day) informing them which school has been allocated. Please see the Parents Guide to Education booklet on the website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) and also for details of the admission arrangements.

### **Admissions Criteria:**

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names any of the above schools will be allocated places, after which places are allocated up to the Published Admission Number of 15 (West Felton), 12 (St. Andrew's), 16 (Kinnerley), according to an agreed set of criteria in strict order of priority as shown below.

1. Priority will be given to Children Looked After and Previously Looked After but ceased to be so because they were adopted.

Children Looked After and Previously Children Looked after in England (being provided with accommodation by a local authority in England in the exercise of their social services functions) but immediately after being looked after became subject to adoption, a child arrangements order, or a special guardianship order. Children who appear to the Admissions Authority 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.

2. Children with a medical need that can only be met by attending this school and cannot be met by any other school. (Evidence will be required from a relevant medical professional).

3. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:

3a. 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 school.

3b. After that, priority will be given to other children who live within the catchment area.

The designated catchment area can be viewed through Local View on the Shropshire Council website [www.shropshire.gov.uk](http://www.shropshire.gov.uk).

4. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:

4a. Children who will have an older sibling at the school on the day they are due to start school.

4b All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

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). 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/friends 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 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. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

Residence in catchment area can only be considered when formal confirmation (e.g. 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.

In the event that two applications are exactly the same 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.

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the 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 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.

### **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 parents should apply on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions). If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Head Teacher will meet with the Senior Leadership Team and/or Vice Chair of Governors to consider whether additional places can be offered above the published admission number.

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

Shropshire Council Admissions 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.

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. 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](http://www.shropshire.gov.uk/schooladmissions) Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

### **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 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 5<sup>th</sup> 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.

All teachers are trained to support all children to succeed, including those with SEND. Every mainstream school must have a special educational needs coordinator (SENCO) – a qualified teacher with an additional SEND qualification.

If a parent is worried about their child starting school because of their SEND, they can speak to their health visitor or to staff at the school they would like their child to go to, for example the headteacher or SENCO. The parent can also speak to the local [Special Educational Needs and Disabilities Information, Advice and Support service](#).

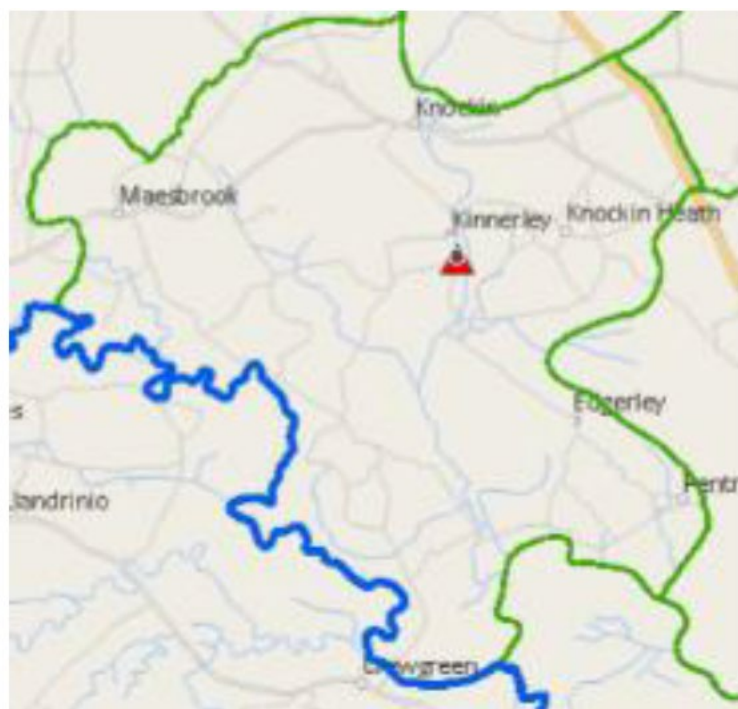
If a child is going through an EHC needs assessment, and the parent intends to request admission to reception aged 5, they will need to discuss this with the Local Authority.

For clarification on the admissions arrangements or anything outlined in the above policy, please contact The School Admissions Team:

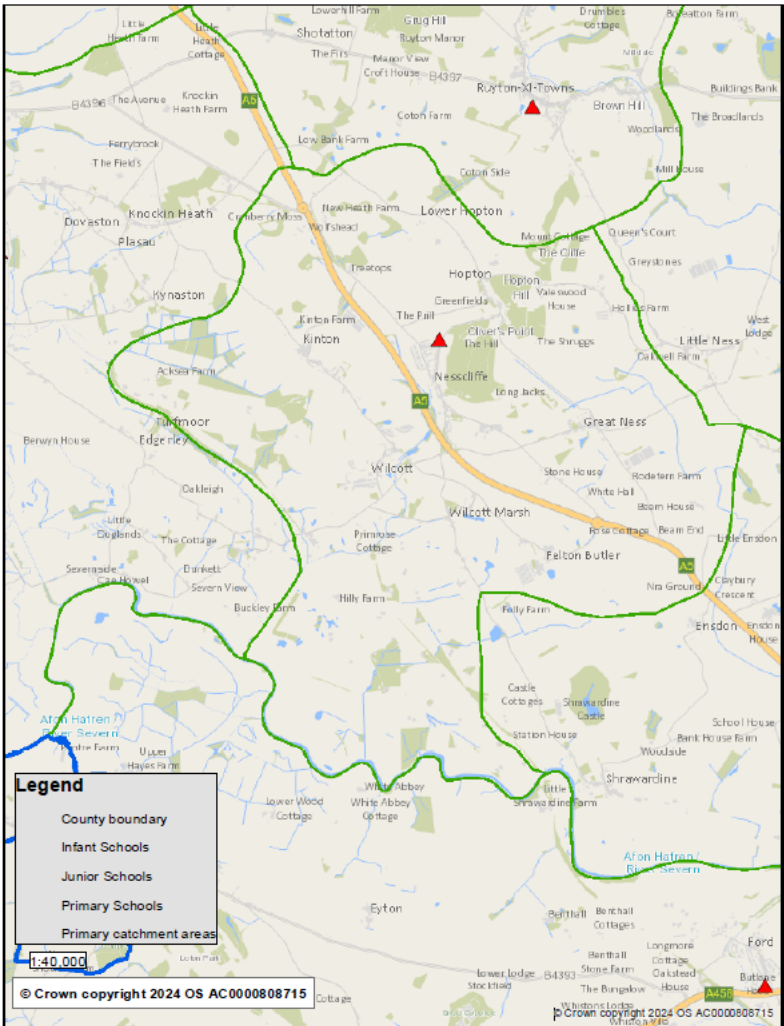
Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

Post: c/o School Admissions Team, Learning & Skills, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

## Kinnerley School Catchment Map



St Andrew’s School Catchment Map



ArcGIS Web Map

ArcGIS Web AppBuilder  
Date: 11/10/2024



## West Felton School Catchment Map

