

SCHOOL ADMISSIONS

A BRIEF GUIDE TO APPLYING FOR AN IN YEAR/ MID-TERM SCHOOL PLACE IN SHROPSHIRE FROM SEPTEMBER 2024



Applying for a School Place in Shropshire

The current process for in-year/mid-term applications in Shropshire is changing. Currently Shropshire Council delegated the coordination and administration of in-year/mid-term applications to all schools. From September 2024 Shropshire Council be responsible for coordinating in-year applications, as well as retaining responsibility for coordinating the main admissions rounds for all state funded schools in the Local Authority area.

The overarching aim of this substantial change is to ensure the following:

- To provide a simpler and clearer application route for parents
- All schools across Shropshire, including own admission authority schools, are compliant with the School Admissions code.
- To ensure greater oversight of pupil movement in-year
- That all applications made to all schools in Shropshire are treated fairly and equitably, in line with the School Admissions Code and each schools published oversubscription criteria.
- To ensure timely placements of children, preventing delays in accessing education wherever possible
- To ensure children, especially the most vulnerable, are better safeguarded.

Further information regarding school admissions can be found in the 'Parents Guide to Education in Shropshire' on the Shropshire Council Website [Parents' guide to education | Shropshire Council](#)

If you have any queries, please don't hesitate to contact a member of the School Admissions Team. Our team mail-box address is school-admissions@shropshire.gov.uk

In-Year/Mid-Term Transfer Process – from September 2024

Parents, carers and social workers who want to apply for a school place are encouraged to visit the prospective school(s) and make an application. This should be made via the admissions portal on the Shropshire Council Website: [synergy - homepage \(shropshire.gov.uk\)](https://www.shropshire.gov.uk/synergy) If schools receive an enquiry and parents wish to make an application, schools will direct applicants to the above website.



Application received and processed by the local authority (LA) in line with the Schools Admissions Code and the schools oversubscription criteria.



The LA will contact the school to discuss an application before offering or refusing a place.



Whatever the outcome, a letter will be sent to the applicant advising of next steps.



If a place can be offered, a mutually agreed start date can be finalised between the school and the applicant, but the place must be taken up/child start at the school within 6 school weeks



If a place cannot be offered, the applicant will be advised of their right of appeal and placed on the school waiting list