

Severn Bridges Multi-Academy Trust



ADMISSIONS POLICY 2027/28

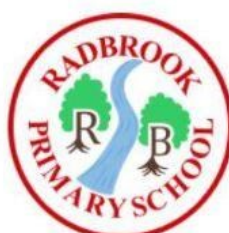
Approved by:	Severn Bridges Multi Academy Trust Board
Approval Date:	DRAFT
Policy Review Date:	



Greenfields Primary
School



Mount Pleasant
Primary School



Radbroke Primary
School



Sundorne Infant
School and Nursery



Harlescott Junior
School

The Severn Bridges Multi-Academy Trust

Admissions Policy

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1. Introduction

Severn Bridges Multi-Academy Trust is the admissions authority for [Radbroke Primary School](#), [Greenfields Primary School](#), [Mount Pleasant Primary School](#), [Sundorne Infant School and Nursery](#) and [Harlescott Junior School](#) and is therefore responsible for determination of the admission arrangements and the rank ordering of applications in accordance with the arrangements.

Published Admissions Number

The number of places available in each year group is determined by the capacity of the school and is called the Published Admissions Number (PAN).

The Published Admissions Number for our schools are as follows;

Radbroke Primary School - 45

Greenfields Primary School - 50

Mount Pleasant Primary School - 45

Sundorne Infant School and Nursery - 90

Harlescott Junior School - 90

2. Reception Applications

For admissions to Reception an application must be made through Shropshire Council by the closing date, 15th January, in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on National Offer Day, 16th April, or next working day if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and also the school website for details of the admission arrangements.

3. Admissions Criteria for Severn Bridges Academy Trust Schools

Children with an 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 according to an agreed set of criteria in strict order of priority as shown below.

Priority 1

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. ²

¹A looked after child is a child who is in the care of the local authority or is being provided with accommodation by a local authority in the exercise of their social services functions.

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. An adoption order is an order under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live. A special guardianship order is an order appointing one or more individuals to be a child's special guardian(s).

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 provide written evidence from a medical professional that in the view of the authority confirms that attending that particular school (and no other) is **essential** to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 2 (For Harlescott Junior School only)

Children who have attended the Sundorne infant school in Year 2 at the point of application to transfer to Year 3

Priority 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 a 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.

Priority 4 (For Sundorne Infant School and Harlescott Junior School only)

Children who will have a sibling at either Sundorne Infant School or Harlescott Junior School on the day they are due to start school

Priority 5

Children of a member of staff employed at the school

- 4a. Where a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- 4b. A member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6

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:

- 5a. Children who will have a sibling at the school on the day they are due to start school.
- 5b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight-line measurement. Please see additional Notes below.

Notes

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). Fostered and adopted siblings are also included. Siblings must be attending the school on the date the 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.

For admission 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.

In the normal admissions round, application for children moving into Shropshire Council's 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 or when application information has been provided by another local authority.

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.~~

~~Shropshire Council's Admissions Team will continue to maintain waiting lists for unsuccessful applicants in Reception Year. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.~~

For more information regarding the admissions process the Council publishes a booklet each year "Parent's Guide to Education in Shropshire" with up-to-date information about schools and how the admissions processes work. Booklets are available along with a copy of the arrangements on the Council's website www.shropshire.gov.uk.

If you wish to speak to the admissions team, you can contact them as follows:

www.shropshire.gov.uk

school-admissions@shropshire.gov.uk

Tel: 0345 6789008

Admissions Team, Learning & Skills, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

4. At what age may your child start school?

Children are eligible for admission to the school in the September following their fourth birthday and must start their education no later than the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Shropshire Council does not offer the option for a child to start primary school before they are eligible.

Deferred Transfers

~~Parents of Spring and Summer born pupils can, if they wish, opt to have their child admitted to mainstream school later in the academic year. Children whose parents opt to have them admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for later entry. Likewise, those who opt for a later entry are not at risk of 'missing out' as long as they complete the application form at the correct time. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the following autumn term, the child would usually be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half term holiday, by which time there might not be any places available in the year group. Parents of summer born children who wish to defer entry to Reception for a whole academic year should contact Shropshire Council Admissions Team for further advice before the 15 January closing date in the normal application year.~~

~~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.**~~

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 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.

Please visit the Gov.UK website for further [information on summer-born children starting school](#).

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.

5. Application for a Place out of Cohort

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. If a request is refused.

The process for requesting such admissions is as follows;

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will need to submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

6. Mid-term Transfers (In Year Admissions R to Y6)

Applications must be made via the Shropshire Council online portal ([Synergy - Homepage shropshire.gov.uk](https://synergy.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 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.

7. Waiting Lists

Admissions to our schools are managed by Shropshire Council who will hold any and all waiting lists. The waiting lists for all year groups are held and maintained on the school's behalf by Shropshire Council for the academic year. The waiting list are held in strict accordance with our published oversubscription criteria and reranked after each additional child is added to the waiting list.

Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered a place at the school by Shropshire Council on behalf of the school.

8. Appeals

Any applicant refused a place at Severn Bridges Multi-Academy Trust schools, has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. The Academy Trust 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. The Trust 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/>

The Academy Trust has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education. If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education & Skills Funding Agency (ESFA). The ESFA will investigate the complaint on behalf of the Secretary of State. If the ESFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if ESFA finds that any breach may have affected the outcome of the appeal.

Complaints to the ESFA about the appeal panel process should be submitted by completing [Online Complaints Form](#). Using the online form is the quickest way to make a complaint. If you need a paper form instead, contact the Department for Education helpline on 0370 000 2288 (Monday to Friday, 9:30am to 5pm).

9. Children of Service Personnel

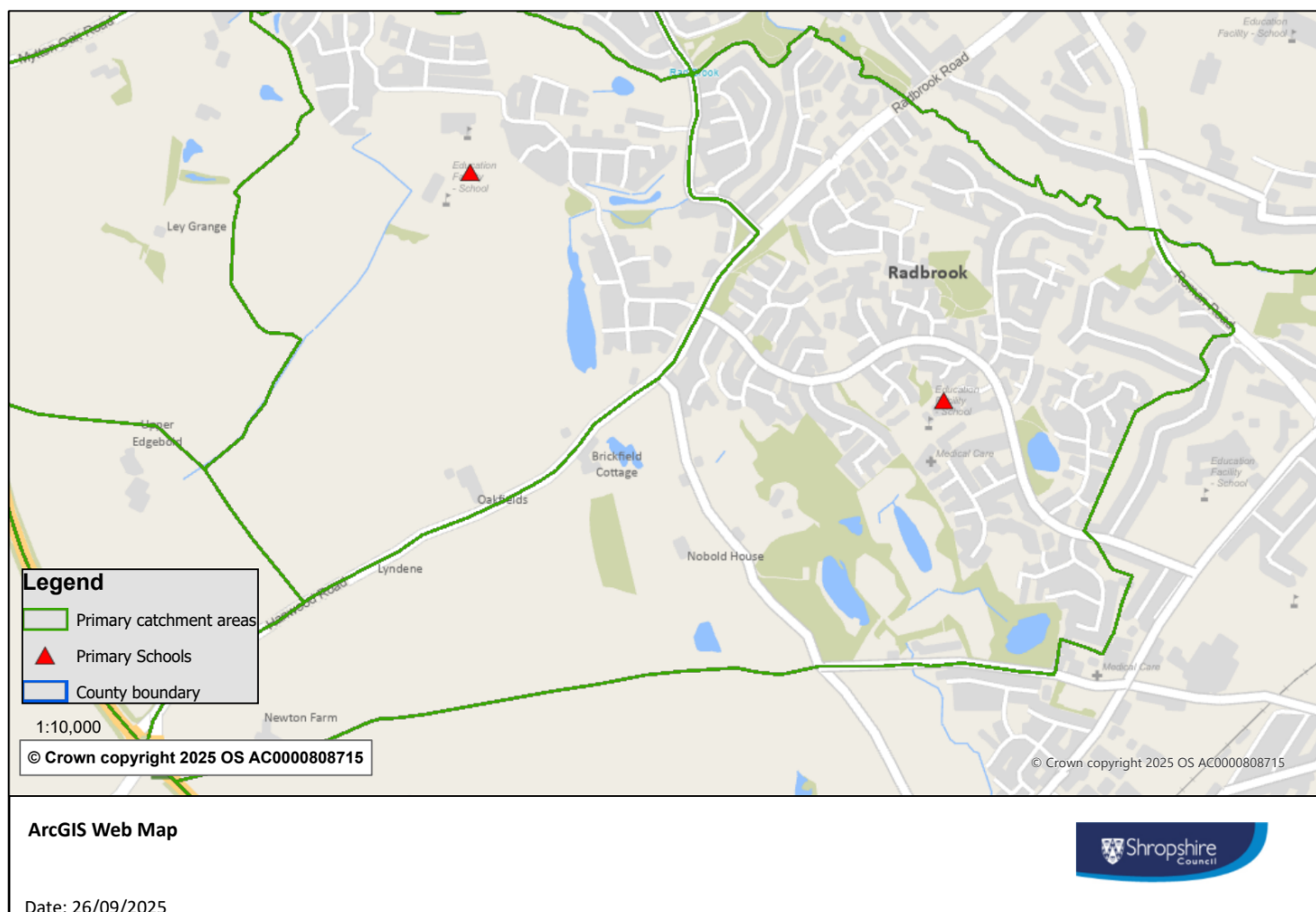
Severn Bridges Academy Trust schools will consider service personnel applicants in line with the Armed Covenant to ensure they are not disadvantaged.

10. Catchment Maps

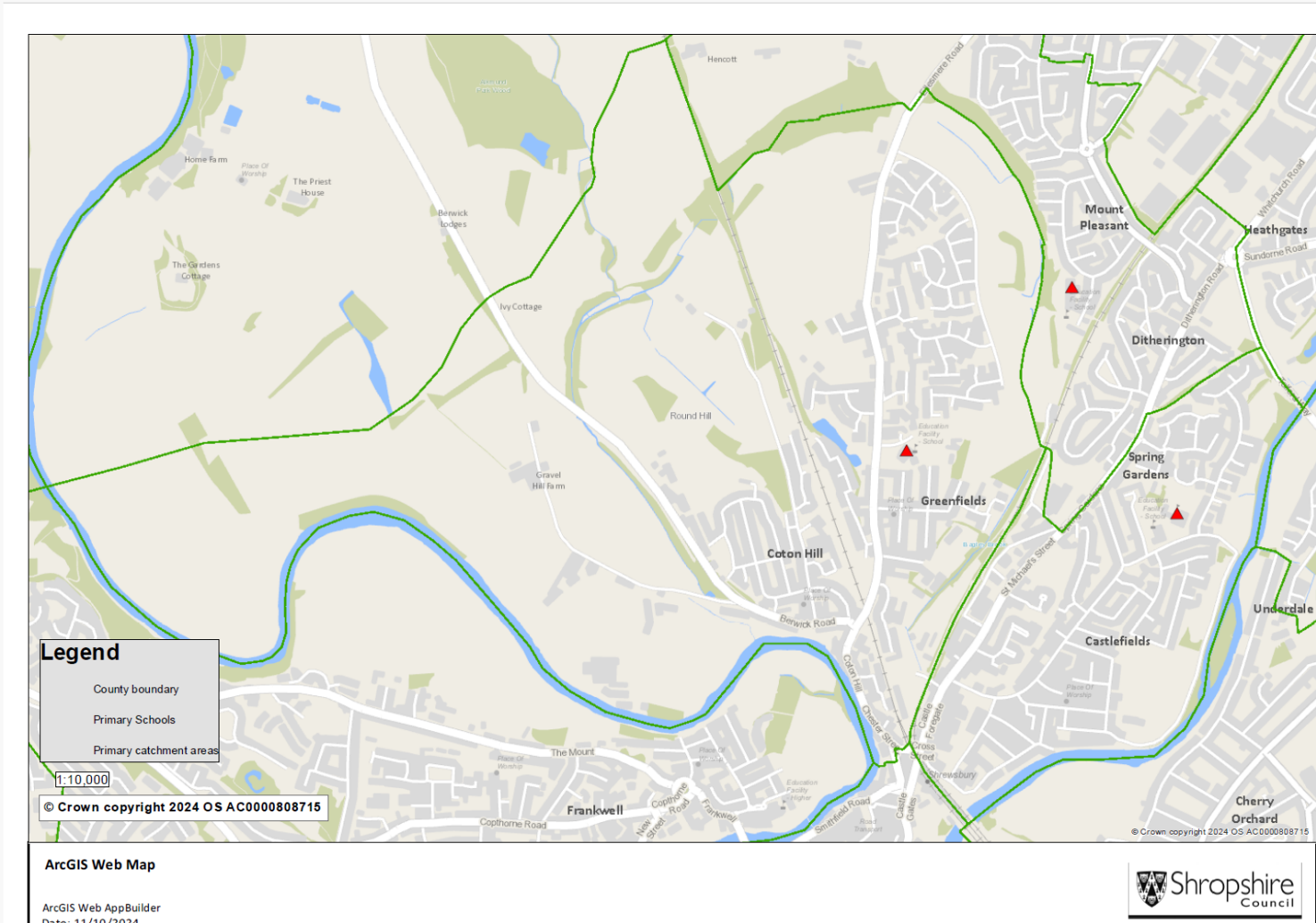
Catchment area maps for Severn Bridges Academy schools can be found as below. Alternatively can be viewed on the General Map viewer available from 'Maps' at the foot of the website

www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the Admissions Team at Shropshire Council.

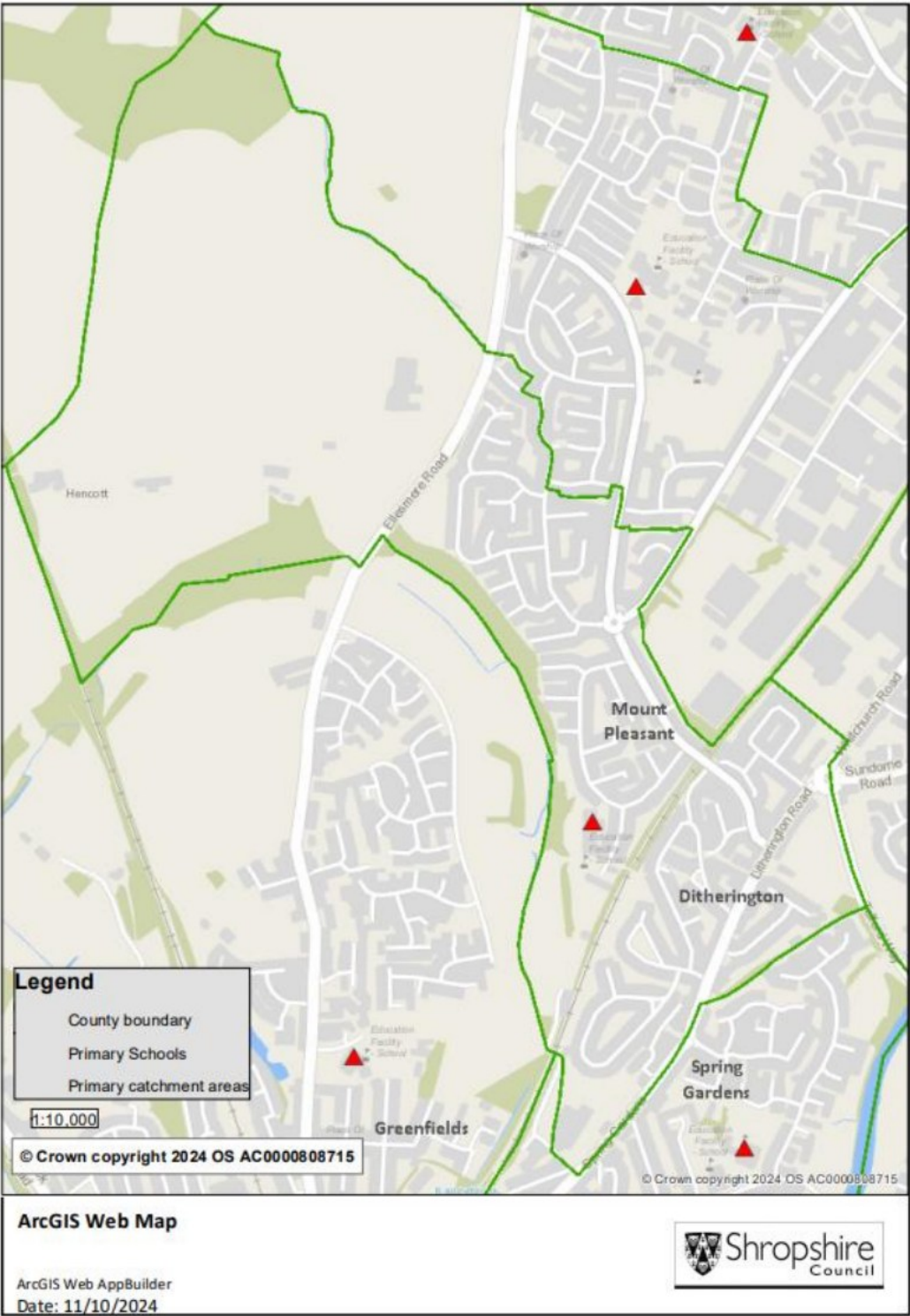
Catchment Map – Radbrook Primary School



Catchment Map – Greenfields Primary School



Catchment Map – Mount Pleasant Primary School



Catchment Map – Sundorne Infant School & Harlescott Junior School

