

St Mary's CE Primary & Nursery School

Admissions Policy

2026 – 2027

Date	Detail
2018	Original policy approved by Board of Trustees
2019	Reviewed (no amendments made)
2020	Reviewed (no amendments made)
2021	Reviewed (Amendment to criteria made in line with SCC)
2022	Reviewed (no amendments made)
2023	Reviewed (no amendments made)
2024	Reviewed (no amendments made)
2025	Reviewed (no amendments made)
2026	Reviewed (Added SCC contact details and appeals process)



St Mary's CE Primary School and Nursery Admissions Policy 2026-2027

Empower Trust schools are academies and therefore an admission authority which allows the Trust Board and governing bodies to determine our own school admissions policy.

We serve the immediate area around our school but many parents/carers choose to send their children to our school from a much wider area. All prospective families are welcome to visit our school and our Headteacher, or another senior member of staff, will be happy to meet with them and show them around. Appointments can be made by telephoning or emailing our Administration Team on/at:

01939 250323

admin@stmarys.empowermat.co.uk

We engage Shropshire Local Authority to act on behalf of the school in managing the policy. Admissions are the responsibility of Shropshire Council who will coordinate and allocate all requests for 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](https://www.shropshire.gov.uk/schooladmissions) (shropshire.gov.uk)

Your application will be processed by the School Admissions Team at Shropshire Council in accordance with our school's oversubscription criteria. You will then be notified via letter of the outcome of your application.

Alternatively, contact the Admissions Team (details below) or view the electronic version on the website: www.shropshire.gov.uk/schooladmissions

The Admissions Team
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND
0345 678 9008

School-admissions@shropshire.gov.uk

Admissions to Reception Year

For admissions to 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. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April if they have been allocated a place for their child.

Admissions Criteria

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names the Trust school will be allocated places, after which places are allocated up to the Published Admission Number of the Trust school according to an agreed set of criteria in strict order of priority as shown below.

Notes: A sibling connection is defined as a brother or sister, step-brother 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 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.

Empower Trust School criteria:

1. Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear [to the admission authority (Shropshire Council)] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

2. Children living inside the designated catchment area will then 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:

- 2a. 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.
- 2b. After that, priority will be given to other children who live within the catchment area.
- 3. 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:
 - 3a. Children who will have an older sibling at the school on the day they are due to start school.
 - 3b. Priority will then be given to children living outside the catchment area who will have a younger sibling at Market Drayton Infant School on the day they are due to start school.
 - 3c. All other children. Each category will be rank ordered according to the distance from home to school as a straight-line measurement.

Notes:

- a. *A sibling connection is defined as a brother or sister, step-brother 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 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.*

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.

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/Year 7, 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 other than the start of Reception, parents should apply directly to the school on a mid-term application form available the Shropshire Council website <https://shropshire.gov.uk/school-admissions> or from school.

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 Headteacher will 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.

The local authority maintains all waiting lists throughout the year.

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.

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.

Allocation of places 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.

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.

Children will, in exceptional circumstances, be allowed to attend out of cohort. This will include the right to defer until reaching statutory school age, to attend part-time and, in the case of summer born children, the option to request their child starts Reception a year later, a year behind their natural cohort.

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. 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 Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Forces Applicants

Each academy will consider Forces applicants to ensure they are not disadvantaged.