

# APPLICATIONS TO RECEPTION and JUNIOR 2025/26

## WHAT TO DO NOW

Please read the following information which includes an explanation of the steps you can take depending on whether your application was successful or not.

You **must** inform Admissions if you have moved house or if the address that we hold is incorrect.

### I WISH TO ACCEPT THE OFFER

If the offer from Shropshire Council is for a **Shropshire local authority (LA) school**, unless we hear from you otherwise, **we assume that you accept the offer of this place** and there is nothing more you need to do now. The allocated school has been given your details, and they will contact you soon regarding induction arrangements and information for parents of new pupils.

If you have been offered a place at a **school outside Shropshire Council's area**, then you may need to confirm with the local authority (LA) for that school, or with the school itself, that you wish to accept the offer. Please see page 3 for contact details of other local authorities.

### I DO NOT WISH TO ACCEPT THE OFFER

If you have **changed your mind** about your preferred school, or if you are **moving house** or making other arrangements for your child, e.g. going to **private school** or **home education**, you are required to inform the Admissions Team immediately - please email [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) by **25 April 2025**. Please include your child's full name, date of birth, address, and current allocated school. Other people waiting for a vacancy at the school you have been offered, may benefit if you release a place in these circumstances. If you have been **unsuccessful** in application for your preferred school, and do not wish to accept the offered school, please read on. You will hold the school place offered whilst you continue to the review and appeal stages.

### WHY WAS I UNSUCCESSFUL AT MY FIRST/SECOND/THIRD PREFERENCE SCHOOL(s)?

If you did not receive an offer of a place at your preferred school(s) this is because the school(s) had more applications than places available and you did not rank sufficiently high in terms of oversubscription criteria to be eligible for a place. **To allocate places above the admission number would be prejudicial to efficient education and the efficient use of resources.** If your letter also states that your application has been unsuccessful because of **Infant Class Size regulations**, you need to consider the following information. The Government passed laws which prevent classes for Reception, Year 1, or Year 2 children to have more than 30 pupils taught by one qualified schoolteacher. In those circumstances you still have the right of appeal, but the grounds on which the panel may allow a place at the school are very restricted.

The places have all been offered to children with a higher priority under the admissions criteria, as described in the "Parents' Guide to Education" booklet on pages 13-22 for Shropshire schools. For schools outside Shropshire, the admissions criteria applicable are published in the booklet produced by the relevant LA, which you should have reviewed at the time of application. To view details of how many applications were received for each Shropshire school and how places were allocated, please access the link "*How school places are allocated*" on our results page at [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions).

If your application was received after the closing date and treated as a late application, then your application could not be considered until those received on time had been processed. By that time, your preferred school may have been full and consequently your application would be unsuccessful.

If your preferences were for **schools outside Shropshire Council's area**, the admissions criteria are published in the booklet produced by the relevant admissions authority.

### I WISH TO PURSUE A PLACE AT MY PREFERRED SCHOOL(s)

If your preferred school is a **Shropshire LA school**, you may ask to be included in the review of allocations, at which point a waiting list will be formed. If unsuccessful at review, you may go on to appeal. To streamline the process, you may register for the review by completing an appeal application at [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions), or by printing and completing an appeal form available on our website, or by requesting a review in writing to the Admission Team.

To be included in the review, your appeal application or review request will need to be returned to [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) by **25 April 2025**. Please note you may request a review for a place at more than one school and appeal for any school where your application was unsuccessful. If there are any places which we can re-allocate, the same admissions criteria used at the allocation stage will be applied to determine who is eligible. We will email a letter on **2nd May** informing you if you have been successful at review. If unsuccessful we will keep your name on a waiting list and in due course, you will be offered a date and time for an appeal. If you wish to be taken off the waiting list and/or you do not wish to go on to appeal, please let us know.

## OR

If your preferred school is **outside Shropshire LA area**, please make direct contact with the relevant LA as soon as possible. Contact details of the neighbouring LAs are listed on page 3 or please view [www.gov.uk/find-your-local-council](http://www.gov.uk/find-your-local-council)

If you are resident in Wales and have not received an offer at a Shropshire school, we suggest you contact your own LA as soon as possible to ask for a school place. Alternatively, we can tell you which other schools in Shropshire still have places available and you are welcome to re-apply for one of those schools or follow the review/appeals process outlined in this information.

If you are offered a place on 16<sup>th</sup> April 2025 and you do not request a review or submit an appeal application by the deadline for appeal applications (**2nd June 2025**), we will assume that you are accepting the offered place.

## APPEALS

If your application is unsuccessful on offer day or at review, you will have 20 school days to apply for an appeal or we assume that you are accepting the place offered. If you are unsuccessful at the review on 2nd May 2025 and you have completed an appeal application, we will assume that you wish to proceed to an appeal. Your name may be held on a waiting list, and you will retain the current offer of a place pending the outcome of any appeal. Appeals will be lodged with Legal & Democratic Services. If you do not wish to proceed to the appeal stage, please inform the Admissions Team.

Appeals will be heard by an independent appeal panel and under normal circumstances the hearing would be at Guildhall in Shrewsbury during June/July. Legal and Democratic Services will contact you about the appeal process. The current Shropshire school place offered is retained pending the outcome of the appeal. If unsuccessful at the appeal stage, your name may be held on a waiting list by the LA until the end of the autumn term 2025 if you wish.

## AVAILABILITY OF PLACES FOR YOUNGER SIBLINGS

Please note that if your child has been successful as an “out of area” applicant there is no guarantee that a younger sibling can be offered the same school in future if their year group is oversubscribed, even if the child has attended a local authority nursery on the same site.

## FALSE ADDRESSES

Parents and carers are reminded that offers are made on the basis of the information provided in their applications. **If that information is inaccurate or your address has changed since you submitted your application, you should inform the Admissions Team immediately. Places could be withdrawn where misleading or fraudulent information has been given.** To report anonymously and confidentially any instance where you believe that an application for a school place has been made fraudulently, please telephone 01743 254435.

## TRANSPORT

School transport will normally be provided where a pupil is attending the nearest or catchment area school for the home address, where the distance between home and school is 2 miles or over, as measured by the shortest pedestrian route. Further information can be found on the website [www.shropshire.gov.uk/school-transport/](http://www.shropshire.gov.uk/school-transport/). Applications can be made online using this link or over the phone with Customer Services by calling 0345 6789008. **Applications should be submitted by 31<sup>st</sup> July 2025.** Applications received after this date will still be considered but may not be processed until after the start of the Autumn term. In the interim, parents/carers will be responsible for making the necessary travel arrangements, access to school transport will not be permitted until eligibility has been confirmed.

## APPLICATIONS TO SCHOOLS IN OTHER LOCAL AUTHORITIES:

Some local authorities or their schools require parents to accept offers of a place. To accept an offer for a school in another local authority's area, please contact the authority **no later than 2<sup>nd</sup> May 2025**. Contact details are given below which may be of use to Shropshire Council residents or visit [www.gov.uk/find-your-local-council](http://www.gov.uk/find-your-local-council) for other local authority details.

Any Shropshire Council resident who was unsuccessful in their application to a school in a neighbouring authority and who wishes to pursue the application should write to that authority clearly stating their child's name, date of birth, address and name of school where they wish to pursue a place **no later than 2 May 2025**.

For contact details of other local authorities, please see [www.gov.uk/find-your-local-council](http://www.gov.uk/find-your-local-council)

<b>Cheshire East</b> School Admissions Service Floor 5, c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ Telephone: 0300 123 5012 Email: <a href="mailto:admissions@cheshireeast.gov.uk">admissions@cheshireeast.gov.uk</a>	<b>Staffordshire</b> School Admissions Team & Transport Services, 2 Staffordshire Place, Tipping Street STAFFORD ST16 2DH Telephone: 0300 111 8007 Email: <a href="mailto:admissions@staffordshire.gov.uk">admissions@staffordshire.gov.uk</a>
<b>Chester and Cheshire West</b> School Admissions Team Wyvern House, Winsford, Cheshire CW7 1AH Tel: 0300 123 7039 Email: <a href="mailto:admissions@cheshirewestandchester.gov.uk">admissions@cheshirewestandchester.gov.uk</a>	<b>Telford &amp; Wrekin</b> School Admissions, 6 <sup>th</sup> Floor Darby House, Wing A Lawn Central, Telford TF3 4JA Telephone: 01952 381072 Email: <a href="mailto:admissions@telford.gov.uk">admissions@telford.gov.uk</a>
<b>Dudley</b> School Admissions Service The Council House, Priory Road, Dudley DY1 1HF Telephone: 0300 555 2345 Email: <a href="mailto:admissions.cs@dudley.gov.uk">admissions.cs@dudley.gov.uk</a>	<b>Wolverhampton</b> School Admissions Team, Wolverhampton City Council, Schools, Skills and Learning, Civic Centre, St Peter's Square, Wolverhampton, WV1 1SH Telephone: 01902 551122 Email: <a href="mailto:school.admissions@wolverhampton.gov.uk">school.admissions@wolverhampton.gov.uk</a>
<b>Herefordshire</b> School Admissions Team Plough Lane, Hereford HR4 0LE Telephone: 01432 260926/ 01432 261574/01432 260025 Email: <a href="mailto:schooladmissions@herefordshire.gov.uk">schooladmissions@herefordshire.gov.uk</a>	<b>Powys</b> School Admissions Team, Schools Service County Hall, Llandrindod Wells, LD1 5LG Telephone: 01597 826477 Email: <a href="mailto:admissions@powys.gov.uk">admissions@powys.gov.uk</a>
<b>Worcestershire</b> School Admissions Team Worcestershire Children First, County Hall, Spetchley Road Worcester WR5 2YA Telephone: 01905 822700 Email: <a href="mailto:schooladmissions@worcschildrenfirst.org.uk">schooladmissions@worcschildrenfirst.org.uk</a>	<b>Wrexham</b> Admissions Team, Education Department, Children & Young People's Service 3 <sup>rd</sup> Floor, Lambpit Street Wrexham LL11 1AR Telephone: 01978 298991 Email: <a href="mailto:admissions@wrexham.gov.uk">admissions@wrexham.gov.uk</a>

