



The Community College, Bishop's Castle

ADMISSIONS POLICY

2026/27

Policy Source	Local Authority
Due for review: Autumn 2023	Policy Status: Draft
Responsible staff member:	Mr Reuben Thorley, Headteacher
Responsible Governor:	Mrs J Shirley
Related policies/documents:	
Signature: Mrs A Jones & Ms L Evans	Date Policy adopted: 16 9 24
Position: Chair of Full Governors	Review Date: Autumn term 2025

The Community College is a Foundation school and, as such, its Governing Body has responsibility for its own admissions. However, admission processes for Year 7 (starting September) are co-ordinated by Shropshire Council. Application must be made through Shropshire Council's website www.shropshire.gov.uk/schooladmissions or by contacting the School Admission Team at school-admissions@shropshire.gov.uk by 31 October in the academic year prior to which your child is due to start school. Please see the Parents Guide to Education booklet on the council website www.shropshire.gov.uk/schooladmissions

All applications received by this date will be considered and parents will be informed by Shropshire Council on or next working day after 1st March if they have been allocated a place for their child. Late application will be considered if there are exceptional circumstances, such as a house move or serious illness/bereavement in the family, or if there are still places after all other applications have been considered. Otherwise late applications will be placed on a waiting list and considered at a Waiting List/Review stage after the allocations stage.

Admissions Criteria:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names The Community College, Bishop's Castle will be allocated places, after which places are allocated up to the Published Admission Number of 108 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children (LAC) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to 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. Children 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

(2 A 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.)
3. Children living inside the designated catchment area (see Appendix 1) 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.
4. Children of staff where the member of staff has been employed at the school on a permanent contract for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. When

this element is oversubscribed, consideration is given to length of service and finally to proximity to the school.

5. 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 in order:

- 5a. Children who will have an older sibling at the school on the day they are due to start school.

- 5b. Priority will then be given to children living outside the catchment area without an older sibling at the school, but who have attended a publicly-funded primary school that lies within the secondary school's catchment area (see Appendix 2) for more than a whole academic year immediately prior to transfer.

- 5c. 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). Fostered and 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.

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

The Community College, Bishops Castle has devolved the responsibility for the coordination and processing of any and all applications for places at each of its schools to Shropshire Council. However, the school still makes all decisions regarding admissions of children to their schools.

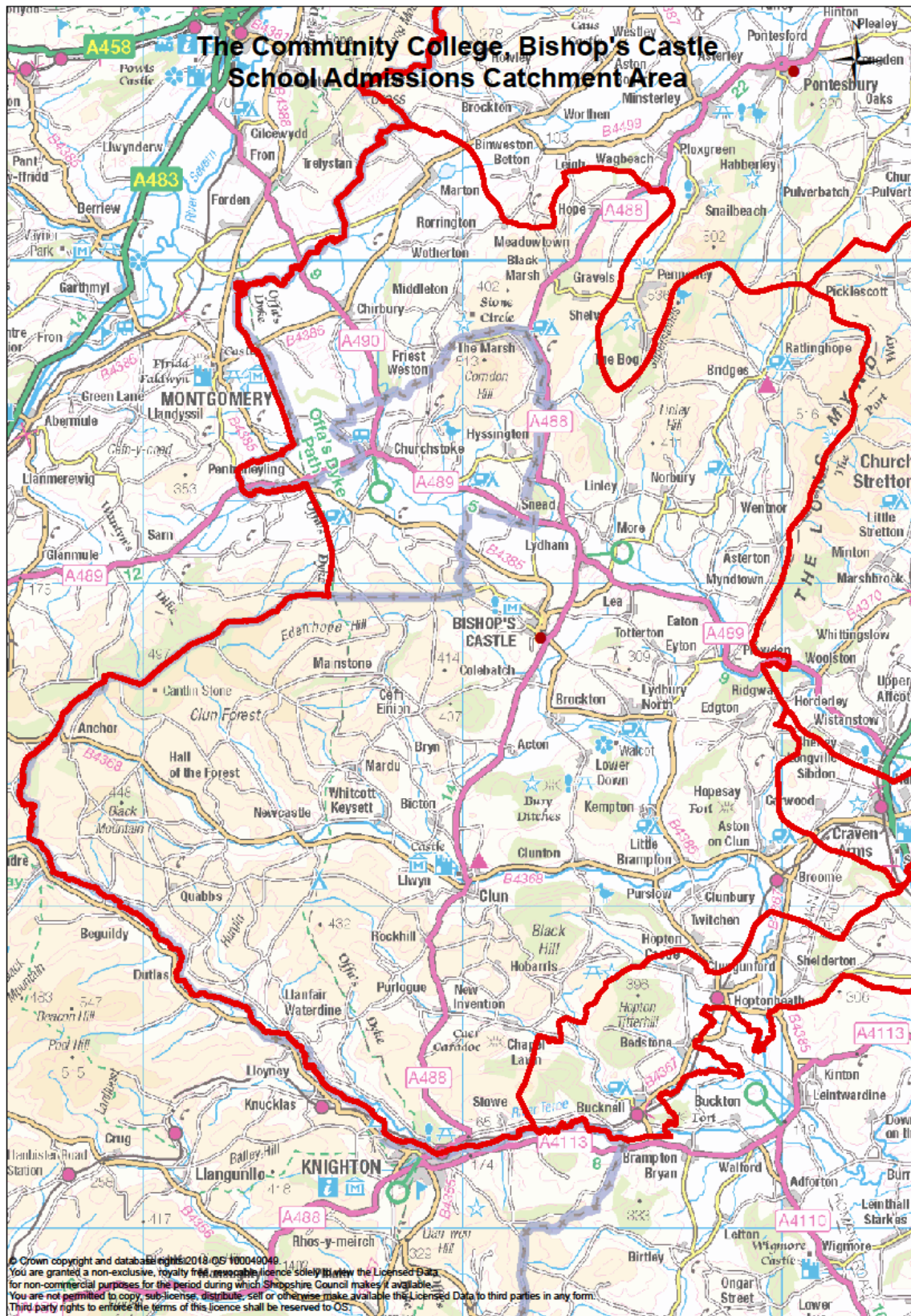
Mid-term applications will be dealt with using the same admissions criteria given above. Applications must be made via the Shropshire Council online portal ([Synergy - Homepage \(shropshire.gov.uk\)](https://www.shropshire.gov.uk/synergy)). If there is a space in the relevant year group a place will be offered. A formal letter from Shropshire Council's Admissions Team will be sent to the parent on our behalf, advising them of our decision to offer a place 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 10-15 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's School Admissions Team on our behalf.

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.

Appendix 1



Appendix 2 – feeder-linked schools:

(Primary schools within the secondary catchment area)

Bishop's Castle Primary
Chirbury C E Primary
Churchstoke Community Primary
St George's C E Primary, Clun
Clunbury C E Primary
Lydbury North C E Primary
Newcastle Primary
Norbury Primary