

SECONDARY SCHOOL TRANSFERS SEPTEMBER 2025

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 the Admissions Team, without delay, if you have moved house or the address, we have for you is not correct.

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 by **14 March 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.

I WAS UNSUCCESSFUL AT MY FIRST/SECOND/THIRD PREFERENCE SCHOOL

If you did not receive an offer of a place at your preferred school or any of your preferred school(s), this is because there have been more applications for places at the school than there are places available, and **to allocate places above the admission number would be prejudicial to efficient education and the efficient use of resources**. 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 40-45 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.

If you wish to pursue a place at your 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, 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 by **14 March 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 **21 March** 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

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 3 March and you do not request a review or submit an appeal application by the deadline for appeal applications (4 April 2025), we will assume that you are accepting the offered place.

APPEALS

If you are unsuccessful at the review on **21 March 2025**, and you have completed an appeal application, we assume that you wish to proceed to an appeal. If you do not wish to do so, please let us know. If you wish to appeal, the grounds for the appeal must be set out in writing. You will be informed by Legal and Democratic Services of a hearing date and procedures for your appeal. If you wish to provide any further information nearer to the date of your appeal you will be able to do so. If however, you decide that you do not wish to proceed to the appeal stage and either wish to remain on the waiting list or you are going to accept the offer of a place that has been made to you, please inform the Admissions Team as quickly as possible. If you decide to request an appeal after **17 June 2025**, it may not be possible to offer an appeal date before the end of the summer term. Appeals are usually held within 30 school days, but are not scheduled in the school holidays.

Appeals will be heard by an independent appeal panel and under normal circumstances the hearing will be at the Guildhall in Shrewsbury during May/June. As a result of the pandemic, the Local Authority has the facility to hear an appeal remotely via video conference should an appellant require this due to illness. **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 if you wish.

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.**

There is a telephone line available to report anonymously and confidentially any instance where you believe that an application for a school place has been made fraudulently. If you are aware of such an application, please call (01743) 254435. Outcomes of an investigation will not be disclosed.

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 3 miles or over, as measured by the shortest pedestrian route. Income assessed transport assistance can also be considered where a pupil is attending 1 of the 3 nearest schools for the home address, the distance between home and school is between 2 and 6 miles and the family are in receipt of free school meals or the maximum level of Working Tax Credit. Further information can be found on the website 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 31st May 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.

FUTURE AVAILABILITY OF PLACES FOR YOUNGER SIBLINGS

Parents/carers are advised that if their child has been successful as an "out of catchment area" applicant there is no guarantee whatsoever that a younger sibling can be offered the same school in future years, especially if their year group is oversubscribed.

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 **as soon as possible**. Contact details are given below which may be of use to Shropshire residents or visit www.gov.uk/find-your-local-council for other local authority details.

Any Shropshire 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 they wish to appeal for.

If unsuccessful in your application to a **selective** school in Telford & Wrekin area, you should receive another letter from Telford & Wrekin LA or from the school in the next few days which will explain how you can pursue your preference should you wish to do so. Please contact Telford & Wrekin Admissions Team for more information:

Cheshire East

School Admissions Service
Floor 5, c/o Municipal Buildings,
Earle Street, Crewe CW1 2BJ
Telephone: 0300 123 5012
Email: admissions@cheshireeast.gov.uk

Chester and Cheshire West

School Admissions Team
Wyvern House, Winsford,
Cheshire CW7 1AH
Tel: 0300 123 7039
Email: admissions@cheshirewestandchester.gov.uk

Dudley

School Admissions Service
The Council House, Priory Road,
Dudley DY1 1HF
Telephone: 0300 555 2345
Email: admissions.cs@dudley.gov.uk

Herefordshire

School Admissions Team
Plough Lane, Hereford HR4 0LE
Telephone: 01432 260926
Email: schooladmissions@herefordshire.gov.uk

Worcestershire

School Admissions Team
Worcestershire Children First,
County Hall, Spetchley Road
Worcester WR5 2YA
Telephone: 01905 822700
Email: schooladmissions@worcschildrenfirst.org.uk

Staffordshire

School Admissions Team &
Transport Services, 2 Staffordshire Place,
Tipping Street STAFFORD ST16 2DH
Telephone: 0300 111 8007
Email: admissions@staffordshire.gov.uk

Telford & Wrekin

School Admissions, 6th Floor Darby House,
Wing A Lawn Central,
Telford TF3 4JA
Email: admissions@telford.gov.uk

Wolverhampton

School Admissions Team,
Wolverhampton City Council,
Schools, Skills and Learning,
Civic Centre, St Peter's Square,
Wolverhampton, WV1 1SH
Telephone: 01902 551122
Email: school.admissions@wolverhampton.gov.uk

Powys

School Admissions Team, Schools Service
County Hall, Llandrindod Wells, LD1 5LG
Telephone: 01597 826477
Email: admissions@powys.gov.uk

Wrexham

Admissions Team, Education Department,
Children & Young People's Service
3rd Floor, Lambpit Street
Wrexham LL11 1AR
Telephone: 01978 298991
Email: admissions@wrexham.gov.uk

For contact details of other local authorities, please see www.gov.uk/find-your-local-council

WHAT DO I DO NOW?

