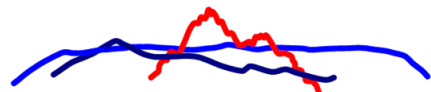




Norbury Primary School and Nursery

Admissions Policy **For Admissions September 2026**



Shropshire Hills Federation

Norbury Primary School and Nursery Admissions Policy 2026

As a Foundation school the Governing Body has responsibility for its own admissions.

The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with the Council on all admissions issues. If you would like your child to be admitted to Norbury Primary School and Nursery for a nursery place please contact the Headteacher or School Business Manager, giving the name and date of birth of your child(ren). A list of pre-school children, whose parents/carers are interested in a future place, is kept at the school and contact will be made with parents/carers of all the children on this list at the appropriate time. **We admit children into our nursery from the term of their third birthday. We use the same criteria for nursery places as outlined in this policy for school age children.**

For admissions to Reception Year, application must be made through Shropshire Council (or the relevant home local authority) by 15th January prior to the academic year in which the child is due to start school. All applications received by this date will be considered and parents will be informed by the home authority on 16th April (or next working day) if they have been allocated a place for their child. Further details can be found in the Parents' Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions.

The school has an admission limit (PAN) of 8 for entry into Reception. The school will accordingly admit at least 8 each year if sufficient applications are received. All applicants will be admitted if 8 or fewer apply.

Oversubscription criteria

The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria in the order set out below:

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 Shropshire Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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 Norbury Primary school and Nursery (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.
3. Children living in the designated catchment area³ of the school (see map below). If there are not enough places for all the children in the catchment area, then the following criteria will apply in order:
 - 3a. Priority will be given to children living in the catchment area³ who will have an older sibling² on roll 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 area³.

4. Children living outside the designated catchment area will be offered places. If there are not enough places for all the children in the catchment area, then the following criteria will apply in order:
 - 4a. Children who will have an older sibling² at the school on the day they are due to start school.
 - 4b All other children.
5. Children of staff members at the school, where the following criteria is met:
 - a) the member of staff 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, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

See footnotes below.....

Notes:

¹ 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).

¹ 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).

¹ 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 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy. However, cousins, other relatives or friends 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.

³ Applicants will only be considered as resident in the designated catchment area when formal confirmation of the address (an exchange of contracts or signed tenancy agreement) has been received.

Each of the categories and sub-categories above will be rank ordered according to the distance from home to school as a straight line measurement. For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest pedestrian entrance gate of the school by pinpointing the 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. However, if

children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

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. Where separated parents share care of their child, the home address will be deemed to be the address where the child spends the majority of school nights (term-time Sunday to Thursday). Where this results in an equal number of nights, the home address of the parent claiming child benefit will be used for school admission purposes.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day⁴ following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

For more information on deferring the start of Reception to a different cohort, please see below.

Admission of children outside their normal age group (not Reception)

Parents may seek a place for their child outside their normal year group with a different cohort. Such requests may be appropriate, for instance where the child is gifted or talented, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission 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 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.

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.

School transport is another consideration as local authorities only have to provide school travel for certain children of compulsory school age. If your child gets free travel, it may stop when they reach the end of year 10.

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

Mid-term applications

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://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 on the school's behalf 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'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.

Waiting list

Shropshire Council, on behalf of the school, will maintain waiting list for unsuccessful applicants across all year groups. These lists are held in order of oversubscription criteria. - If any vacancies arise, places will be offered to applicants at the top of 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

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.

Catchment Area

The proposed catchment area for the school is shown below.

Reviewed on: September 2024

Signed by: _____

Mrs Rachel Ellen (Chair of Governors)

Date: _____

Mr Les Ball (Headteacher)

Date: _____

Catchment Area Map

Map to be inserted