



Long Mountain CE Primary School and Pre School

'...let your light shine before others, that they may see your good deeds and glorify your Father in heaven.' Matthew 5: 15-16

Admissions Policy 2024-25

At Long Mountain CE Primary School and Pre School, each policy reflects our Christian ethos and vision. We are an inclusive Church of England school community where each child knows they are loved and valued for who they are and can grow to their full potential.

This policy was written/reviewed in:	February 2024
This policy was adopted by governors on:	13 th March 2024
This policy is due for review in:	January 2025
Signed by the headteacher:	
Signed by the Chair of Governors:	

Primary

A separate application must be made to transfer from nursery to primary school.

For entry to school in 2024-2025, the national offer day for primary school applications for all English local authorities will be **16 April 2024**.

All children in Shropshire are entitled to start school full-time in the September following their fourth birthday. Parents may also delay entry to school until later in the year or until their child reaches compulsory school age (the term following their child's fifth birthday) or elect for their child to attend part-time. Where summer born children defer entry to September, they will normally be admitted into Year 1 (not Reception) and will need to make a separate application, unless a formal deferral has been agreed. (Please see information below.) Previous applications cannot be held over into a different academic year; a fresh application must be made.

Parents may request a formal deferral for their child to begin Reception in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (15 January) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

The oversubscription criteria for all Community and Voluntary Controlled Primary Schools for 2024-2025 are as follows. **(N.B - Schools that are an admission authority may have determined their own arrangements)**

Priority 1

Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. After that places will be offered in the following priority order:

'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.

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).

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)

Priority 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 can provide written evidence from a medical professional that, in the view of the local authority, confirms that attending that particular school is essential to the medical well-being of the child. The Council reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3:

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have a sibling at the school on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

Priority 4:

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Children living outside the catchment area who will have a sibling at the school on the day they are due to start there.
- 2) After that other children who live outside the catchment area.

Applicants in each of the categories and sub-categories above will be rank ordered by home to school straight-line distance, where the shortest distance will be given priority. For admission purposes all distances are measured by the school Admissions Team as a straight-line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)

Notes

Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the school Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother 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 and foster siblings are also included. Older siblings must still 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 the home will not be given priority under the sibling criterion. In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an

independent party not connected with the admissions process.

There is no cost associated with the admissions process to Shropshire Local Authority maintained schools.

Co-ordinated Admission Arrangements for 2023-2024 – Primary

Shropshire Council operates co-ordinated arrangements with other admissions authorities in Shropshire (such as academies) and all neighbouring English LAs. Welsh LAs are not part of the primary co-ordinated process.

The national allocation date across England for 2023-2024 will be **17 April 2023**. All parents living within Shropshire are required to use a common application process, which seeks three ranked preferences. All applications must be made to the home LA including applications to academies (who have responsibility for their own admission policy).

Under the co-ordinated scheme, all children applying for Reception places in infant and primary schools and for year 3 in junior schools receive only **one offer, on 16 April** (or next working day), **via their home LA and not from the LA in which the school is located**. Shropshire operates an equal preference scheme; where more than one preferred school may have places available, applicants will be offered a place at the school which appears highest on their list of preferences. Parents from other English neighbouring authorities may also apply to Shropshire schools but must do so via their own authority. Such applications will be notified to Shropshire and considered under the same admissions criteria. The full timetable applicable to both schools and admissions authorities for the exchange of information will be published on the website in advance of the relevant year.

Service Families:

Shropshire Council works with service families to remove potential disadvantage for service children. This is in accordance with Paragraph

2.21 of the School Admissions Code.

Applications from service families without a Shropshire address will be accepted by Shropshire Council if accompanied by a posting order or an official letter with a relocation date to the Shropshire LA area. In these circumstances, a Unit postal address, quartering area address or evidence of their intended address will be used when considering an application against oversubscription criteria. Children of service families are permitted exceptions to the infant class size restriction of 30 pupils per class.

If applications are received in time for inclusion in the main admissions round, no disadvantage will be incurred, and the application will be considered alongside all other applicants. If, due to the timing of a posting, the application is received too late to be considered for national offer day, but the applicant would have been eligible for a place had the application been received on time, a place will be offered at the school.

Where application is made for an oversubscribed school that is not the designated catchment school for the service address, it is possible that the application would be declined, and parents would be informed of their right to appeal along with the offer of a place at an alternative school.

Late Applications:

The online application facility will close at midnight on the closing date (15 January). If application forms are completed they must be returned to the child's primary school or direct to the LA by 15 January. It will not be possible to consider any late applications or changes to the original preferences where a school is oversubscribed, unless there are some exceptional circumstances, such as a house move, hospitalisation of a single parent or exceptional difficulties caused by a family bereavement in the lead up to the deadline. Up until mid-March we shall endeavour to include such exceptions in the allocation process, but no guarantees can be given. Any application received after mid-March will not be considered for over-subscribed schools but will be included on the waiting list after the allocation date, or if possible offered the nearest available Shropshire school to their home address.

Applicants who do not receive an offer for any of their preferred schools:

The LA endeavours to accommodate as many first preferences as possible. However, where this cannot be achieved the LA will consider the applicant's second preference, giving it equal weighting to all other first preferences for that school. If the second preference is also unavailable, then the third preference will be considered in the same way as above. Where there are a small number of applicants resident within the county who do not receive any of their preferred schools, they will be offered a place at the nearest available school to their home address within the LA, however no free school transport will be offered unless the school offered is either the catchment area school or the nearest school to the home address and it is more than 2 miles distant by shortest pedestrian route.

Unsuccessful Applicants

Where applicants cannot be offered a higher preference they will be signposted to the appeals process. If they are not satisfied with the place offered they will be able to request an appeal and pending the appeal their name will be included on a waiting list. Applicants who no longer wish to accept places offered will also be asked to notify the LA of their intention to decline an offer by the response date and inform the LA of the educational arrangements they are making for their child. Applicants who were too late to be included in the main allocation process and were not able to be offered a school place will be included in the waiting list. The re-allocation of any vacancies to people on the waiting lists will commence at the beginning of May. Where a place becomes available, the same oversubscription criteria will be used as applicable on National Offer Day. Where applicants requesting an appeal are residents in a neighboring authority, that authority will be informed if a place can be offered.

Right of Appeal

After the review, those on the waiting lists who cannot be offered a place, can proceed to the appeal stage. Appeals will be heard by an independent panel usually within 40 school days. The decision of the panel is binding on all parties. Where appeals from parents resident in neighbouring authorities are upheld, the relevant LA will be informed.

Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission. The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Reception (infant and primary schools) and year 3 (junior schools).
- Any new applicants for such places who have moved into the oversubscribed school's area subsequent to the date of appeals for these places.

If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If an offer of a place is refused, the name will be removed from the waiting list. At the end of first term of the academic year of admission, the local authority will cease to operate a waiting list and responsibility for the waiting list will be transferred to the school. Any further new applications will be treated as mid-term admission applicants.

Mid-term /In-year Admissions:

Shropshire LA has delegated responsibility to all schools for in-year admission applications (after first term of entry). Parents and carers can apply for a place for their child at any time to any school. The LA can inform parents of where places might be available, but application should be made directly to all the preferred school(s) on a mid-term application form. Forms can be obtained from any Shropshire school, or printed from Shropshire Council's website (www.shropshire.gov.uk/school-admissions) or a hard copy can be sent by second class post from the School Admissions Team.

Schools must inform the LA of all applications received and their outcome to allow the LA to keep up to date figures on availability of places. If there are more applications than places available schools will apply the relevant oversubscription criteria. If refusing an application, an admission authority (such as academies and aided schools or the LA for community and controlled schools) must inform parents of their right to appeal against the refusal.

The governing body of a foundation or voluntary aided school may require parents who make an application to provide supplementary information in order to apply their own admissions policy. Where supplementary information is required it must be returned along with the application form so that all information can be considered by the relevant admissions authority.

Some applications may be considered under the Fair Access Protocol. Applications from applicants specified in the School Admissions Code, who meet the criteria for consideration under this protocol, will be offered a place at a suitable school without delay.

Appeals

Where applicants cannot be offered their preferred school(s) they will be informed of the right to appeal. Where application is refused for an academy, the Academy Trust is responsible for arranging the admission appeal although they may ask another body to carry out some or all of the functions on their behalf. The earliest possible date for an appeal will be offered. Appeals are generally held on one day each month, and an appeal date must usually be offered within 30 school days of the appeal being lodged, but generally it takes 4 school weeks to set up an appeal. Where an appeal is upheld or where a parent is informed that the school has a place available, the pupil would be expected to commence at the school within 6 school weeks or by the start of the next half-term (whichever is the earliest) in which the place is offered, otherwise the offer of a place can be withdrawn by the admission authority. Mid-term or in-year admissions will not normally be accepted where this is for a place more than one half-term ahead. The only exception to this would be parents who are applying for a boarding place at Thomas Adams School and where parents are going abroad so that it may be necessary to make arrangements early in the academic year.

Fraudulent or Misleading Information

All applicants are required to give correct information about the genuine residential address of the child, which is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is, school time during the week Sunday to Thursday in term time). In cases of equal shared care, the applicant of Child Benefit will be the deciding factor. When someone owns a property and comes to live with a relation, the substantive home address will be used to allocate a place and not that of the relation. Trial separation may not be accepted as proof of a permanent move. Addresses may be checked when deemed necessary, especially for oversubscribed schools. Parents/carers might be required to provide evidence that the residential address is genuine and council tax records may be verified. On occasions a home visit may be made by an officer from the Local Authority. Where a house move is made, applicants are required to produce written confirmation from their solicitor that contracts have been exchanged or provide a copy of a signed tenancy agreement for a minimum period of 6 months. Short-term tenancy agreements may not be acceptable where the substantive parental address has not been sold at the time of allocation. Where any information regarding a home address is found to be fraudulent or misleading the Local Authority has the right to withdraw the offer of a school place even if the child has been admitted to the school.

Changes to Published Admission Numbers 2023-2024

Current admission numbers are shown in the Parents' Guide to Education in Shropshire 2022-2023 booklet.

Catchment Area Changes

There are no changes to catchment areas for 2023-2024.

Deferred entry request

Children can attend primary education from the September following their fourth birthday. The law requires that children attend school from the prescribed day of or following their fifth birthday (the prescribed days are 31 December, 31 March and 31 August).

Most children do start school in the September after they turn four. However, a child doesn't need to start school until they reach compulsory school age.

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 a parent decides that they **want to defer for a full year**

A parent should still apply for a school place as normal by 15 January – as if their child was going to start school at age four – even if a parent wants to delay their start until age five.

Parents 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 a parent decides 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.

