

## St Thomas & St Anne's CE Primary School Admissions Policy

For admissions to the Reception Year application must be made through Shropshire Council by 15<sup>th</sup> January in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) and also for details of the admission arrangements.

### **Admissions Criteria:**

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names St Thomas & St Anne's School will be allocated places, after which places are allocated up to the Published Admission Number of 17 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked after children who are in the care of a local authority, and all children who were previously looked after but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school (and no other).
3. Children living inside the catchment area will have next priority. 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 there.
  - 3b. After that, priority will be given to the remainder of applicants who live inside the catchment area.
4. If there are spaces still available after the above criteria have been applied, children living outside the catchment area will be offered places according to the following two criteria:
  - 4a. Priority will be given to children outside the catchment area who will have an older sibling at the school on the day they are due to start there.
  - 4b. After that, priority will be given to the remainder of applicants who live outside the catchment area.

If, in any of the above categories, there are more applications than places available, priority will be given on the basis of distance from home to school gate measured as a straight line on the Council's computerised mapping system. The shortest distance being given priority.

## Notes:

For admissions purposes the definition of 'living in a school's catchment area' is as follows:

A child will be treated as living in the catchment area if he/she resides with his/her parent(s) or carer(s) at his/her normal and genuine place of residence for the majority of the time and that address lies within the area designated by the Local Authority for that particular school.

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.

Allocation of places for children moving into Shropshire Council's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine home address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may lawfully be withdrawn.

Where two or more applications are considered to be of equal priority 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.

For the first term of Reception Year, 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**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available on the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. If there is a space in the relevant year group, a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with the Business Manager to consider whether additional places can be offered above the published admission number. Consultation with Governors may be appropriate in some cases, where agreed criteria will be applied.

If a place cannot be offered, parents will be provided with information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of Reception year, the school 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. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.