



**Whitchurch CE Junior School**  
**Admissions Policy**  
**For 2017/2018**

**Year 3 Admissions**

For admissions to the Year 3 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 17th 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 Whitchurch CE Junior School will be allocated places, after which places are allocated up to the Published Admission Number of 90 according to an agreed set of criteria in strict order of priority as shown below.

Priority 1; Looked after children, who are in Public Care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

Priority 2: Children living in the school's designated catchment area who have a sibling in the school and that sibling will be attending at the time the younger child starts. If new places are limited, priority can be given to older children.

Priority 3: Children living in the school's designated catchment area without siblings at the school. If new places are limited, priority can be given to older children.

Priority 4: Children out of the school's catchment area with siblings in the school at the time the younger child starts. If new places are limited, priority will be given to the children living closest (distance from home to school measured as a straight line on a computerised mapping system).

Priority 5: Children out of the school's catchment area without a sibling in the school. If new places are limited, priority will be given to the children living closest. (Distance from home to school measured as a straight line on a computerised mapping system).

Catchment area; 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.

Siblings; A sibling connection is defined as a brother or sister, step-brother or stepsister, half-brother or half-sister, living at the same address as part of the same family unit of compulsory school age (i.e. 5-16 years). Fostered and adopted siblings are also included. 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 criteria. Older siblings must be attending the school on the date that the younger sibling is due to start there.

Distance; All distances are measured as a straight line on a computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

Tie; Where 2 or more applications are considered to be of equal priority after all 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.

Waiting lists and Reviews; 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. Waiting lists will then run for the first term of the academic year.

Fair Access Protocol; Shropshire Council has agreed a protocol with headteachers and as a result schools may be required to make a place available to pupils who meet certain criteria, even if the school is oversubscribed. (The protocol is available to view on [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or by contacting the Admissions Team to request a copy.) Pupils who fall under any of the criteria, and who are without a school place, must take precedence over children on a waiting list attending another school.

Appeals; Appeals are heard by an Independent Panel. Parents/carers can put their case in person to the Appeals Panel. Personal circumstances that the LA Admissions Team are unable to consider at the initial allocation stage or at the review, can be considered alongside distance and other considerations by the Panel. The Panel's

decision is final and binding on all parties – the Admissions Authority (which in most cases is Shropshire Council), the school and the parents.

### **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 Year 3 parents should apply directly to the school on a mid-term application form available 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 a governor to consider whether additional places can be offered above the published admission number.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of Year 3, 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.

Allocation of places for children moving into Shropshire Council's designated catchment area can only be considered when formal confirmation (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 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.

In-Year or Mid-Term applications from Service Families; Shropshire Council works with service families to remove potential disadvantage for service children when service personnel are given a confirmed posting order to the Shropshire Council area. This is in accordance with Paragraphs 2.15 and 2.18 of the School Admissions Code. If service personnel cannot provide a Shropshire address, but are in possession of a posting order to Shropshire or an official letter with a relocation date, a Unit postal address or quartering area address will be used when considering an application against oversubscription criteria. Shropshire Council works with all schools in the local authority area to facilitate the admission of service children to their designated catchment school. Children of service personnel posted to

Shropshire may be admitted to the designated catchment school as an exception if the school is oversubscribed. Application should be made to the school along with the appropriate posting order or letter. Please contact the Admissions Team for any advice. School places at the catchment school will be offered to children of service personnel without delay. However, where application is made for an oversubscribed school that is not the designated catchment school for the service address, the application may be declined and parents would be offered the right to appeal.

Policy Revised September 2016

**Agreed by Governing Body** : October 2016

**Review Date** : September 2017