



Part of the Bishop Anthony Educational Trust

ADMISSIONS POLICY

Date: January 2019

Review Date: January 2020

Ludlow Primary School Admissions Policy follows the guidance in the DFE School Admissions Code DFE-00728-2914 and School Admission Appeal Code DFE -57508-2012.

The Parents Guide to Education booklet on the Shropshire Council website (www.shropshire.gov.uk/schooladmissions) gives details of the School's admission arrangements and Shropshire Council's deadline dates for applications to Reception. All applications for Reception received by the correct date will be considered and parents will be informed in writing by Shropshire Council, if they have been allocated a place for their child.

Admissions Criteria:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Ludlow Primary School will be allocated places, after which places are allocated up to the Published Admission Number of 70 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted, have a residence order or special guardianship order, as defined in the School Admissions Code.

2. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:

2a. 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 school.

2b. After that, priority will be given to other children who live within the catchment area.

3. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:

3a. Children who will have an older sibling at the school on the day they are due to start school.

3b All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Notes:

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). Adopted and fostered 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.

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.

For the first term of Reception, 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 for the start of Reception, parents should apply directly to the school on a mid-term application form, available from the Shropshire Council website 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 Senior Leadership Team 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.

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.

Residence at an address in the school's designated catchment area can only be considered when formal confirmation of the address (eg signed tenancy agreement when no other property is owned, or exchange of contracts) 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.