

# Castlefields Primary School



## Admissions Policy 2022 - 2023

**Date of policy:** Spring 2021

**Approved:** Summer 2021

**Next review date:** Summer 2022

**Responsibility:** Headteacher/Governors

**Doc:** *Comp 2/Policy Docs*

## **Castlefields Primary School Admissions Policy 2021 - 2022**

Castlefields is now an Academy and a member of TrustEd (TrustEd Schools' Partnership). Castlefields is a non-denominational school. The Governing Body and Trustees of TRUSTED are responsible for overseeing admissions throughout school. Decisions on admissions to the school for children starting school into Reception class (rising 5 year olds) will be made by the Local Authority. See the link below to access the Parents' Guide to Education in Shropshire.

<https://shropshire.gov.uk/media/13396/parents-guide-to-education-in-shropshire-2020-21.pdf>

Decisions for children starting Castlefields School in any other year group, will be made by the Headteacher with the approval of the Governing Body.

The Governing Body has set its planned admission number at 30 children per class.

The Nursery has a separate admissions policy.

The following criteria will be followed when priority needs to be granted.

### **Admissions Priority**

**Children with a Statement of Special Educational Needs or EHCP, which names a particular school, will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.**

#### **Priority 1: Looked After Children**

'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 order<sup>1</sup> including those who appear [to the admission authority Shropshire Council] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*Notes: 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).*

*<sup>1</sup> 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: Priority due to Exceptional Circumstances**

Very exceptionally where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priorities 3 and 4 below. This will only be allowed if parents/carers can provide written medical evidence that in the view of the Local Authority makes attending that particular school essential to the medical well-being of that child.

## **Priority 3: Children living within the defined Catchment Area\***

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

**A** 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.

**B** After that, priority will be given to those who live inside the catchment area, according to the distance from school to the family residence.\*\*\*

## **Priority 4: Children living outside the defined Catchment Area**

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.

**A** 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.

**B** After that, priority will be given to any other children who live outside the catchment area.

### **\* Defined Catchment Area**

In the oversubscription criteria we talk about "living in a school's catchment area". We define this 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.

### **\*\* We define a sibling connection as follows:**

A sibling connection is defined as a brother or sister, stepbrother 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.

### **\*\*\* How distance is measured**

All distances are measured as a straight line on the Council's 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.

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.

**For full details of the authority guidelines on admissions and to apply online please visit:**

[www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions)

At Castlefields Primary, parents of pupils are invited to apply for their enrolment full-time in Reception in the September following their fourth birthday.

**The school year 2022/2023**

**September 2022 - Children born between 01.09.17 – 31.08.18**

**Closing date for application is 15<sup>th</sup> January 2022.**

**The school year 2023/2024**

**September 2022 – Children born between 01.09.18 – 31.08.19**

**Closing date for application is 15<sup>th</sup> January 2023**

1. Parents may opt to defer entry until the start of the term after their child's fifth birthday if they wish. Summer term born children may either defer to the start of the spring or summer term as a Reception age child or they could defer their application to Reception for a year.
2. It is the duty of Governors to comply with the class size limits of Key Stage One as set by the government.
3. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school would be essential to satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence and reports from other professionals e.g. doctors or social workers. If the school is named in an EHCP (Education Health Care Plan) from Shropshire Council, the Governing Body has a duty to admit the child to the school.
4. All parents applying for admission to Reception Class will be informed by letter sent by the Local Authority on behalf of the Governing Body and posted on 16<sup>th</sup> April, if their application has been successful.
5. Late applications will be treated as per the policy published by Shropshire Council in the booklet "A Parents' Guide to Education in Shropshire".

<https://shropshire.gov.uk/media/13396/parents-guide-to-education-in-shropshire-2020-21.pdf>

6. For occasional applications received outside the normal admissions round and if places are available then children qualifying under the

published criteria will be admitted. If there are places but more applicants than places then the published criteria will be applied.

7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk of the Governors at the school within 14 working days of refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
8. The school, as part of Bridgnorth TrustEd Schools' Partnership operates a waiting list in accordance with the Parents' Guide to Education in Shropshire.

See page 16 of the Local Authority Parents' Guide to Education in Shropshire.

<https://shropshire.gov.uk/media/13396/parents-guide-to-education-in-shropshire-2020-21.pdf>