

## **St Leonard's CE Admissions Policy 2021 to 2022**

St Leonard's CE Primary is now Academy and a member of TrustEd Schools' Partnership. We are a Church of England school. However, we are an academy so the Governing Body and Trustees of TrustEd are responsible for taking decisions on applications for admissions.

The Governing Body has set its planned admission number at 48 children per class. The Nursery has a separate admissions policy.

Applications for children starting school into the Reception Class (rising 4 year olds will be rank ordered by the Governors and this will then be co-ordinated by the Local Authority. Decisions will be made in line with the School's policy.

Applications to Year 1 and above will be considered by the Head Teacher in line with the School's policy, and approved by Governors

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

### **Admissions Priority**

**Priority 1:** '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.

**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 school.

**Priority 3:** Children living in the school's designated catchment area without siblings at the school.

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

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

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

A) At St Leonard's CE 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**

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 until September after the child's 5<sup>th</sup> birthday, but the child would then be of Year 1 age, and therefore the offer of a place could not be held over and parents would have to apply separately for a Year 1 place. Parents may opt that their child starts their Reception year at this stage rather than Year 1.

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 a statement of special educational needs 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".

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. Where the school is oversubscribed it will operate a waiting list as follows –

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