

# Coleham Primary School



## Admissions Policy 2022-2023

For applications made in 2021-22 (Oct 2021-Jan 2022)

For admission to school in academic year 2022/23 (Sep 2022)

<b>Approved by The 3-18 Education Trust:</b>	23 <sup>rd</sup> February 2021
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## **Admissions Policy**

### **Introduction**

As an academy, Coleham Primary School is an admissions authority in its own right and the Governing Body holds responsibility for setting and applying the admission arrangements each year.

### **Reception Applications**

For admissions to the Reception Year application must be made through the Home Admissions Authority from **1<sup>st</sup> October 2021 to 15<sup>th</sup> January 2022 for children due to start school in September 2022**. The home Admissions Authority is Shropshire Council for Shropshire residents. All applications received by 15<sup>th</sup> January 2022 will be considered and parents will be informed by Shropshire Council on 16th April 2022 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) for information on when your child may start school.

### **Admissions Criteria:**

Children with an Education Health Care Plan (EHCP) which names Coleham Primary School will be allocated places, after which places are allocated up to the Published Admission Number of 60 according to an agreed set of criteria in strict order of priority as shown below:

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

Looked after children and previously Looked after children who, immediately after being looked after, became subject to adoption, residence or special guardianship order.<sup>1</sup>

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### **Priority 2 Children living in catchment with sibling in school**

Children living within the catchment area who will have an older sibling at the school on the day they are due to start school.

#### **Priority 3 Staff Children**

Children of members of staff employed by Coleham School on a permanent contract at the school for two or more years at the time when the application for admission to the school is made.

#### **Priority 4 Other children living in catchment**

Other children who live within the catchment area

#### **Priority 5 Children living outside catchment with a sibling in school**



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Children living outside the designated catchment area who will have an older sibling at the school on the day they are due to start school.

## Priority 6 Other children living outside catchment

All other children living outside the designated catchment area

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

### Notes:

The criteria is based on circumstances at the time of making the application.

The home Local Authority is Shropshire Council for Shropshire residents.

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 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 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 the event that two applications are exactly the same 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. Parents may remain on the waiting list from the review period onwards.

For the first term of Reception year, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school. 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. The published admission number for all classes is 60 pupils.

To apply for a place other than the usual start of Reception, parents should apply directly to the school on a mid-term application form available on the school's website [www.colehamprimaryschool.co.uk](http://www.colehamprimaryschool.co.uk). If there is a space in the relevant year group a place will be granted. The Admissions Appeals Committee would need to meet within 10 working days from receipt of application, 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.

The school will maintain a waiting list for unsuccessful applicants (excluding the first term of Reception year). 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.

## **Appeals**

Any applicant refused a place at Coleham primary School, has a right of appeal to an independent appeals panel in accordance with the School Admission Appeals Code. Shropshire Council manages all appeals on behalf of the school.