

ADMISSION PROCEDURES GUIDANCE FOR SCHOOLS

Reception 2018

Infant to Junior 2018

Primary to Secondary 2018

Administered by Shropshire Council Admissions Team

Mid-term* (In Year) applications
(September 2017—August 2018)

Administered by schools

*In Year or Mid-term applications are those requiring a place at any time other than the normal point of entry to the school (e.g. year 7 for secondary, Reception for infant/primary schools). Mid-term applications may be appropriate in September, at the beginning of an academic year, if the application is for another year group and not the normal year of entry to the school (e.g. not year 7 for secondary, Reception for infant/primary schools).

All members of school staff who are involved with school admission procedures and admission enquiries from parents, should make themselves familiar with these notes.

We would also encourage you to read the “Parents’ Guide” booklet (available online with hard copies for reference available in schools and libraries), as this will help to prevent any potential misunderstandings.

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Where information applies specifically to own admission authorities (academies, aided and foundation schools) notes in this booklet are highlighted in red.

IMPORTANT NOTES ON ADMISSION ISSUES

School admissions is an area which can involve litigation if parents believe there has been some form of maladministration. Therefore we ask that admissions information is correctly worded in your school prospectus and that headteachers, governors and school staff who deal with school admissions, are made fully aware of the following advice:

- 1 The School Admissions Code is strict on a number of issues and requires that all school places are allocated and offered in an open and fair way. If you are not sure of the admissions procedure, please refer to the Admissions Team for further information.
- 2 Care should be taken not to use the word “choice” as choice of school does not exist in law; parents are only able to express their preferences. Nor should there be any reference to “feeder” primary schools (feeder-linked primary schools are slightly different).
- 3 Members of staff or governors must not agree to give written or verbal support to an application either to their own school or to another school, as this can prejudice the outcome of an appeal for that child or other children. Please explain to parents when asked that staff and governors are not able to be involved in the process.
- 4 Admission authorities must allocate places on the basis of their determined admission arrangements only, and **a decision to offer or refuse admission must not be made by one individual in an admission authority**. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, must make such decisions.
- 5 If a school decides to admit in-year above the published number they should document the reasons for such decisions clearly as they may subsequently be challenged at appeal. Schools should ensure when making such decisions that their decision-making is **consistent** and **equitable**.

In the normal admissions round (i.e. secondary or junior transfer group and reception applications):

- 1 Offers of primary and secondary places must be sent by the home local authority. Schools must not contact parents about the outcome of their application before parents have received the offer from their local authority, usually made on National Offer Day.
- 2 Headteachers and any other members of school staff must not give any verbal or written indication of a place being available.
- 3 Where pupils at primary school are invited to open evenings or taster days at a secondary school, particularly those outside the normal catchment area, it should be made absolutely clear to parents that such events are not part of the admissions process. Members of staff involved in such events should all be made aware that they may be talking to an audience which includes children who subsequently may not be successful in being allocated a place through the admissions process and whose parents have not always read the information in the Parents' Guide.

Admissions Roadshows are arranged each year and any new headteachers or administrative staff are invited to attend. We recommend that at least one member of staff from each school has attended an Admissions Roadshow in recent years and that they are fully aware of the information in this booklet.

LOCAL AUTHORITY CO-ORDINATED APPLICATIONS

In previous years, local authorities (LAs) in England were required to co-ordinate all admission applications (even mid-term) including those to foundation, aided schools and academies who are an admission authority in their own right. From September 2013, mid-term (in-year) applications are processed by all Shropshire schools themselves. **Schools have a legal responsibility to inform the local authority of the application and outcome of all in-year applications (via the electronic notification) without delay.** (The Admissions Team will continue to co-ordinate applications in the normal rounds for Reception and secondary or junior school transfer until the end of the autumn term in the year of entry.)

The following information applies to applications in the normal admissions round:

1. **ALL applicants living within the Shropshire Local Authority boundary** (that is, where council tax payments are made to Shropshire Council, not Telford & Wrekin) **must apply through Shropshire Council** even if they are applying to schools in other authorities. Before the closing date, application should be made online but the Admissions Team will also take applications over the telephone for those without internet access or experiencing difficulties.
2. Please note residence in Shropshire is not determined by having an SY postcode. Applicants living in another English local authority area must apply via their home authority. Applicants will only receive **one** offer of a place and that offer will be sent to them through their home LA on the appropriate offer day.
3. There is no official co-ordinated scheme with LAs in Wales, Scotland or Northern Ireland. Applicants from these areas and from overseas should apply to Shropshire Council for Shropshire schools. Parents living in Powys and Wrexham may apply to their home LA for secondary school places in Shropshire, but we will also accept direct applications made to Shropshire and we will inform the Welsh LA of any places that can be offered.
4. **The Admissions Team will inform academies, foundation and voluntary aided schools of requests for places made for their schools. The governing body or admissions committee must rank order the applications (i.e. NOT determine who will be offered a place) in accordance with their own published admissions policy and return the list to the Admissions Team for co-ordination. The local authority, not the school, must inform parents of the outcome of their application. It is the applicant's responsibility to ensure that additional information such as baptismal certificates are sent directly to the individual school.**
5. Local authorities will exchange information where parents have applied to schools in another LA area and will ascertain whether places can be offered. The applicant's home LA will contact parents on offer day with the offer of one school place, which will be where a place is available to them at the school ranked highest by the parent.

Quick Reference:

- Is the applicant a Shropshire resident? (i.e. do they pay council tax to Shropshire Council?) If yes, then the application for a school place must be made to the Shropshire Admissions Team.
- If the applicant is resident in another local authority area in England then they must apply via that authority for any school.
- If the applicant is a resident of Wales, Scotland, Northern Ireland or overseas then they can apply to Shropshire Admissions Team for a Shropshire school.
- Applications can be made online or by telephone until the closing date. After that parents should complete the appropriate form which only then will be available on the website for printing.
- Applications will be processed by the Admissions Team (in liaison with other Admission Authorities if applicable) and places will be offered by the Admissions Team.

When will information be available?

In September 2017 information packs for the 2018/19 normal round of admissions will be sent directly to schools. Copies of unnamed letters and information will be available electronically so that additional copies can be printed off if required. The online application facility will also open, in October for Reception.

Parents of known children (from CCG information) applying for Reception will be sent a letter from the LA at the end of September. Parents of Year 2 pupils due to transfer from Infant to Junior School and parents of Year 6 pupils due to transfer to Secondary School should receive a personally addressed letter given out by the school. On that letter there should be a Unique Identity Number (UID No.) which parents may use to make their online application (but can apply without the UID number).

Information Packs for Schools

Please note that a very small number of hard copies of the Parents' Guide booklets are now available and these should be retained in school as reference copies for parents to view on request. The revised School Admissions Code permits booklets to be made available in electronic format to reduce public expense. In accordance with government policy, prior to the closing date, parents should be referred to the website www.shropshire.gov.uk/schooladmissions to make their application online. Prior to the closing date, if anyone is without internet access or is experiencing difficulties in making their application online, please refer them to the Admissions Team (0345 678 9008) who will be happy to take a telephone application.

Each school, depending upon the age range of pupils, will receive a pack containing:

- Individually named letters – infant Schools for year 2 pupils ; junior/primary schools for year 6 pupils ;
- Information sheets for Reception, Infant to Junior and Primary to Secondary transfer groups
- Receipt forms – infant schools for named year 2 transfers, junior and primary schools for named year 6 transfers; infant and primary schools blank form for Reception;
- Leaflets/Posters for parents of pre-school children – all schools;
- “Parents’ Guide to Education in Shropshire” booklets – for reference only;
- Some copies of the above will be provided to secondary schools for information;

Some information, e.g. unnamed letters for new pupils in Shropshire and non-Shropshire residents, mid-term application forms, are available in electronic format on the SLG for you to print off if required.

Where can I get more copies?

If you do not have a named letter for a pupil, please print one of the unnamed letters from the Shropshire Learning Gateway or contact the Admissions Team. Copies of the information sheets and mid-term application forms can be printed from Shropshire Council's website and/or the Learning Gateway.

The Parents' Guide booklets will not be produced in significant numbers and parents should be referred to the online copy or the reference copies held in schools and libraries.

Members of the Admissions Team can be contacted by schools as follows:

(Shrewsbury schools) Ruth Griffiths (01743) 254364 or Sally Herbert (01743) 254211

(North Shropshire and Bridgnorth Area) Helen Cummings (01743) 254394)

(South Shropshire) Michelle Evans - (01743) 254331

ADMISSION TO RECEPTION CLASSES

Starting School

Children can start school in the September following their fourth birthday and must start school no later than the beginning of the term following their fifth birthday. Parents will be able to consider a range of options until their child reaches statutory school age. (Please see p.8 for more information).

Timetable and Basic Procedures

School Check List	Tick
<u>September—November 2017:</u>	
Admission packs and reference copies of the Parents' Guide booklet delivered to schools.	
Admissions Team writes to parents of known children inviting them to make application online or via telephone. (Children resident in a different English LA area apply via their own LA.)	✓
Schools making contact with parents on any "list of interest" held by the school may invite parents to view the Parents' Guide booklet on Shropshire Council website or view a reference copy in school and then make their application online.	
Schools check for any younger sibling connections to pupils already in school (see definition of sibling on page 15 of the "Parents' Guide to Education in Shropshire 2018/19" booklet) and invite them to make their application online.	
Schools check with any attached or local nursery or playgroup, to identify any other children not known to school and ask them to encourage parents to make application. Remind local nursery or playgroup to keep new entrants informed and ensure that applications are made through Admissions without delay.	
Schools keep a record if any application forms are received (rarely, but may be SEN pupils) and/or reminders given to parents. (This record may be needed if parents assert that they have handed forms in at the school but they are not received by Admissions.)	
Schools take photocopies of any completed application forms for their records and send originals to the Admissions Team without delay. Online applicants automatically receive confirmation of their application via e-mail. Telephone applicants receive a print-out.	
<u>December 2017 – January 2018</u>	
Schools chase any known non-applicants (lists of known children in your catchment area can be provided by contacting 01743 254451). The Admissions Team will inform you of online applications received. (See p.17 for further information)	
<u>15 January 2018 - Closing date for applications</u>	
If application forms have been received, send immediately to the Admissions Team. These are usually only available after the closing date.	

School Check List (continued)	Tick
<p>Schools photocopy and date stamp any forms received after 15 January. Mark down any reasons for lateness on the form and send to Admissions Team as soon as possible.</p>	
<p><u>February 2018:</u></p> <p>The Admissions Team will supply own admission authority schools with a full list of all applicants (including first, second and third preferences) for rank ordering. This will be transmitted on the S2S site because of data protection.</p>	
<p><u>By 1 March 2018:</u></p> <p>Academy, aided and foundation schools' admissions committees meet to decide on rank order of applicants and convey that information to the LA (via S2S). The admissions committee must have full regard to the School Admissions Code and their own Admissions Policy when ranking the applicant order. The LA will then allocate places required at the school up to the published admission number and offer the highest preference school available.</p>	
<p><u>12 March 2018:</u> From this date no further late applications can be considered whatever the circumstances. Such late applications will be included on the waiting list for review. (See p.18)</p>	
<p><u>March 2018:</u> Local authorities exchange information about cross-border offers.</p>	
<p><u>April 2018:</u></p> <p>A list of children allocated places will be sent to all schools via the S2S site before letters are sent to parents. We would welcome your assistance in downloading these as quickly as possible to check for mistakes, omissions, correct addresses, siblings, etc. Please notify the Admissions Team of any mistakes immediately. Any inaccuracies about addresses must be notified so that if necessary we can investigate the circumstances. Allocation lists should be kept confidential until after April 18.</p>	
<p><u>16 April 2018 - National Primary Allocation Day:</u></p> <p>Letters to parents will be sent out on 16 April by the Admissions Team on behalf of admission authorities including academies, aided and foundation schools – own admission authority schools <u>must not</u> send out their own allocation letters or indicate to any parents that they have been successful or not in their applications.</p> <p>Parents/carers will be sent allocation letters leaving Shirehall by second class post. Parents who have applied online will be able to access their results on 16 April Please do not contact parents about Induction Days, etc., until you are sure they have been sent allocation letters from the Admissions Team, after 17 April 2018.</p>	
<p><u>April 2018 onwards:</u> Keep the Admissions Team informed of any children you know of who have moved away, or any changes of address that might affect eligibility for a place. Any further late applications must be forwarded to the Admissions Team as part of the co-ordinated arrangements.</p>	
<p>Please see page 18 for information on the review and appeal process for unsuccessful applicants.</p>	

TRANSFERS FROM INFANT TO JUNIOR SCHOOLS

It is a requirement in law that an application is made for a school place and there is no automatic transfer from one stage to the next. That is why we require parents of Year 2 children in infant school to make an application for a Year 3 place. Most parents will automatically wish to apply for the “linked” junior school, but some may wish to apply to a primary school. It is unusual for pupils from the infant school not to be offered a place in the junior school, but it can happen particularly to parents who live out of the catchment area. **If you know of out of area children in your school, parents should be forewarned of this possible difficulty and referred to their home local authority as soon as possible.**

Timetable and Basic Procedures

School Check List	Tick
<p><u>September—November 2017:</u></p> <p>Application packs including letters and reference copies of the Parents’ Guide booklet delivered to schools.</p>	✓
<p>Infant schools distribute letters and information leaflets to parents of all Year 2 pupils by 12 September inviting parents to view the Parents’ Guide booklet on Shropshire Council’s website or to view a reference copy in school, and then make their application online. Children resident in a different English LA area must apply via their own LA and view that LA’s guidance.</p> <p>(Please note that letters are personally addressed. If there are any missing please print an unnamed copy for the pupil. From the Shropshire Learning Gateway)</p>	
<p>A check list is provided for each Infant School to keep a record of any application forms received (rarely, maybe SEN pupils or lates) and/or any reminders given to parents, and date on which forms are sent to the Admissions Team. This provides an official way of recording the receipt of forms. Please take photocopies of forms received to keep for your records and send originals to the Admissions Team as soon as possible.</p>	
<p>Infant Schools are asked to ensure that all children in year 2 have applied by checking against the provided list for that year group and cross-referencing with online applicants. Please record any forms handed in to school in case there are any questions raised later about forms going missing.</p>	
<p><u>January 2018:</u></p> <p>Chase any missing applications. The Admissions Team will inform you of online applications received.</p>	
<p><u>15 January 2018 - Closing date for applications</u></p> <p>If any application forms are received please send them immediately to the Admissions Team.</p>	
<p>(Once the closing date has passed, the online application facility closes. Parents must then apply using forms which will be made available on the SLG.) Please photocopy and date stamp any forms received after 15 January. Mark down any reasons for lateness on the form and send to Admissions Team without delay.</p>	

The rest of the timetable for Junior applications is the same as for applications to Reception ([see page 6](#)).

Please see [page 18](#) for information on the review and appeal process for unsuccessful applicants.

How will parents know to make an application for Reception?

At the end of September 2017 the Admissions Team will write to parents of all known children from the CCG records due to start school in 2018/19. They will be informed that they need to make application for primary school and signposted to the electronic version of the Parents' Guide booklet and the online application facility. Year 2 infant children will receive their letter through the 'pupil post' at the beginning of September.

Please display posters and leaflets provided by the Local Authority in appropriate areas of the school which advertise the application process. The Local Authority will also send leaflets and posters to libraries, doctors' surgeries, playgroups, nurseries, child minders and children's centres and will release information to the local media.

You can request a list of known children within your catchment area from Emma Price (Tel: 01743 254451) in order to make contact with families at a local level. We will keep you informed of those parents who make applications online.

Should the school keep a list of potential applicants?

Some schools like to do this in order to have some idea of possible numbers. However, the danger is that if parents have put their names on a list they may think that they have made their application and subsequently do not make application at the correct time. **It is essential, therefore, that if you keep a list, you make it very clear to parents that it is not an application for a place.** Schools should not be using their own application forms (other than aided schools' supplementary forms about church membership). There are many parents who think that being on a list, or living in area, or having a sibling at the school, or attendance at an on-site nursery means that they do not have to make application. They may assume that their child will automatically be given a place. However this is **not** the case and sometimes other parents from out of area could take the available places. We therefore need individual schools and pre-school groups to help in reminding all families known to them about the admissions process and the need to make an application. Please be particularly aware of parents who have just moved into a school nursery at the start of January or later and of parents who do not speak English as their first language.

When are children due to start school?

Children are entitled to start Reception in the term following their fourth birthday. This means that spring and summer born children are able to start in the autumn term. Please note this is not mandatory for parents and there are other available options:

- Parents will be able to defer their child's entry to school until later in the school year and up until the term following their child's fifth birthday when they reach statutory school age;
- Parents will be able to opt for 15 hours funded nursery provision instead of school attendance until their child starts school or reaches statutory school age;
- Parents may also request that their child attends school part-time until they reach statutory school age. (Schools may define the part-time hours available but they must offer part-time attendance if requested.)

Parents are asked to contact school immediately following the allocation of a school place if considering delaying the child's term of entry or considering part-time attendance. Schools should discuss these options with parents but a school place cannot be withdrawn if a parent wishes to defer entry until later in the school year.

Can parents apply for early entry to Reception?

From September 2011 children have been able to start in Reception in the September following their fourth birthday. For some children this may be up to three terms before they reach statutory school age. There is no provision for children to enter school in the year group ahead of their normal cohort.

Can parents defer entry to Reception?

Parents may request that entry to Reception is deferred. As the legal school age is from the start of the term following the child's 5th birthday, parents are entitled to a deferment until then.

Summer born children have more options. They may either start in September, January, after Easter, or they could defer until the next school year in September. **However, if they choose the latter, they will usually have to make another application to commence in Year 1** (their correct age cohort.) However, it is possible for parents to formally request that their child drops back a whole cohort (see below), but government guidance for summer born children is subject to change - check with the Admissions Team.

Arrangements to defer starting school until the beginning of Year 1 can normally be made in the same way as a mid-year application, provided that there are places available. However, such an application should not be made earlier than half a term (summer half-term break) before the start of the school year in Year 1. If the year group is full, the application may be refused and parents would have the right to an appeal, in which case the parent will need to apply for an appeal via the Admissions Team.

Can parents opt for a different year of entry?

If parents wish to change their child's cohort, i.e. they wish their child to enter Reception a year late, they must **apply to the Admissions Team for both a school place and for a deferral by 15 January**. Evidence would need to be gathered before a decision is made by the admission authority but if it is demonstrated that a deferral is in a child's best interests this would be agreed. A school should not make such a decision independently or indicate their agreement to the parent/carer. **Please see [page 22](#) for more details about deferred and early transfers.**

Academies, aided and foundation schools can make their own decisions on early or deferred transfers but we recommend that they adopt the same protocol as Shropshire Council. The Admissions Team will be happy to give advice.

Can parents ask to defer or fast track their child's entry to Junior School?

This does not happen often but the process would be the same as for transfer from primary to secondary. See [page 22](#) of this booklet.

Why is it necessary to record receipt of application forms?

Application forms are only provided by the Admissions Team in exceptional circumstances and 98% applications are made online and are traceable. Parents should be actively encouraged to make application online or to telephone the Admissions Team. Email receipts are automatically sent to online applicants. A print-out is sent to those who apply to Admissions via the telephone. When parents claim to have handed forms to school staff and that the form must have been lost, appeal panels can decide that this was maladministration and award a school place to an appellant. If an appeal panel can be shown that schools actively remind parents of the need to make an application and maintain a record of forms received and reminders sent, then there is less likelihood of such cases. We require schools to keep a list of any completed forms which are received from parents, to take photocopies in case the originals do get lost in transit, and to record the date they are posted to the LA. This may be submitted as proof to an appeal panel that no maladministration has occurred. Parents who send forms direct to the LA are advised to obtain proof of posting or to send by recorded delivery.

If schools have completed application forms, when should they send them in?

Any forms from parents should be recorded and a photocopy taken before sending them clearly marked to the Admissions Team **without delay**. All forms must be submitted to the Admissions Team without delay and if late, any extenuating circumstances should be noted on the form e.g. house move, bereavement.

Who makes the decisions on the allocation of places?

Normally priority will be given up to your admission number using the appropriate oversubscription criteria. Where requests for places are in excess of a school's admission number the Admissions Team may contact schools to discuss. If there are missing applications, it may be advisable to wait until the review period when all late applications are received before considering whether the school can admit more pupils than the PAN. This will depend upon the type of applications and the school's local circumstances.

In general we would want schools to be able to take all their in-area children provided (a) any excess above the admission number can be placed within the current accommodation, (b) that this does not trigger requests for more accommodation or an additional teacher in the future and (c) that Infant Class Size restrictions can still be implemented. It is important that out of area parents are warned that there is no guarantee of younger siblings being successful in future years. Schools which take additional children above the admission number from outside the catchment area to boost their overall numbers on roll should consider that this could have a detrimental effect on neighbouring schools.

The admissions committee or governing body of an academy, aided or foundation school must meet to rank order the list of applicants, the results of which must be submitted to the Local Authority by 1 March. According to the School Admissions Code 2014 "A school's admission authority must **rank applications in order against its published oversubscription criteria** and send that list back to the local authority." Please note that governors are required to rank order applicants, not to decide on the allocation of places.

When will schools be informed of the allocations?

Please see the timetable on [page 6](#). Lists will be sent on the S2S site as soon as possible and schools are asked to check the information. The national allocation day is 16th April 2018 we would hope to have the information about a week before. All we can ask is that you check the information at your earliest convenience. Any discrepancies should be notified to the Admissions Team as a matter of urgency.

What happens about late applications for admission?

However hard we try to get information to parents there will still be some who miss the deadline date for applications, possibly because of moving into the area.

If applications are received after the deadline of 15 January 2018, please forward them as soon as possible to the LA Admissions Team, who will deal with them accordingly. We will still treat as 'on time' applications received from schools for the following 5 days in order to allow for delays in post, but they must arrive at Shirehall by 21 January at the latest. Any applications arriving later than this should be marked with the date received at the school and any reason given by the parents, e.g., just moved into area, and then forwarded to the Admissions Team as soon as possible. Parents should be asked to provide evidence of a move or if the lateness is due to compassionate reasons.

From 22 January late applications will not be included in the process unless there are exceptional circumstances (e.g. house move or family bereavement). We cannot consider any late applications whatever the circumstances after 12 March. After 12 March any further late applications will be placed on a waiting list and considered at the review stage which takes place after the main allocation letters are sent to parents on 16 April 2018.

Does the school deal with applications which arrive after the allocations date?

No. In order to ensure full co-ordination all late applications must be sent to the Admissions Team.

Schools are required not to give any verbal or written assurance of a place to any parent handing in an application form even though there may appear to be some vacancies. It is a legal requirement for local authorities to maintain a waiting list system for the first term of the academic year where a school has reached its admission limit. When a parent has been unsuccessful at appeal, the school cannot override the panel's decision and admit the pupil. If late applications continue to arrive after 16 April they will be kept together and dealt with by the Admissions Team as a batch, prior to the date for any appeals in June/July, in order to ensure that, as far as possible, the admissions criteria are applied fairly to all late applicants. Any further late applications received in the summer term will be dealt with before the end of term. Schools are asked therefore to forward all late applications received to the Admissions Team without delay.

Schools **must** inform us of any expected pupils who do not turn up at the start of term and **must not** admit any unexpected pupils. Applicants after the beginning of July should be warned that, if an appeal has to be arranged, this may not be possible until mid to late September as no appeals are heard during the school holidays.

Aided and foundation schools should follow the same procedure.

Should the school keep a Waiting List?

The LA is legally required to maintain waiting lists for the transition group for schools for the first term of the academic year. Details of this can be found in the Parents' Guide booklet on page 58. It is an **essential requirement** that the school keeps the LA fully informed about additional requests for places and about any vacancies which occur.

Where can I find information about school's catchment areas?

Each school should have an up to date copy of its own catchment area map. If your school does not have a copy please contact the Admissions Team as soon as possible. All the catchment areas can also be viewed on LocalView on the Shropshire website (www.shropshire.gov.uk). If parents require confirmation that their address lies within your catchment area, please ask them to contact the Admissions Team, giving their full address including postcode.

Will children from the Nursery get a place in Reception?

There is **no guarantee** that anyone attending a nursery, nursery class, or foundation stage group, whether Local Authority or private, on your school site will be offered a place in the mainstream school.

It is essential that this is made very clear in your own school prospectus and that this is fully explained in writing to parents when they register for a nursery place, as this frequently causes confusion for parents. (A letter has been sent to schools with suggested wording.)

Even if historically most children from the nursery have been offered places at the school parents must understand that there is no guarantee and that they must make an application. Members of staff **must not** give any indication of places being available.

Will children in an infant school get a place in the linked junior school?

There is no guarantee. The admissions criteria are mostly the same for junior schools as for primary schools, in other words no priority is given to those who have attended the Infant school. This means that children in the infant school who live outside the catchment area will have a lower priority for a place than any new applicants for the junior school who have recently come to live in the catchment area.

Will pupils who live out of area get a place?

Many schools admit children from out of area or families of current pupils move out of area. If you have children who live outside your catchment area and outside the catchment area of the junior and/or secondary school to which most of your pupils normally transfer, please point out to them at an early stage that there will be **no** guarantee that their child will be successful at gaining a place at that particular school. This might help to save future disappointment or surprise when a place cannot be offered some years hence.

Unfortunately parents often mishear or misunderstand what is said to them or forget information that has been given to them previously. Please be careful that no guarantees or assurances of places are given before the allocations are made, even where the trends in the past have indicated a place would probably be available.

Applications for Reception and junior school places in England must be co-ordinated by the home local authority. This applies to all community and controlled primary schools in the county as well as those that are their own admission authority such as academy, aided and foundation schools. Therefore **all** schools are required to follow the same procedures.

Children resident in another English LA may be referred to the Parents' Guide to Education booklet but must not apply directly to Shropshire Council. They must apply to their home local authority.

Who will determine admissions policies for infant, junior and primary schools?

There is **no** requirement for community and controlled schools to write their own admissions policy, except for in-year or mid-term admissions or sixth form. All community and controlled infant, junior and primary schools are required to follow the Council's Admissions Policy which is set out in the booklet "Parents' Guide to Education in Shropshire". All parents enquiring about their child starting school should be referred to the electronic version of the current booklet.

Academy, aided and foundation schools are their own admissions authority and are responsible for setting their own policies which must be submitted to formal consultation in accordance with the School Admissions Code. Once determined (which should happen annually) the policy must be published on the school's website. (Please see [page 34](#) for more details.) The Parents' Guide booklet includes the oversubscription criteria for all academy, aided and foundation schools.

Academy, aided and foundation schools must work within the guidance of the School Admissions Code and School Admission Appeals Code. Voluntary aided schools are also required to consult with their Diocesan Authority when setting their admissions policy.

CO-ORDINATED ADMISSION ARRANGEMENTS - PRIMARY

All applications for the point of entry to primary/junior school in England must be co-ordinated by the home local authority. This applies to all community and controlled primary schools in the county **as well as those that are their own admission authority such as academy, aided and foundation schools**. **All** schools are required to follow the same procedures. (This does not apply to mid-term or in-year applications which are now the responsibility of schools—[see page 20](#)).

The co-ordinated process requires parents to make only one application and to receive only one offer of a place, rather than holding offers of a place in two or more schools. Schools **must not** produce their own application form, nor lead parents to believe that by filling in a school form to show interest they have made a formal application. Applications must be submitted without delay to the Admissions Team.

Parents are entitled to submit up to 3 preferences which will be given equal weighting (this system is the one which the DfE requires to be followed). This means that although we always endeavour to offer applicants their first preference, if we cannot, then we consider their second preference alongside other first preferences for that school. For this reason schools should not assume that places will be allocated only to those who named their school as first preference.

Children resident in another English LA may be referred to the Parents' Guide to Education booklet but must not apply directly to Shropshire Council. They must apply to their home local authority.

How do the Co-ordinated Arrangements affect Own Admission Authority Schools?

Any applications received for transfer groups by academy, aided and foundation schools should be sent to the Admissions Team in the same way as those received by community and controlled schools. We will collate all applications and forward a full list of applicants to each individual academy, aided and foundation school in early February. The admissions committee for each of these schools must then meet to apply its own admissions criteria to determine the rank order of applicants.

The list of applicants will include all applications whether they are a first, second or third preference. Each one must be considered equally and identified as falling into the appropriate priority group, in accordance with the school's own oversubscription criteria. Detailed instructions will be provided when the lists are sent through to you. Although the committee will have had to consider second and third preferences, those applicants may not be allocated places because the LA may be able to place them at their first preference schools.

Decisions must be conveyed to the Council's Admissions Team as soon as possible but not later than 1 March 2018. Final allocation lists will be sent out to each school as soon as possible.

TRANSFER TO SECONDARY SCHOOLS – CHECK LIST

Timetable and Basic Procedures for Junior and Primary Schools

School Check List	Tick
<p><u>7-9 September 2017:</u></p> <p>All junior/primary schools receive packs from Admissions via school circular containing admissions information, letters for pupils and reference copies of the Parents' Guide to be retained in school.</p>	✓
<p><u>By 12 September 2017:</u></p> <p>Schools distribute letters to all Year 6 pupils resident in Shropshire by this date at latest. Letters are addressed for each individual child and worded differently for non-Shropshire residents.</p> <p>Children resident in a different English LA must make their application through their home LA, not Shropshire Council. Parents should be encouraged to apply online and anyone experiencing difficulty should call 0345 678 9008 for assistance or to make application by telephone.</p>	
<p>The Admissions Team will keep you updated with details of applications which have been made online. If you receive any application forms (rarely) these need to be recorded and photocopied. Use the register provided to keep a formal record of applications received in case there is any doubt over a form being handed in. Send any forms received to the Admissions Team.</p>	
<p><u>31 October 2017</u></p> <p>Closing date for applications. This is just after half term so parents must then apply online or contact the LA. If parents have completed a form, it is recommended that they should post the form to Admissions and obtain a proof of posting or send the form by recorded delivery.</p>	
<p>Keep the Admissions Team informed of any movement of Year 6 children in or out of your school and changes of address of existing pupils, or any instance where you consider that the address given in application may not be correct.</p>	
<p><u>By beginning of January 2018:</u></p> <p>Own admission authority secondary schools, having been provided with a full list via S2S of all applicants (including first, second and third preferences), will decide the rank order of applicants and convey that information to the Admissions Team.</p>	
<p><u>20 February 2018:</u></p> <p>A list of all pupils allocated places will be sent to all secondary schools via the S2S site, one week before letters are sent to parents – please check for any errors, e.g. changes of or specific concerns about addresses, sibling connections, etc. and report them on to the Admissions Team straightaway. The Admissions Team will also try to send lists to primary/junior schools as soon as possible. Do not divulge the information to children or parents as changes may occur.</p>	
<p><u>1 March 2018: National Allocation Day</u></p> <p>Letters to parents will be sent out on 1 March by the Admissions Team on behalf of admission authorities – own admission authority schools <u>must not</u> send out their own allocation letters or indicate to parents that they have been successful or not in their applications.</p> <p>Parents/carers will be sent allocation letters leaving Shirehall by second class post. Parents who have applied online will be able to access their results on 1 March. Please do not contact parents about Induction Days, etc., until you are sure they have been sent allocation letters from the Admissions Team, after 2 March 2018.</p>	
<p>Please see page 18 for information on the review and appeal process for unsuccessful applicants.</p>	

CO-ORDINATED ADMISSIONS ARRANGEMENTS - SECONDARY

A co-ordinated scheme operates for secondary transfer admissions with all other English admissions authorities. This means that **all year 7 applicants living within the Shropshire local authority boundary** (that is, where their council tax payments are made to Shropshire Council) **are required to apply to Shropshire Council** for state-funded schools, even if they are applying to schools in other authorities.

In the distribution packs for each school there are named letters for any of your pupils who have been recognised as living in England but outside the County, which informs them that they should apply through their own “Home” LA. They may be signposted to the online Shropshire Parents’ Guide booklet for information but must not make their application through Shropshire Council. The Admissions Team have passed on the names and addresses of these children to their home LAs.

As there is no formal co-ordination between English and Welsh LAs, applicants who live in Welsh neighbouring LA areas of Powys, Wrexham and Denbighshire may still apply for Shropshire secondary schools through Shropshire Council, but they may apply via their own “Home” LA. Both will be acceptable.

Parents are entitled to submit up to 3 preferences and these preferences will be given equal weighting (this system is the one which the DfE requires to be followed). This means that although we always endeavour to offer applicants their first preference, if we cannot, then we consider their second preference alongside other first preferences for that school. Schools should not just assume that places will be allocated only to those for which they have seen an application with their school given as first preference.

Parents applying for Grammar Schools

Parents who wish to apply to selective schools, e.g., Adams Grammar School, Newport Girls’ High School or Wolverhampton Girls’ High should name those schools as one of their 3 preferences in application and we will pass on their details to Telford & Wrekin or the relevant local authority. However, parents are also advised to contact the schools directly to ensure that they receive the necessary information about dates for the selection tests. **These now take place in the summer term prior to the child starting year 6** so parents should make contact very early in the process.

Parents applying to independent schools

Parents who are applying for private schools should contact the schools directly. However, they should inform Shropshire Council that they are applying to a private school as well.

Parents who are applying for either selective or private schools would be well advised to also apply for a state comprehensive school in case they are not successful at their other preferred schools. They need only name the state-funded school(s) on the Shropshire Council application.

If pupils are to accept an offer of a place at a private school, they are required to inform the LA immediately. Other children on a waiting list may benefit from a place being released at the state school.

When should the secondary transfer forms be collected in?

Parents should complete their secondary transfer application, preferably online, by 31 October 2017 **at the latest**. Any completed forms should be returned to school by this date and passed to the Admissions Team. As the closing date falls near to half-term, schools are asked to remind parents to make application, particularly after all the Open Evenings have taken place. Parents are encouraged to apply online and this facility will remain open until midnight on 31 October 2017.

Primary and Junior Schools are required to check that applications have been made by all pupils in the year 6 group against a checklist (provided in your pack) and to record the date if any forms are received. This record should act as a receipt in case we require proof that a form has or has not been received. Send any application forms to the LA Admissions Team **as soon as possible**. We also ask you to keep photocopies of forms in case any get lost in the post. Late application forms should be noted with the reason for their lateness, especially when due to house move or bereavement.

If parents/carers do not make application, they will **not** be allocated a school place.

After the closing date, primary and junior Schools are asked to ensure that the LA is kept fully informed of any pupils who leave or enter Year 6 during the remainder of that academic year and of any changes of address of existing Year 6 pupils. Once the closing date has passed, any new pupils should be given an application form (from the SLG) to complete and return immediately. (The online facility is not available after the closing date.)

How and when will schools be informed of the allocations?

The Admissions Team will endeavour to inform all secondary schools of the number of preferences by the end of November 2017. Requests for places at each secondary school will be allocated up to the published admission number and in accordance with the appropriate oversubscription criteria set out in the Parents' Guide. This will vary according to whether the requests are for academies and whether the school is located in North or South Shropshire or the Shrewsbury area. (Copies of the oversubscription criteria for schools appear in the Parents' Guide booklet.)

There is one national allocation date for all pupils which will be 1 March 2018. Letters will be sent to parents by their home LA. Shropshire Council will post letters by second class post on that date. The online facility will show applicants their allocated school and emails will also go out to online applicants. Lists of pupils to be allocated places will be sent to the relevant secondary schools and current primary schools the week before parents are informed (i.e. 19 February). **All lists with information about pupils will be sent to each school via the S2S site as this is the most secure means of transmitting information.** It is essential that this information is checked for any errors or omissions as quickly as possible and reported back to the Admissions Team straightaway.

Schools must not inform parents either verbally or by letter of the proposed allocations. Until after the 1 March the information should be classed as strictly confidential. The reason for sending the lists into schools is solely for the information to be checked – primary schools are asked to check home addresses, whilst secondary schools could check sibling connections.

Can secondary schools deal with late applications?

No. All applications for Year 7 places must be processed by the LA. Any late applications for the new Year 7 intake received after the closing date of 31 October and any more that arrive after the allocation day should still be sent **immediately** to the Admissions Team for processing. Reviews, appeals and on-going waiting lists for unsuccessful appellants will all be co-ordinated by the Admissions Team.

Schools are required not to give any verbal or written assurance of a place to any parent handing in an application form even though there may appear to be some vacancies. We will work with schools to maintain a waiting list system for the new academic year where a school has reached its admission limit. Where a parent has been unsuccessful at appeal, the school cannot override the panel's decision and admit the pupil. **It is essential** that schools inform us of any expected pupils who do not turn up at the start of term and schools **must not** admit any unexpected pupils without liaising with the Admissions Team..

After the academic year starts, prospective parents need to be warned that if an appeal has to be arranged, this may not be possible until mid to late September as there are no appeals during the school holidays.

What is the role of Admissions Advisers?

Admissions Advisers (available on 01743 254331) are available to give impartial advice and help on the admissions process to parents. They will be attending as many of the Secondary Open Evenings as possible and are also available to hold Open Surgeries in Primary Schools for parents of Year 5 and 6 pupils. They can also make individual appointments with parents on request.

If you know of any parents who have difficulty understanding the process or who are reluctant to complete application forms, please contact the Admissions Advisers, who will be pleased to help.

Secondary Open Evenings which cannot be attended by the Admissions Advisers, will be covered by other members of the Admissions Team to ensure full coverage for admissions advice.

ONLINE APPLICATIONS

Hard copies of applications will not be provided before the closing dates and we would therefore welcome your assistance in signposting parents to the online application pages:

[www.shropshire.gov.uk/school admissions](http://www.shropshire.gov.uk/school%20admissions)

Parents who do not have internet access or who may be experiencing difficulties with the online application process should contact the Admissions Team on **0345 678 9008**. Advisers will be able to assist with an online application even if a parent has no e-mail address and can take applications over the telephone. On submission of their online application, parents will receive an immediate acknowledgement back to their e-mail address. Up until the closing date for applications parents will be able to go back in to their online application and make any changes to their preferences that they wish.

The Admissions Team will endeavour to keep schools updated on pupils who have made online applications prior to the closing date.

Parents will be able to go into the online system to find out the results of their allocation on 1 March (Secondary allocations); 16 April (Primary allocations), i.e. before the post arrives.

The Waiting List Review Process

After the initial allocation of places for Reception, Year 3 and Year 7, unsuccessful applicants will be able to go on to a waiting list. A few weeks after the allocation date there will be a Review of those on the waiting list. At this point we establish if there are any vacancies caused by parents who no longer wish to take up the offer of a place. Any parent disappointed to have been unsuccessful at the allocation stage, should be encouraged to put their names on the waiting list for a Review and/or Appeal. Only parents who request a Review or whose application was received too late to be considered in the initial allocation will be included in the Review and the same admissions criteria will be used as for the main allocations. If there are any medical circumstances relating to the pupil, which parents did not include with their original application, these should be notified to the Admissions Team and be supported by written evidence from a medical practitioner. Such evidence needs to demonstrate to the local authority why a particular school would be **essential** to the medical well-being of the child. If parents are not successful at Review they will be able to go through to the Appeals stage if they wish.

School representatives, whether staff or governors, should not submit any written letters of support as these can be deemed prejudicial to any appeals and according to the School Admission Appeals Code must be disregarded by an appeal panel. If the Admissions Team requires any verification of circumstances the school will be contacted by the Admissions Team. The Review procedure is overseen by a Senior Officer.

Waiting lists for Reception, Year 3 and Year 7 will be maintained by Shropshire Council for the first term of the academic year of entry to the school. After that, the list will be transferred over and schools will be responsible for maintaining waiting lists themselves.

The Appeals Process

Parents who have asked to be on the waiting list but were not successful at the Review, will automatically remain on the waiting list and will be offered the opportunity to go to Appeal. When an appeal is lodged, the Admissions Team will contact the relevant school:

- for its up-to-date numbers on roll, class organisation and various other pieces of information:
- for a written statement from the Headteacher which will be used by the LA's presenting officer to explain the reasons for not granting a place. This information will be copied to the parents and the members of the Independent Appeal Panel. ([See examples at Appendices 8 & 9](#))

Such information is requested to prove the case that further admissions would prejudice the efficient use of resources and the effective education at the school for its existing pupils. Both Parents and Appeal Panels are requiring more information on the particular difficulties which a school would face if more children were to be admitted, therefore it is very important that you provide all relevant information. It is not sufficient in itself simply to say that the admission number has been reached. (Please see [Appendices 8 & 9](#) at the back of this booklet.)

There is no point in sending letters to Appeal Panels which indicate that the school would have little or no problem in accepting more pupils. School staff should not give any verbal indication to parents that they could make places available, nor should they give any written information of this nature to parents.

Own admission authority schools are responsible for their appeals. This service may be offered by the local authority by prior agreement e.g. subscription to the Admissions AND Legal Services SLA.

Local Authority Appeal Panels are entirely independent of the Council. Of the three person panel, at least one person must have had a professional background in education and at least one person must not have had any professional background in education. Several panel members are retired teachers and headteachers, several lay people are governors of schools, but must have no links with the school in question.

The Panel's task will be to balance the school's case against the individual circumstances of the appellant. The information we need from schools will be required at least two weeks before the date of the appeal hearing. Apart for the plenary sessions when many parents attend, we do not normally expect Headteachers to attend the appeal unless they feel very strongly that they wish to add weight to the case **against** the appellant or where the refusal is for an in area pupil. Issues to be raised by the Headteacher must be stated in the head's letter prior to the hearing and if the Headteacher attends they are only permitted to answer questions posed by the panel or parents.

Please note that members of staff or governors should not write letters in support of a parents' appeal to a particular school, as this may be deemed prejudicial to the outcome and in accordance with the School Admission Appeals Code must be disregarded by the panel.

We may sometimes contact the school from which the child is transferring in order to ascertain whether the parents' version of events at that school is the same as that of the school's, particularly where bullying or behaviour are cited as reasons for a transfer.

Where parents move into the area or request a change of school, if refused a place at a school which is oversubscribed, they must be informed of their right to an independent appeal. Appeal application forms can be provided by the Admissions Team or this can be done online.

Schools which are an admissions authority, should make provision for parents to appeal against a decision not to allocate a place. Such appeals can first be considered by the governors' appeals committee, however, if still unsuccessful the parent has the right to an independent appeal. Appeals can be set up via the Council's Legal & Democratic Services.

Legal & Democratic Services will request a statement from the school to present to the panel but this statement must be written as an Admission Authority and will be far more comprehensive than those examples at [Appendices 8 & 9](#). The statement should explain how many applications were received, how places were allocated in line with the admissions policy and the decision of the admissions committee. If own admission authority schools require further assistance with statements or any further information on Appeals please contact the Admissions Team on (01743) 254364.

SPECIAL EDUCATIONAL NEEDS/EHC PLANS

When applying for a school place, statemented pupils should be given the same information as all other pupils. Year 6 statemented pupils will also receive individually addressed envelopes sent by the SEN Team concerning their transfer to secondary school. In line with the SEN code of practice, pupils with a Statement of SEN / EHCP will receive their final amended statement by 15th February 2018, naming their allocated school.

Pupils who have a Statement of SEN/EHCP are allocated a place by the SEN Team. Such children are allocated places first but are included within the school's admission number and are not in addition to it. Schools should be aware that this can sometimes mean priority is given to an out of area SEN pupil over an in area pupil.

MID-TERM APPLICATIONS FOR ADMISSION TO ALL SCHOOLS

Mid-term does not mean after the start of the academic year. Mid-term means after the point of entry to your school (i.e. after the start of Reception, Year 3 at junior school or Year 7 of secondary school). If application is after the first term of entry to your school (i.e. after Christmas) then the school will process the application for a school place directly from the parent.

If a parent wishes to apply for a place at your school, they should complete a mid-term or “in-year” application form, copies of which are available on the Learning Gateway or Shropshire Council website www.shropshire.gov.uk/schooladmissions. The form asks questions which may be relevant to offering a place over and above the admission number, (e.g. eligibility for pupil premium). The School Admissions Code 2014, makes it possible for schools to admit pupils over and above their admission number (PAN) where they wish to do so. However, schools should have no expectation that capital funding will be available from the LA for expansion of a school building as a result of admissions above their PAN.

When you receive an enquiry please invite parents to complete an application. When this is received it should be considered by at least 2 people before the application is allowed or refused. It is the school’s decision to admit above PAN but the school should be satisfied that they have capacity to admit the pupil. The result of the application should be conveyed to parents but must also be notified to Shropshire Council via their website www.shropshire.gov.uk/schooladmissions using the *School Administrator Only* page.

It is the admission authority’s legal responsibility to inform the parent of the right to appeal against a decision to refuse a place.

The responsibility for making decisions to admit or refuse a pupil should be treated with caution. Schools need to make **consistent** decisions which are **fair and equitable** and to bear in mind that an appeal panel will probably examine previous decisions to admit or refuse. It is important to follow distinct criteria and to record with a clear statement how and why a decision was taken. These can be challenged at appeal and presenting officers will need to justify the fairness and reasonableness of a decision on behalf of schools. It is unlawful to discriminate between pupils on the basis of ability, behaviour, previous school history or the family background. Schools must not “interview” parents and their children in a way which may be understood to be assessing the suitability of the child for a place at the school.

Headteachers of Academy, Voluntary Aided and Foundation Schools should not make a decision alone to refuse; the Admissions Committee should meet to discuss the matter and minute the reasons for the decision. Such minutes may have to be placed before an Appeals Panel at a later stage.

In the past, Shropshire Council has held to a protocol that a pupil ought only to be admitted above the admission number if one or more of the following apply:

- the child is resident in catchment area,
- a place for a sibling has been granted, and
- there will be no breach of the Infant Class Size Regulations, or any significant difficulties with class organisation, accommodation or staffing.

The flowcharts at [Appendices 4 and 5](#) may help in processing these applications. Schools may be required to admit a pupil in accordance with the Fair Access Protocol (formerly called a Hard to Place Pupils Protocol) a summary of which is attached at [Appendix 6](#).

LOOKED AFTER CHILDREN

Under regulations from the DfE all admission authorities are required to give priority to the placement of Looked after Children and children adopted from care and this has been incorporated into the admissions policy. Where a Looked after Child requires a school place, an application form should be completed in the normal way and the school should contact the Looked after Children Team on (01743) 254502. The relevant school may be expected to co-operate in offering a school place as quickly as possible. It may sometimes be necessary to place a Looked after Child at an out of area school because of social circumstances. Very occasionally the LA may have to direct a school to admit a pupil because the Children Act requires that Looked after Children are found a school place within a limited timescale.

TRAVELLING CHILDREN

Extra advice on Travelling Children can be sought from Inclusion Services on 01743 254363. As traveller children often attend a school for a short period of time, they need to be accommodated with minimum delay.

CHILDREN FROM ABROAD

Please check if the child is eligible for free education. Children should either be residents of the EU (usually verified by their passport) or already resident in the country with their parent. Sometimes schools are asked to give a written offer of a school place in order to assist with getting a visa. This should not be agreed to. The Home Office will have their own means of deciding on whether visas should be granted.

If a child comes to your school unable to speak English you may wish to contact the Schools Multicultural Development Service on Tel: 01952 380828.

ELECTIVE HOME EDUCATION

If a parent proposes to withdraw a child from your school in order to educate them at home, the following process should be followed:

- The parent writes to the school informing the school of their decision to withdraw the child;
- School completes a copy of the form “Notice of intention to home educate” ([see Appendix 7](#)) and returns it with a copy of the parents’ letter to the Admissions Team
- The school de-registers the child **when notified** that the Education Welfare Officer has visited the family.

Please note that a child with a Statement of SEN or EHCP may not be de-registered without agreement from the LA which issued the statement. Telephone 01743 254304 for advice.

EARLY OR DEFERRED TRANSFERS

When schools are considering if it is appropriate for a pupil to join a different cohort **during** their time at the school (**'Back-classing'**) they should consult the LA policy agreed with headteachers, available on the Shropshire Learning Gateway. The guidance and checklist should be followed before such decisions are made. For applications to join a different cohort at the **transfer stage**, when application is made via the Admissions Team, the following guidance should be followed:

Can Parents request Early or Deferred Transfers?

The decision to educate a child out of their normal cohort can have lasting consequences and is not one that should be taken lightly. However, there are occasionally exceptional circumstances that mean this would be in the best interests of the child. For pupils with a statement of Special Educational Needs or EHC Plan, the decision to educate out of cohort would be part of the review process. At the transfer stage, to start Reception or transfer to junior or secondary school, a formal request should be made through the local authority to determine if an early or deferred transfer is appropriate. **There is a set procedure for applying to defer starting Reception, for early or late transfer to secondary school and from infant to junior schools.** It should not be taken for granted that a child will simply continue through with the 'wrong' cohort for their age. **An application for a school place in the appropriate cohort must also be made before the closing date to avoid a child being left without a school place if the request is declined.**

Early Transfer to Junior or Secondary School (There is no early Transfer to Reception)

Shropshire Council's **Early Transfer** policy is that children may transfer one year early, only if there is exceptional evidence to justify early admission to the next phase of education. Any parents who wish their child to be considered should discuss the matter with their current headteacher in the first instance and if they wish to pursue the matter then the following procedure **must** be followed:

- (i) A letter from parents formally requesting an early transfer should be sent to the Admissions Manager, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.
- (ii) The current headteacher of the child's school should complete form ET1 with further information about the pupil (copies of which are available from the Admissions Team). Requests must be referred to the Admissions Team **by 31 October 2017** (for secondary transfer) and **by 15 January 2018** (for junior transfer). Any requests received after this date may not be considered.
- (iii) The completed ET1 form along with the parents' written request must be submitted to the Admissions Team so that evidence can be gathered. A Senior School Improvement Adviser will make a recommendation based upon completion of the ET1 and the child's academic and social ability. **Own admission authority schools will be the decision makers for their school.**
- (iv) The headteacher of the parents' preferred secondary or junior school will be contacted by the Admissions Manager and asked for their views. **Admission authority schools would decide whether or not to accept the request.** For community and controlled schools, the ET1 form and any reports will be considered by a senior manager in Learning & Skills.
- (v) The parents will be informed by the Admissions Team of the decision.
- (vi) Parents seeking the early transfer of their children should be encouraged to consider all the implications of being an 'under age' child in a secondary school, including potential problems at the post 16 stage and possible problems of social interaction.

(It is unlikely that 'under age' children from comprehensive school areas entered for grammar school places elsewhere will obtain an early transfer.)

Deferred Transfer to Reception, Junior or Secondary School

Sometimes requests are also made for **Deferred Entry** to Reception class or junior or secondary school. In other words, children held back a year instead of transferring to the next educational stage with their peer group. The request needs to be considered carefully through a similar procedure to that above. In such instances there are forms to be completed by headteachers, early years providers or parents to establish the child's difficulties and reasons for deferred transfer. These must be submitted to the Admissions Team **by 31 October 2017** for deferred secondary applications and **by 15 January 2018** for primary deferral requests. **Application for a school place in the correct cohort must also be made before the closing date in case the deferred transfer is not approved and the child is then left without a school place.**

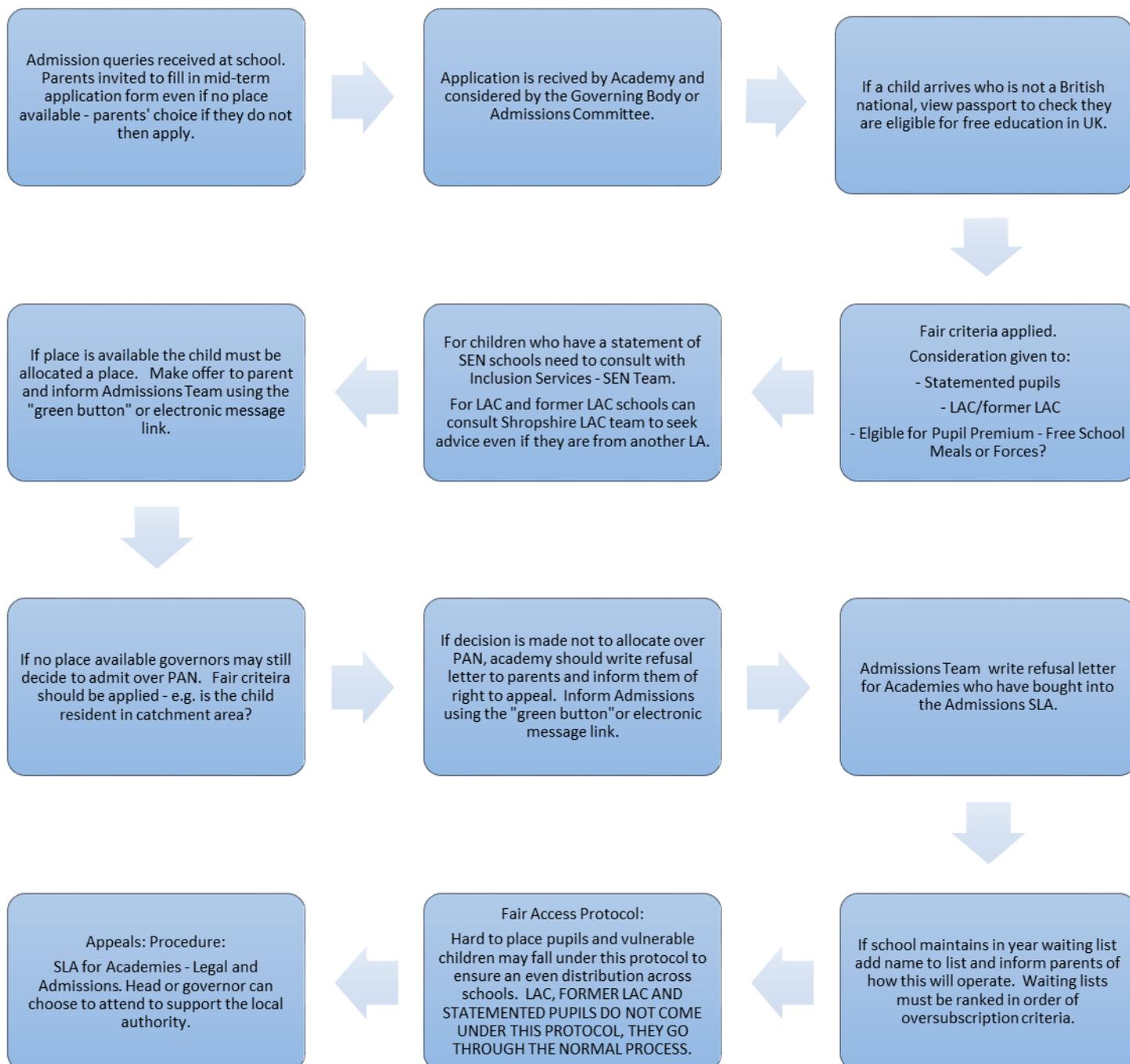
Children in England are entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday. For summer born children this would normally mean that their child could potentially miss out the whole of Reception year and begin primary education in Year 1. However, it may be possible for a child to start Reception a year later than their natural cohort. It would need to be established that this would be in the child's best interests but **the admission authority would make decisions on the basis of each child's circumstances.**

If parents wish to pursue a deferred transfer they should discuss this with the current headteacher, if applicable and then the following procedure **must** be followed:

- (i) A letter from parents formally requesting a deferred transfer should be sent to the Admissions Manager, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND by **31 October 2017** (for secondary transfer) and by **15 January 2018** (for primary). Any requests received after this date may not be considered.
- (ii) The parents, current headteacher (if applicable) and early years setting will be asked to complete a proforma and to provide information about the child. (Forms DT1).
- (iii) The completed DT1 forms along with the parents' written request must be submitted to the Admissions Team along with any supporting documentation.
- (iv) The headteacher of the parents' preferred school will be contacted by the Admissions Manager and asked for their views. **Admission authority schools would decide whether or not to accept the request.** For community and controlled schools, the DT1 form, the views of the headteacher of the preferred school and any reports received will be considered by a senior manager in Learning & Skills.
- (v) The parents will be informed by the Admissions Team of the decision.
- (vi) Parents seeking the deferred transfer of their children should be encouraged to consider all the implications, including potential problems of leaving secondary school before completing their formal qualifications.

Schools should note that pupils who are out of cohort will be counted in the Number on Roll in the year group in which they are being taught for admissions purposes.

MID-TERM OR IN-YEAR APPLICATION FLOW-CHART - ACADEMIES



MID-TERM OR IN-YEAR APPLICATION FLOW-CHART –COMMUNITY AND VC SCHOOLS



Thanks to Sam Scott of Market Drayton Infant School for permission to reproduce her flow-charts.

SUMMARY OF FAIR ACCESS PROTOCOL - FOR THE ADMISSION OF HARD TO PLACE PUPILS TO SHROPSHIRE SCHOOLS

Fair Access Protocols exist for those children who cannot obtain a place through normal in-year admissions procedures. The Department for Education (DfE) requires all local authorities (LAs) to have a Fair Access Protocol. All admission authorities must participate in their local authority's Fair Access Protocol including academies and free schools.

The provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted. The following is a list of children of compulsory school age to be included in Fair Access Protocols.:

Categories of children to be included in the Fair Access Protocol	Level 1 Usual In year Admissions Process	Level 2 In Year Admission under Fair access- placement by Shropshire Council Admissions or other Team	Level 3 In Year Admission for placement by the Fair Access Panel
a. children from the criminal justice system or Pupil Referral units who need to be reintegrated into mainstream education			x
b. children who have been out of education for two months or more		x	
c. children of Gypsies, Roma, travellers, refugees and asylum seekers		x	
d. children who are homeless		x	
e. children with unsupportive family backgrounds for whom a place has not been sought i.e. families working with Children's Social Care or Health professional		x	
f. children who are carers		x	
g. children with special educational needs, disabilities or medical conditions (but without a statement)		x	
h. children whose parents have been unable to find them a place after moving to the area and there is in the opinion of the LA no other reasonable alternative schools.			x
i. children who have to move school because of domestic violence (whether staying in a refuge or with friends/ other relatives).		x	
j. Permanently excluded pupils		x	x
k. Students of Year 11 age or in last term of Year 10 but not permanently excluded.			x
l. Children with challenging behaviour.*		x	x
m. children who arrive in Shropshire having previously accessed alternative provision such as tuition services and do not have a statement			x
n. children in previous level not successfully placed		x	x

Where a child has failed to secure a school place through normal procedures, if they fall under a category above, placement will be found by the intervention of an appropriate team or by allocation through a Fair Access Panel of 3 headteachers. Further information can be found by viewing the Fair Access Protocol in full on Shropshire Council's website www.shropshire.gov.uk/schooladmissions.

ELECTIVE HOME EDUCATION (EHE) NOTICE OF PARENT'S INTENTION TO HOME EDUCATE THEIR CHILD

- Parents who wish to home educate their child who is registered at a maintained school or an independent school, must inform the school formally and in writing of their intention to de-register.
- Please complete this form and send with the parent's letter to Admissions Team, Learning & Skills, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. It should be sent within 10 school days.

Name of School:			
Name of pupil:		DOB	
Address:		
Tel:Postcode.....		
Name of Parent or carer:			
Address: (if different to above)		
Tel: Postcode.....		
Does the pupil have a Statement of SEN or EHC Plan?	Y	N	
Are you aware of any agencies involved with the pupil, if so please list:			
Reasons given by the parents/carers why EHE has been chosen (parents are not obliged to provide this information):			
Do you have any concerns with regard to this child being educated at home?	Y	N	
Additional comments:			

Date..... Signed.....

Print.....Headteacher

Please Note: The child should remain on the school register until you are contacted by The Admissions Team who will advise you when the family have been visited by an EWO and can be removed from your school register.

SAMPLE LETTER FOR SECONDARY APPEALS (COMMUNITY AND CONTROLLED SCHOOLS ONLY)

To the Clerk to the Appeals Panel

Year 7 Admissions

I would like the following information to be considered by the Independent Appeals Panel in relation to requests for Year 7 places at School.

A representative from the school will not be attending the appeals.

The current numbers in each year group are given below, along with pupil numbers who are on the SEN register:

Year	NOR	Total on SEN register	No. with statements
7	159	33	4
8	170	25	7
9	167	21	5
10	167	16	4
11	168	34	12

Please note that

- there are currently 101 students in the 6th Form and there are about 75 students applying to join the Lower 6th in September which could increase the total NOR in the 6th Form by a further 25 or more;
- we have recently had visits from 5 prospective current Year 7 students who are planning to move into the catchment area over the next couple of months. There are also 2 possible Year 8 students in similar circumstances.

Science and Technology Teaching Groups:

There are 7 teaching groups in Design & Technology in Years 7, 8 and 9. In Years 10 and 11 these are taught in our Option programme. There is already an average of 24 students in each of our KS3 D&T groups and this has placed an excessive demand on the capacity of our workshop space. There are already Health & Safety issues as a consequence.

Particular Difficulties:

- Our admission limit for September is 162 and we have already agreed to take 166 pupils to cover all those in area and those with siblings, including 3 with statements of special educational needs.
- The pastoral grouping structure is 6 tutor groups and these numbers also provide the class groupings for many subject areas but we re-group in some, to take account of prior attainment.
- In recent years we have had to reduce the number of teaching groups to take account of our deficit budget and consequent reduction in teaching staff numbers.
- We are coming to the end of the period in which we have an agreed recovery plan for the deficit budget and there is no capacity in our new budget to employ additional teachers to enable us to increase the number of teaching groups.
- A further increase in the total number of Year 7 students will require an additional group in lessons such as Design & Technology, Art, PE and Science where there are Health & Safety constraints because of the size of rooms and the activities involved. In these specialist subjects we have no specialist accommodation.
- Furthermore, there are major implications for the limited number of teaching spaces for PE groups, both indoors and out, as well as car parking – the school cannot expand indefinitely. When numbers in the 1970s previously reached 1000 we did not have an SEN unit, specialist ICT bases, expanded 6th Form facilities, a Library that removed class teaching spaces nor a special Arts Centre – all created out of the same area. There are no more places to locate demountable classrooms. The corridors, dining room and open spaces are designed for a small secondary modern school and they are very crowded indeed now. This cause circulation and crowd control issues as well as Health and Safety concerns.
- We encourage students to buy a school lunch, although we would be hard-pressed to provide more time or space for any increased numbers. We have recently added an outdoor dining area to help with congestion.
- It is worth mentioning that there is no more space on the school-organised fare-paying buses.

For all of the above reasons, I urge members of the Appeals Panel to oppose any additional children transferring to School in September over and above those already allocated places.

I fully understand the disappointment this will cause to prospective parents, however, I cannot allow the education of the majority to be prejudiced in this way. During the Autumn term open evenings I stressed the fact that we had been oversubscribed for many years and that many applications had had to go to appeal. You will understand, therefore, that there was no indication that we could guarantee places for all students who might be interested. Indeed, I always make a point of saying we cannot guarantee a place and that it depends upon the level of interest from the children who live in the area.

Parents select School for some very positive and understandable reasons. One is undoubtedly the size of the school. It has been a school that is manageable, personal and well-ordered; children benefit highly from quality teaching. I believe, very strongly, that all of this will be further prejudiced by adding a second tranche of children above the admission limit. The ability of teachers to give individual attention to individual students is diminishing rapidly and the quality of education to all students, not those who would join us following appeal, will be prejudiced significantly.

My concerns are, therefore, not only that high quality education for a new entrant cannot be guaranteed, but also that the education of those students already on our roll in Year 7 would be further prejudiced. The numbers in these classes are already higher than that which we now regard as a realistic maximum.

Yours sincerely

Headteacher

SAMPLE LETTER FOR PRIMARY APPEALS (COMMUNITY AND CONTROLLED SCHOOLS ONLY)

To the Clerk to the Appeals Panel:

Re: Child's Name DOB:
Year X

I would like the appeal for the above year group to go ahead.

Current Numbers on Roll

Our Admission Number is 11 in each year group. There are currently 77 children on roll across the 7 year groups as follows:

Yr R	11
Yr 1	10
Yr 2	11
Yr 3	10
Yr 4	14
Yr 5	14
Yr 6	14

Organised as:

Class 1	Yr R/Yr 1/Yr 2 (6)	= 27
Class 2	Yr 2 (5)/Yr 3/Yr 4	= 29
Class 3	Yr 5/Yr 6	= 28

Special Educational Needs:

	SA	SA+	Statement
Reception:	0	1	0
Yr 1	3	0	0
Yr 2	3	0	0
Yr 3	3	0	1
Yr 4	3	0	1
Yr 5	1	0	0
Yr 6	3	0	0
24% SEN			

Our admission number is 11 and we are oversubscribed in Yr 4, where there are 14 children. An additional child will make, this amounts to 36% above our total admission number for the school. There will be 5 year groups which are full, 3 of which are oversubscribed. Only two year groups are undersubscribed and each by only 1. If requested by other applicants those two places would have to be made available thus the total on roll currently stands at 84 and there is the possibility this could rise to 86. If an additional place is offered to the appellant this would make 87.

The classrooms are small and according to the capacity assessment for this school are only designed to take 25 or 26 pupils. There are already 29 in the relevant class and one extra would make it 30. The shortage of space means that it is difficult to find appropriate places to withdraw children if they need to be withdrawn from classes, particularly those with special needs.

Because of the extra numbers playground space, dining facilities, cloakroom and toilet facilities are overstretched.

The governors and staff feel that it is inappropriate to continue to over-ride the admission number, particularly where the child is from out of area and may possibly be accommodated at his in area school.

Headteacher

TIMETABLE FOR CONSULTATION, DETERMINATION AND PUBLICATION OF ADMISSION ARRANGEMENTS

Schools which are an admission authority have the right to set or determine their own admission arrangements so long as they comply with the relevant legislation. However, there is a specific process and timetable for doing this and a list of consultees who must be part of the consultation on any changes. Further information can be found in the School Admissions Code or by contacting the School Admissions Manager on (01743) 254435. An illustration of the timescale is shown below:

The School Admissions Code 2014 revised the timetable for coordination taking place in 2015/16 onwards as shown below:

6 week consultation between: 1 Oct and 31 Jan		Arrangements determined by :	Arrangements copied to LA and published on school website by:	Parents' Guide published August:	Application made in academic year	Admission to school in academic year:
2017	2018	28 February 2018	15 March 2018	2018	2018/19	2019/20
2018	2019	28 February 2019	15 March 2019	2019	2019/20	2020/21
2019	2020	28 February 2020	15 March 2020	2020	2020/21	2021/22
2020	2021	28 February 2021	15 March 2021	2021	2021/22	2022/23
2021	2022	28 February 2022	15 March 2022	2022	2022/23	2023/24

A school which is an admission authority must determine their arrangements by the deadline shown above every year, even if there are no changes and even if the admission authority adopts the local authority's own arrangements. A copy of the school's determined admission arrangements must be sent to the local authority by 15 March each determination year and published on the school's own website by that date. Parents must be given the chance to object to the Office of the Schools Adjudicator by 15 May.

Where no changes have been proposed, consultation must take place every 7 years.