



# JOHN WILKINSON PRIMARY SCHOOL AND NURSERY ADMISSIONS POLICY

REVIEWED JUNE 2022

## Admissions Policy

For admissions to the **Reception** year applications must be made through Shropshire Council by 15th January in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April (or the next working day) if they have been allocated a place for their child. See link <http://www.shropshire.gov.uk/schooladmissions>

Please see the Parents Guide to Education booklet on the website <https://shropshire.gov.uk/media/16257/parents-guide-to-education-in-shropshire-2021.pdf> and also for details of the admission arrangements.

*“Shropshire Council’s online application facility is only for children due to start at the normal year of entry to a school (Reception, transfer to secondary school, or transfer from infant to junior/primary to junior) in the 2021/22 academic year. Mid-term or ‘In Year’ admission applications, for a place other than at the normal year of entry to the school, are made directly to the school using the form from our website. “Shropshire admissions 2021*

**Admissions Criteria:** This is published by the Local authority, and revised annually. Please see the documents provided on the Shropshire website or ask the school for a copy if necessary.

If there are more applications than places available, priority will be given on the basis of distance from home to school gate measured as a straight line on the Council’s computerised mapping system. The shortest distance being given priority. The computerised mapping system pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school.

Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

Residence in catchment 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 Where any information regarding a home address is found to be fraudulent or misleading, a school place may be withdrawn even if the child has been admitted to the school.

*Shropshire Council current definition is as follows:*

*A child will be treated as living in the catchment area if they reside with their parent/carer at their normal and genuine place of residence for the majority of the time and the address lies within the area designated by the Local Authority as the catchment area for that particular school.*

In the event that two applications are exactly the same after all other criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

## Appeals

If unsuccessful on allocation, Shropshire Council will offer a review and /or appeal for your child to be added to the waiting list. Your allocation notification will explain how to do this. Sometimes places which have been allocated are no longer required and these vacancies can then be re-allocated in accordance with the admissions criteria, but **only to those requesting to be placed on the waiting list for review and/or appeal**. At this stage they will also consider any late applications or changes of preference which could not be considered earlier.

For **the first term of Reception**, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

Please read the Shropshire guidance for information relating to deferral.

## Mid-term or In-Year applications

Mid-term applications will be dealt with using the same admissions criteria. To apply for a place **other than the start of Reception**, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. If there is a space in the relevant year group, a place will be granted. If the

application is for a place in an over-subscribed year group, then the Headteacher will meet with a governor to consider whether additional places can be offered above the published admission number.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of Reception, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

The local authority admissions procedures should be read alongside these documents and offers many details on frequently asked questions. You are also welcome to contact the school for advice on 01952 882950 or via [admin@johnwilkinson.shropshire.sch.uk](mailto:admin@johnwilkinson.shropshire.sch.uk)

Approved by Governors June 2022