TrustEd Schools

Admissions Policy

Including Admissions Arrangements for 2028 - 2029

Admissions Arrangements Determined by the TrustEd Schools

Review Frequency:	Annually
Date of Determination:	February 2027
Committee:	Trust Board
Date of next review	February 2028

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Statement of intent

TrustEd Schools is the admissions authority for each academy in The Trust. Within the TrustEd Schools Aims and Values document is the statement that "*We aim to ensure that all members of our schools' and Trust's communities are visible and that equal opportunity is a reality…..*" At all of our academies, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2022, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available in each year group is determined by the capacity of the school and is called the 'published admissions number'.

The Published Admissions Number for our schools are as follows;

Alveley Primary School - 15

Belvidere School - 168

Brockton CE Primary School - 12

Castlefields Primary School - 30

Church Preen Primary School - 13

Church Stretton School - 96

Mary Webb School - 120

Meole Brace School - 270

Oldbury Wells School - 168

St Leonards C.E Primary School - 48

Stokesay Primary School - 30

Wistanstow CE Primary School - 12

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The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust*

* We commission Shropshire Council to organise appeal hearings on our behalf - this ensures they are independent.

1. Legal framework

1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2021) School Admissions Code
- DfE (2022) School Admissions Appeals Code

2. The admissions process

2.1. The LA, Shropshire Council, must collate and publish all the admission arrangements in the area in a single prospectus.

2.2. At the normal point of entry i.e. Reception and Year 7, parents/carers apply to the LA for places at their preferred schools. If the child is not resident within the Shropshire LA area, applications are made via the home local authority. Parents/carers may express a preference for up to four schools. If a school is undersubscribed, any parent/carer that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

2.3. All preferences are collated and parents/carers then receive an offer from the LA at the highest preference school available.

2.4. All schools in The Trust as well as other schools and academies, are required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1st October and 31st January.

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2.6. Determined arrangements can be objected to and referred to the school's adjudicator by 15 May in the determination year. Any decision made by the school's adjudicator must be acted on by the admission authority and arrangements amended accordingly.

2.7. We will consult on our admissions policy annually if there are changes that require it, and no less frequently than every seven years. Consultation has occurred in Autumn 2026.

3. Adopting clear and fair admissions

3.1. **Unacceptable admission criteria - our admission arrangements will not:**

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents/carers rank the school higher than others.
- Give priority to children whose parents/carers provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents/carers.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents/carers.

4. Admission arrangements

4.1. **Drafting admission arrangements - TrustEd Schools will include:**

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit pupils with an Education, Health and Care Plan (EHCP) which names the school.
- Procedures to give highest priority to looked after children and previously looked after children.
- An explanation of the right of appeal to an independent appeals panel.
- A requirement for parents/carers of children in an attached nursery unit or a unit run by the school to apply for a place in reception.

4.2. **TrustEd Schools** is the admission authority. The Academy Trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. The Trust will consider applications to the school rather than the LA. The Trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA. However, we normally discharge this responsibility by asking Shropshire Council to administer independent Admissions Appeal Hearings on our behalf.

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4.3. **Determining admission arrangements**

- At a meeting of The Trust, the admission arrangements will be reviewed, and The Trust will be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.
- A decision will be minuted and, once made:

- The Trust must notify all relevant parties and those consulted of the School Admissions Code.
- The Trust will publish the arrangements on the school website.
- The Trust will send a copy of the arrangements to the LA by 15th March.

Considerations

4.4. **Children outside their normal age group**

- Admission authorities must make decisions on the basis of the circumstances of each case, taking into account:
  - The best interests of the child.
  - The child's academic, social, and emotional development.
  - Any additional information provided by parents, educational psychologists, or other relevant professionals.

The process for requesting such admissions is as follows;

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will need to submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

- Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission outside the normal age group, is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Further

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evidence may be requested. Requests for admission outside of the normal year group will be considered alongside other applications made at the same time.

- Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

- NB: Children become of compulsory school age on the first prescribed day following their 5th birthday: 31st August, 31st December or 31st March (or on that day if any of these dates are the child's birthday). Shropshire Council does not offer the option for a child to start primary school before they are eligible.

Deferred Transfers

Children born from 1st April to 31st August - known as summer born children - do not need to start school until the September after their fifth birthday, a year after they could first have started school. Most summer born children start at age 4 with no issues. Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

Option 1 - Delayed start If a parent of a summer born child does start school aged 4, they can, if they wish, agree with the allocated school a pattern of part time attendance or a deferred start until later in that school year for your child. Parents can discuss this with the school. This will require the parent to apply on-time (by 15th January) using the application process provided by Shropshire Council. Once places are allocated on the 16th April the parent can contact the Headteacher to discuss the delayed start.

Option 2 - Defer for a full year If a parent decides their summer born child will start school aged 5 and wants their child to start school in Reception (not Year 1), they need to make a request to the school's admission authority. This is called requesting admission out of the normal age group - because children born from 1st September in one year to 31st August the following year are normally educated together in one year group.

To defer for a full year parents must submit a request for admission out of the normal age group ideally by 15th January. Shropshire residents can email school-admissions@shropshire.gov.uk to request this. The admission authority decides whether children who start school at compulsory school age should be admitted to reception or Year 1. They must make this decision in the child's best interests. The nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team at Shropshire Council for processing. Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (15th January for Reception). We do appreciate that in extenuating circumstances, submitting such a request before the closing date does

present a challenge. Should this occur, the Admissions team at Shropshire Council will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If a summer-born child defer for a year, it's currently a requirement to make another request to defer their entry to the next phase of their education. When a child of Year 6 age is being taught in Year 5, an application for secondary school and a request to defer their entry to secondary school will need to be made.

If parents do not make a request for admission out of the normal age group your child will start school in Year 1. Parents should consider the potential impact of missing the Reception year. The admission authority makes the decision in the child's best interests. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the Reception year, and that it should be rare for a child to start school in Year 1.

4.5. **Children of UK service personnel**

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, The Trust will follow the same provisions as published by Shropshire Council in their admissions arrangements.

4.6. **Children from overseas**

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

4.7. **Excluded children**

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to pupils who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

4.8. **Fair access**

- All schools within The TrustEd Schools are fully compliant with Shropshire Council's Fair Access Protocol.

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5. Oversubscription criteria

Oversubscription for primary schools - Alveley Primary School, Brockton CE Primary School, Castlefields Primary School, Church Preen Primary School, St Leonards C.E Primary School, Stokesay Primary School and Wistanstow CE Primary School.

5.1.

- Where the number of applications for a place at the above schools exceeds the number of available places, the following oversubscription criteria apply.
- Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children.
- After that places will be offered up to the admission number in the following priority order:

Priority 1: 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2: Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the Admissions Authority confirms that attending that particular school is essential to the medical well-being of the child. The Admissions Authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3: Children living inside the catchment area who will have a sibling of compulsory school age (5-11) at the school on the day they are due to start there.

Priority 4: Children of staff members who have been continuously employed at the school, on a permanent contract, for at least two years at the time of application.

Priority 5: All other applicants living within the catchment area.

Priority 6: Any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following criteria:

1) Priority will be given to children living outside the catchment area who will have a sibling of compulsory school age (5-11) at the school on the day they are due to start there.
2) Finally, all other children who live outside the catchment area.

If, in any of the above categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system

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between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.).

In circumstances where the last child admitted is a muti-births (i.e. twins) then our policy is not to separate the children and to admit the multi-births together.

Oversubscription for secondary schools - Belvidere School, Church Stretton School, Mary Webb School, Meole Brace School, and Oldbury Wells School

5.2.

- Where the number of applications for a place at the above schools exceeds the number of available places, the following oversubscription criteria apply.
- Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children.
- After that places will be offered up to the admission number in the following priority order:

Priority 1: 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2: Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the Admissions Authority confirms that attending that particular school is essential to the medical well-being of the child. The Admissions Authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3: Children living inside the catchment area who will have a sibling of compulsory school age (11-16) at the school on the day they are due to start there.

Priority 4: Children of staff members who have been continuously employed at the school, on a permanent contract, for at least two years at the time of application.

Priority 5: (Belvidere School only) Catchment children for whom Belvidere School is the nearest Shrewsbury secondary school, checked through the 'Nearest Schools Test'.

Priority 6: (Meole Brace School only) Catchment children for whom Meole Brace School is the nearest Shrewsbury secondary school, checked through the 'Nearest Schools Test'.

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Priority 7: (Meole Brace School only) Children living within the Shrewsbury catchment area for whom The Priory School is their nearest Shrewsbury secondary school and Meole Brace School is the second nearest school.

Priority 8: All other applicants living within the catchment area.

Priority 9: Children living outside the catchment area who will have a sibling of compulsory school age (11-16) at the school on the day they are due to start there.

Priority 10: (Church Stretton School, Mary Webb School and Oldbury Wells School only) Children living outside the catchment area, who have attended a state-funded primary school that lies within the secondary school's catchment area, for more than a whole academic year immediately prior to transfer.

Priority 11: All other children who live outside the catchment area.

If, in any of the above categories, there are more applications than there are places available, priority will be begiven on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)

Notes:

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5 - 16 years). Adopted and foster siblings are also included. Siblings must still be attending the school on the date the other sibling is due to start there. However, cousins or other relatives who take up residence

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in the home will not be given priority under the sibling criterion. In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is school nights during the week in term time) but where care is shared equally, the home address will be determined by which parent/carer receives the relevant Child Benefit.

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

There is no cost associated with the admissions process to TrustEd Schools Academies.

Parents/carers may request that their child defers transfer to school in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

6. Admission appeals

6.1. Parents/carers have the right to appeal The Trust's decision. An independent appeals panel must hear the appeal, and our school must act according to the panel's decision.

6.2. **All schools within The Trust** are required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. TrustEd Schools is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. The Trust has arranged for Shropshire Council to administer admissions appeals on its behalf. Parents/carers wishing to appeal should do so via the Shropshire Council Website https://shropshire.gov.uk/school-admissions/application-results-and-appeals/appeal-against-allocation-of-school-place/

6.3. Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. This is the Education & Skills Funding Agency (ESFA) who can investigate complaints about maladministration on the part of an Admissions Appeal Panel. Complaints about the process should be made by either online by completing an appeal form from the ESFA.

A link to the Academy independent admission appeal complaints factsheet is below for your information;

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https://www.gov.uk/government/publications/academy-independent-admission-appeal-panel-complaints?utm_source=EFA%20e-bulletin&utm_medium=email&utm_campaign=e-bulletin&mxmroi=2305-29059-80126-0

6.4. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the school's adjudicator. The school's adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

6.5. Objections to admission arrangements for entry in **September 2028** must be referred to the school's adjudicator by **15th May 2027**.

7. Mid Term Admissions

7.1. Mid-term applications will be dealt with using the same admissions criteria given above. Applications must be made via the Shropshire Council online portal (Synergy - Homepage (shropshire.gov.uk) If there is a space in the relevant year group a place will be offered. A formal letter from Shropshire Council's Admissions Team will be sent to the parent advising them of the offer and the need to contact school directly to arrange a start date.

7.2. If there are no vacancies in the year group, Shropshire Council's Admission Team will speak to the Headteacher to consider whether additional places can be offered. A decision must be notified to parents within 15 days of making the application.

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

7.4. Shropshire Council will maintain a waiting list for unsuccessful applicants. The waiting lists for all year groups are held and maintained on the school's behalf by Shropshire Council for the academic year. The waiting list are held in strict accordance with our published oversubscription criteria and reranked after each additional child is added to the waiting list. Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered a place at the school 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.

8. Monitoring and review

8.1. This policy will be reviewed by The Trust and Local Governing Body of the school on an annual basis.

8.2. TrustEd Schools may propose changes to these arrangements each year.

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8.3. TrustEd Schools, as the Admissions Authority, is responsible for determining the admissions arrangements, ensuring consultation takes place as needed, within the prescribed timescales.

8.4. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.

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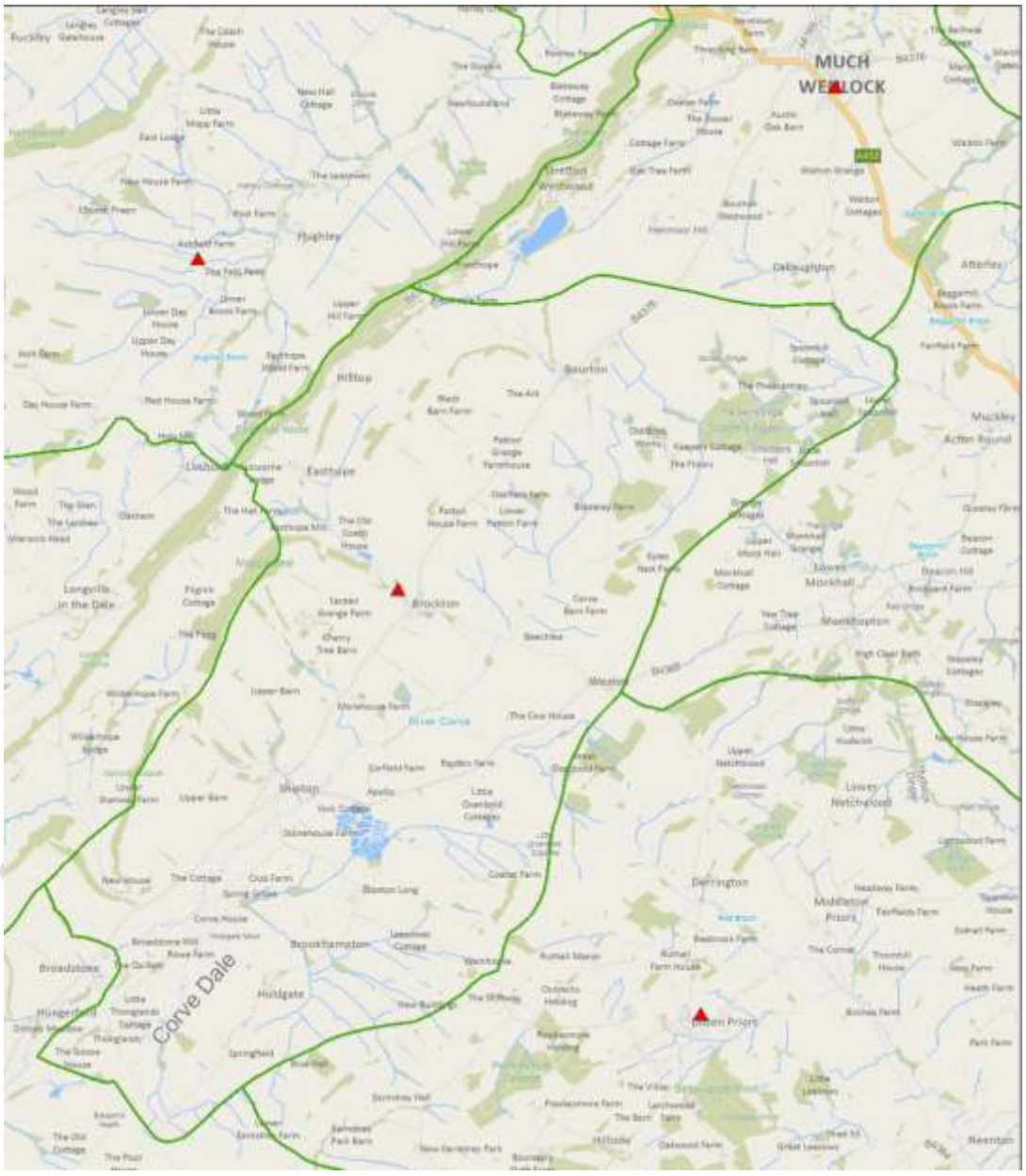
Appendix A: Alveley Catchment Map Area Map



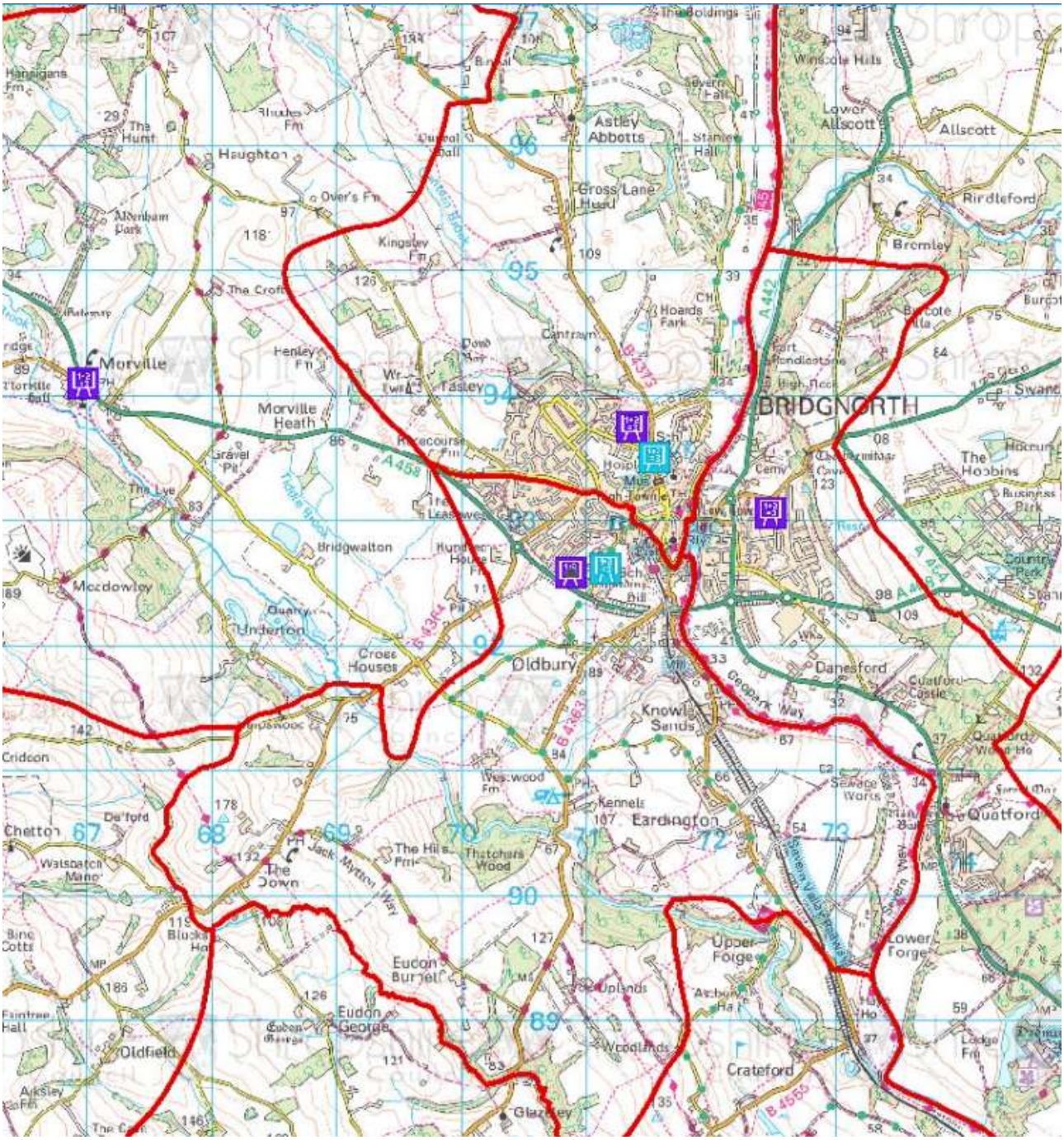
Appendix B: Belvidere School and Meole Brace School Shrewsbury Catchment Area Map



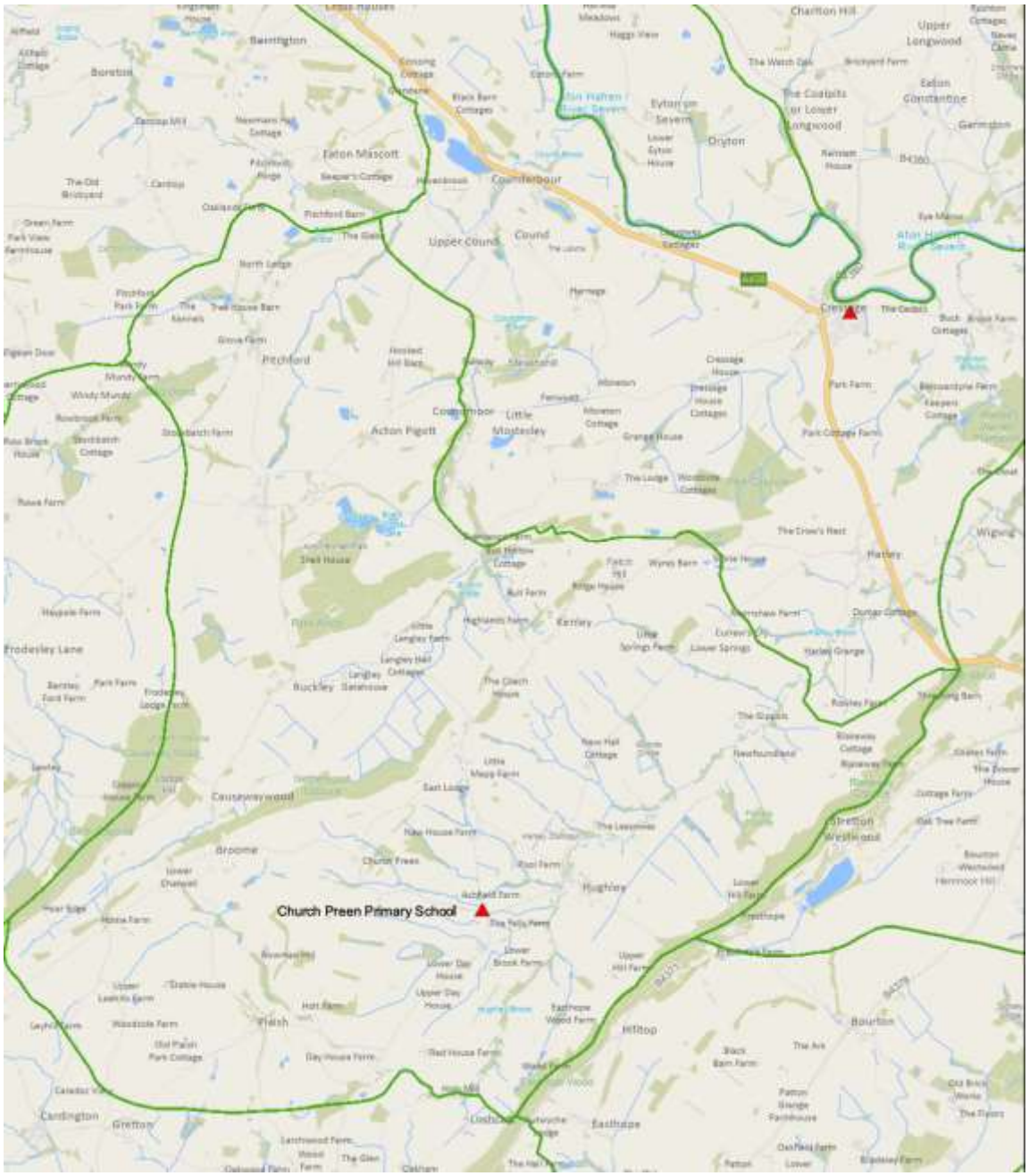
Appendix C: Brockton CE Primary School Catchment Area Map



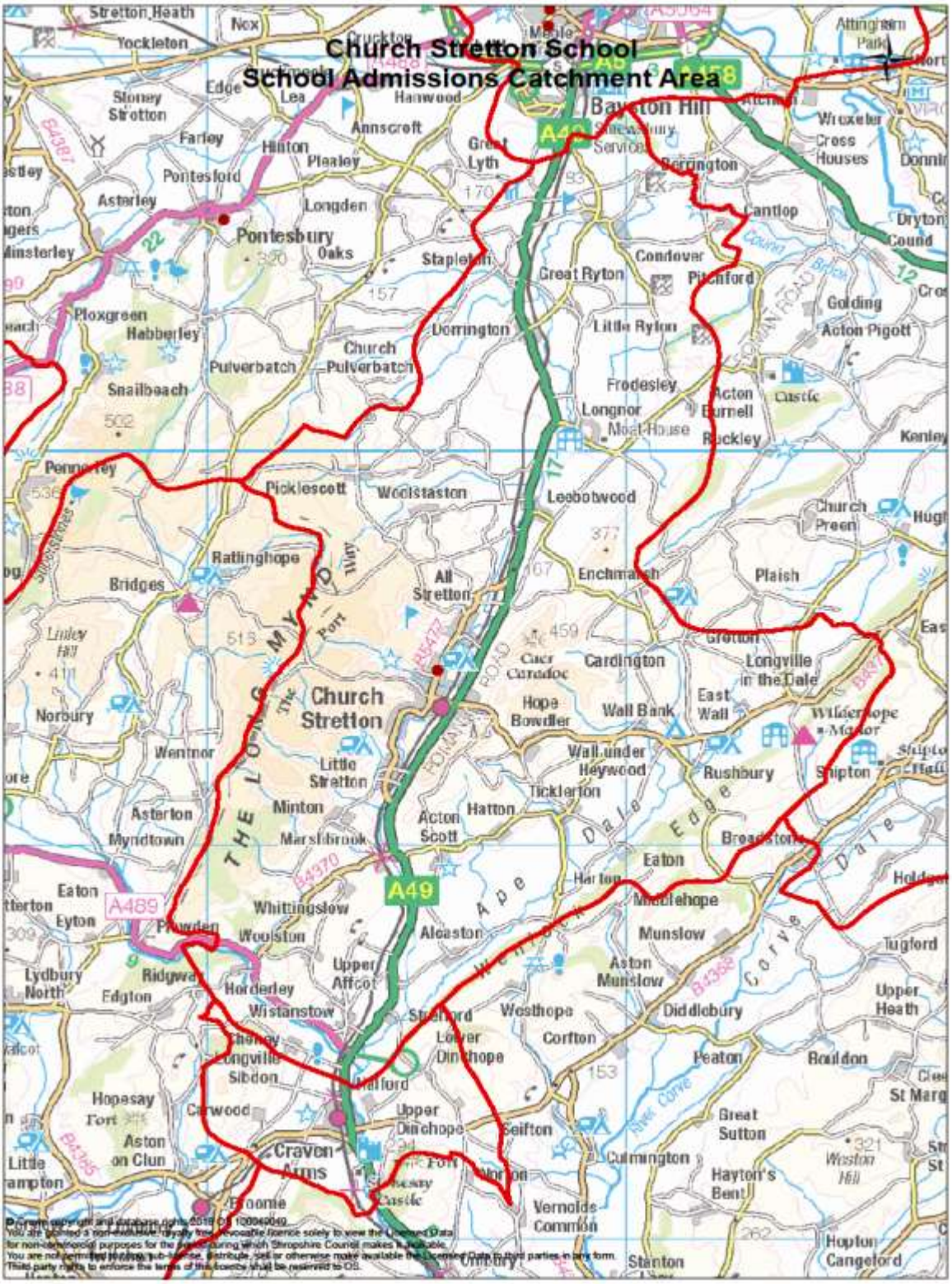
Appendix D: Castlefields Primary School Catchment Area Map



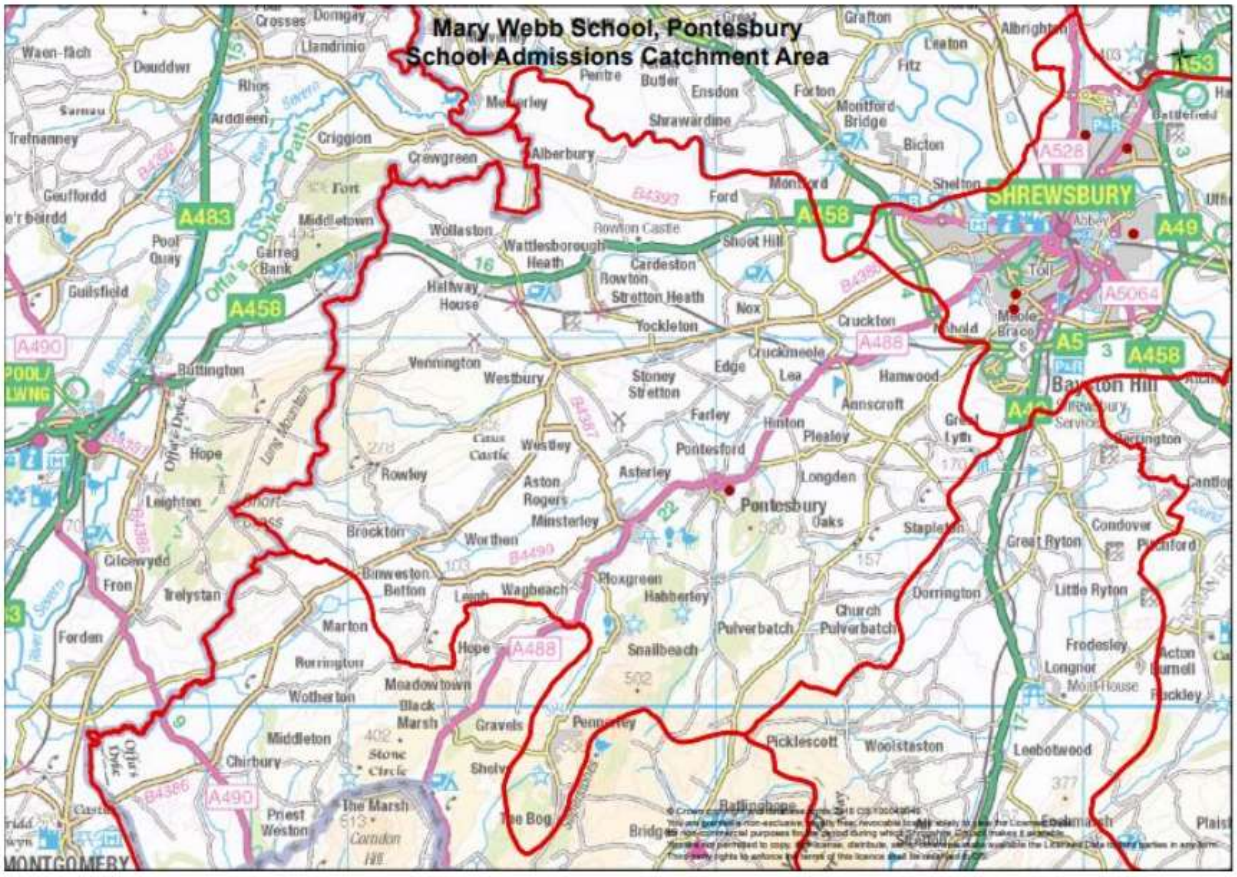
Appendix E: Church Preen Primary School Catchment Area Map



Appendix F: Church Stretton Catchment Area Map



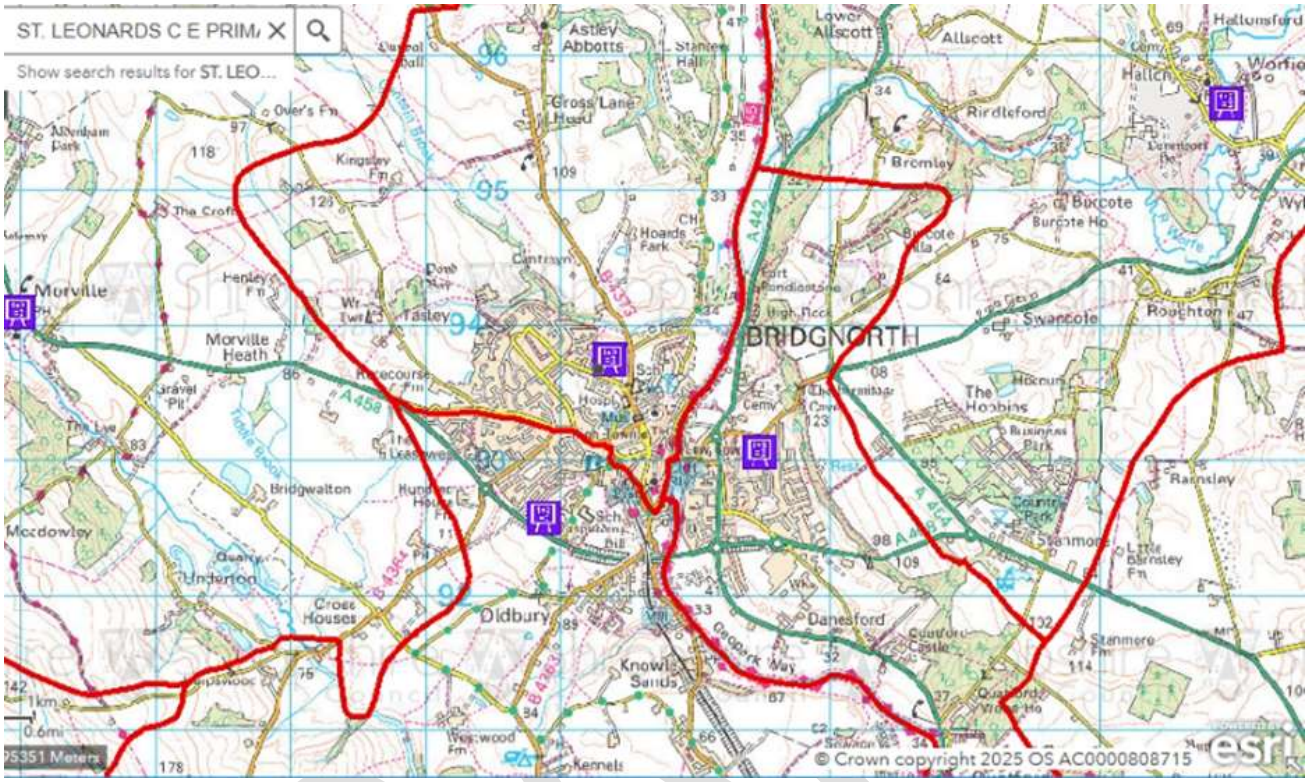
Appendix G: Mary Webb Catchment Area Map



Appendix H: Oldbury Wells Catchment Area Map



Appendix I: St Leonard's C.E Primary School Catchment Area Map



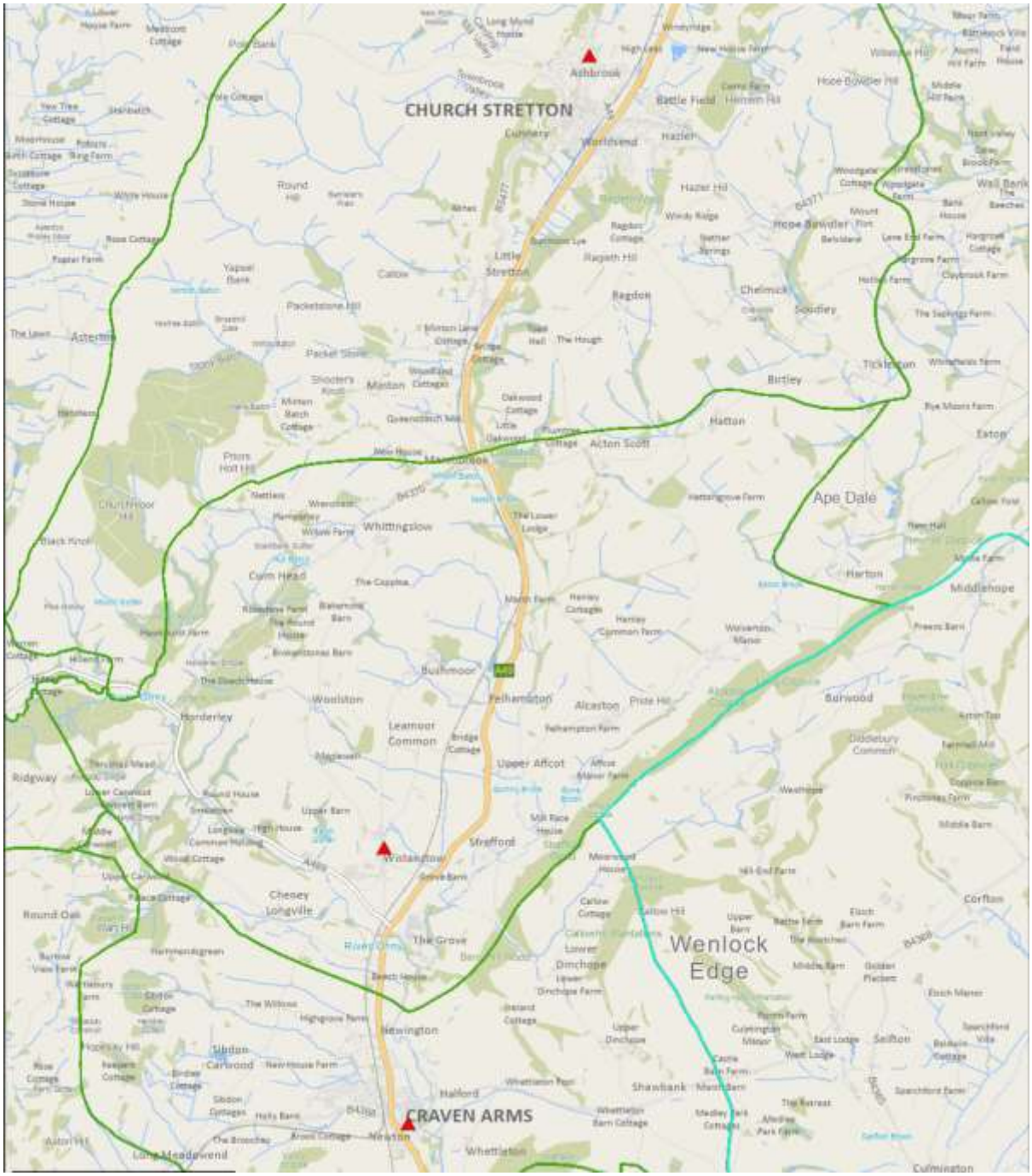
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Appendix J: Stokesay Primary School Catchment Area Map



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Appendix K: Wistanstow CE Primary School Catchment Area Map


CHURCH STRETTON
CRAVEN ARMS
Wenlock Edge
Ape Dale
Ashbrook
Hazler
Hope Bowdler
Chelmick
Bagdon
Little Stretton
Ragleth Hill
Hope Bowdler Hill
Hazler Hill
Windy Ridge
Soudley
Birtley
Hatton
Acton Scott
Eaton
Middlehope
Harton
Burwood
Whittinglow
Prior's Hill
Marshbrook
Bushmoor
Felhampton
Alcaston
Pride Hill
Upper Affcot
Leamoor Common
Woolston
Horderley
Ridgway
Cheney Longville
Round Oak
Wistanstow
Stretford
The Grove
Dinchope
Lower Dinchope
Upper Dinchope
Shawbank
Selton
Corfton
Culmington
Sibdon Carwood
Halford
Newington
Whettleton
Aston
Long Meadowend
Asterton
Packetstone Hill
Packet Stone
Shooter's Knob
Marton
Queenstech Mill
Corn Head
Nettles
Wrentdale
Hemphillow
Wilson Farm
Black Knoll
Church Wood
Prior's Hill Hill
Ridgeway
Ashbrook
Battle Field
Hansom Hill
Cuckoo Oak
Worldsend
Round Hill
Mount Pleasant
Wall Bank
Bank House
Hope Bowdler Firs
Belvidere
Lane End Farm
Hollow Farm
Claybrook Farm
The Sapplings Farm
Ticklerton
Whitehouse Farm
Rye Moors Farm
Middle Farm
Preens Barn
Wolverton Manor
Hattingrove Farm
Harley Common Farm
Harley Cottage
Marsh Farm
The Lower Lodge
Pulley Farm
Felhampton Farm
Affcot Manor Farm
Mill Race House
Meanwood House
Upper Barn
Grove Barn
Cheney Longville
Palace Cottage
Upper Barn
Longlea
High House
Common Holding
Wood Cottage
Abby
Round House
Lower Caynton
Upper Caynton
Caynton Barn
Ridgeway Farm
Bellamoor Barn
The Round House
Bridgehouse Barn
The Ditch House
The Coppice
Bridge Cottage
Mayswell
Thresholl Wood
Ridgeway Cottage
Callow Cottage
Callow Hill
Upper Barn
Battle Farm
The Watchers
Middle Barn
Golden Pheasant
Etsch Barn Farm
Etsch Manor
Westhope
Middle Barn
Dodsbury Common
Farmhill Mill
Corfton Bache
Pinchbeck Farm
Pinchbeck Barn
Eyton Top
Spanchford Vale
Spanchford Farm
Spanchford Cottage
Baldwin Cottage
Upper Barn
Cuckoo Oak
Callow Hill
Callow Cottage
Upper Dinchope
Dinchope Farm
Lower Dinchope
Dinchope
Ireland Cottage
Whettleton Farm
Whettleton Barn Cottage
Medley Park Cottage
Medley Park Farm
Alfordley Park Farm
The Retreat
Castle Bank Farm
Castle Bank Manor Barn
West Lodge
East Lodge
Selton
Culmington Manor
Culmington Farm
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