

School Admissions

Autumn 2024 Update

Dear Colleagues

Welcome back! We do hope you've been able to enjoy a break over the summer holidays.

Please find enclosed key information for the new academic year, along with essential legislation and processes that schools must follow.

This issue contains:

- Primary / Junior and Secondary transfer group information
- School Access Module
- NEW! In-Year Admissions Process
- Consultation for 2026/27
- Key reminders

As always, please feel free to contact the team with any admissions related queries. The contact details for the officer attached to your school can be found on page 10 of this newsletter. Our team inbox email address is school-admissions@shropshire.gov.uk

Best wishes for the new term!

Yours Sincerely

Shropshire School Admissions Team

KEY DATES FOR THE DIARY

Applications open for
Secondary & Junior
Transfer –
4 September 2024

Secondary Closing date
– 31 October 2024

Deadline for Secondary
Admission Authorities to
confirm ranking of
applications – 1
December 2024

Applications open for
Reception – 2
November 2024

Primary / Infant to
Junior Closing date – 15
January 2025

Deadline for Primary
Admission Authorities to
confirm ranking of
applications – 3 March
2025

2025/26 Admissions Round

The next admissions round for 2025/26 entry will be open on the following dates:

Secondary – 4 September 2024	Junior – 4 September 2024	Primary – 2 November 2024
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Letters for children eligible for the appropriate admissions rounds will be sent to schools at the beginning of term. Letters are named for each pupil on roll at your school in either Year 2 or Year 6 where they live in Shropshire, so please give them their own personalised copy. These letters must be distributed no later than the **12 September 2024**. Any children attending school who do not reside in Shropshire should be given a copy of the 'out of area' letter which is available on the Shropshire Learning Gateway. This directs them to their home authority to make an application.

Details of the admissions procedure, including a timetable of the various stages, are set out in the Admissions Guidance booklet, which can be accessed through the Shropshire Learning Gateway. We would encourage everyone who deals with school admissions in your school to acquaint themselves with the information.

An electronic version of the Parents' Guide booklet is available on our website www.shropshire.gov.uk/schooladmissions Hard copies are no longer being produced.

The closing date for applications is as follows – **there is no grace period for late applications:**

Secondary: 31 October 2024

Junior: 15 January 2025

Reception: 15 January 2025

As a school, you can aid both the School Admissions Team and your parents by regularly checking the School Access Module (SAM) to see which of your children are yet to make an application as the closing dates near. Details on how to access this information can be found on the following page.

IMPORTANT NOTE: You may have children attending school who do not live in Shropshire. They will be written to by their Home Authority. They can apply for Shropshire school(s) but they **must apply to their Home Authority**. If they incorrectly apply to Shropshire their application will be discarded. This has happened in previous years, causing issues. Your help in directing the parents to the correct authority would be appreciated.



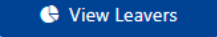
School Access Module (SAM)

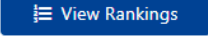
The School Access Module (SAM) is a way for schools to view applications as they are submitted for entry into Reception, Year 3 and Year 7 for each of the transfer groups. This can be accessed via <https://ems.shropshire.gov.uk/SynergyWeb/>

Primary and Junior schools will be able to see which of their students – who reside in Shropshire - have made an application to transfer to secondary school. Infant schools can check on transfer to Junior applications. **Schools are asked to remind and assist parents who have not made an application to do so prior to the closing date.** This will help to reduce the number of late applications and potential of children missing out of their preferred school.

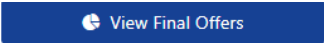

We advise schools to check SAM regularly and in particular, a week before the closing dates of each transfer group. This is especially important for secondary transfer as the closing date always falls in the October half-term.

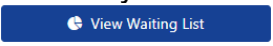
To check if students have made an application to transfer to secondary school log into SAM, select the 'Transfer to Secondary 2025/26 round. For junior applications select the 'Transfer from Infant to Junior 2025' round.

From the round summary page select . This will show pupils who have made an application and number of preferences but not the schools applied to.

Schools can view applications to their 2025/26 intake rounds by selecting  from the round summary page of the relevant round. Please note this will show **all** applicants who have named the school as a preference (including second and third preferences). Whilst it is a 'live' system, applications may not appear immediately as they first need to be transferred from the parent portal or other authorities by the School Admissions Team.

After the round closing date and the team have imported and checked all on time applications, own admission authority schools will be e-mailed to request they check any sibling and staff claims and confirm the rank order with their Governing Body/Admissions Committee by a specific date. This must be done to ensure we comply with our determined coordination timetable. Further details on how to do this can be found on pages 2-6 of the SAM guide.

School Admissions continue to process late applications for Reception, Year 3 (Junior) and Year 7 2025 on a weekly basis. You will be able to view any changes to these rounds in SAM. Select the appropriate round and click  to see any additions and  to see withdrawals. Further details can be found on pages 9-10 of the guide.

For your information you can view any waiting lists for these rounds by selecting the appropriate round and clicking  however The School Admissions Team will be responsible for allocating from the waiting list. **It is important that if you receive any applications for these transfer groups that you direct/send them to the Admissions Team as we hold the waiting lists. Failure to do so could result in maladministration.**



NEW! In-Year Admissions Process

From 1 September 2024, the responsibility of the coordination and allocation of all in-year places returned to the Local Authority for all schools in Shropshire.

Schools have already received the protocol and flow-chart which details the new way of working, but key points to note are below:

Time Scale	Task
Each Term:	Please complete the brief 'Number on Roll (NOR) form' that has been emailed to school. This will submit details of the current number on roll (NOR) for each year group at the start of the term.
Within two school days:	Any pupil movement must be recorded on the 'starters and leavers' form within two days of the child starting/leaving.
Promptly	Any enquiries for a school place should be directed to the LA. Parents can make an online application via our website – Synergy - Homepage (shropshire.gov.uk) If parents require any assistance before applying, they can contact the team via email school-admissions@shropshire.gov.uk

Can you also ensure the following has been actioned, as requested in the summer term:

1. Ensure that the school's website has been updated with the wording sent from School Admissions regarding the application process
2. Ensure that no mid-term applications are available from school as this form is now obsolete.
3. Ensure that your school website has available
4. Please can you complete this brief form which advises who the LA needs to contact in school to discuss any pending applications. This will ensure a timely decision is made in compliance with the School Admissions Code.

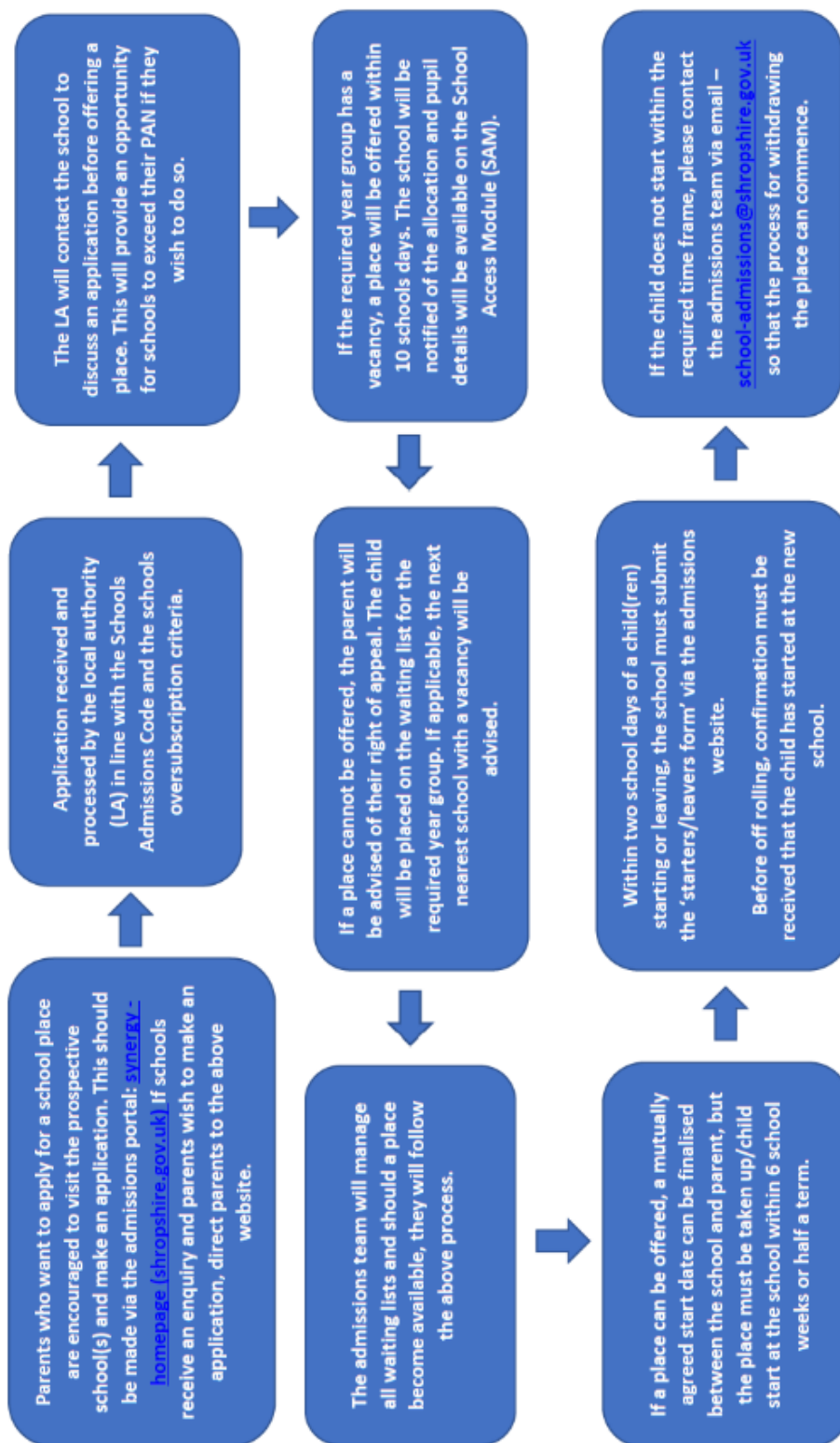
Primary Schools	https://forms.office.com/e/4USEA3hYS9
Secondary Schools	https://forms.office.com/e/vp1ynzVaBW



In-Year Admissions Flow Chart



IN-YEAR ADMISONS FLOW CHART - SEPTEMBER 2024



SAM – IN-YEAR PROCESS

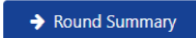
You will need to log into your account <https://ems.shropshire.gov.uk/SynergyWeb/>. You can sign in in the top right corner.

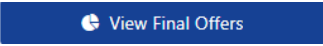
Allocated Pupils

Once logged in select Schools from the top left-hand side.

If there are multiple schools associated with the account, select the one you want to look at.

Then select admissions.

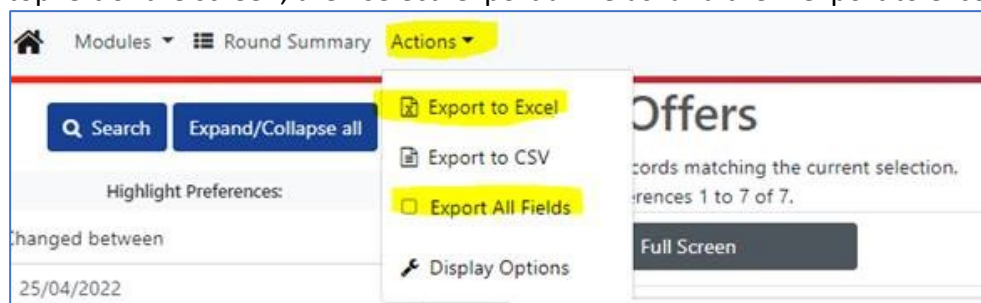
Select the year group you wish to look at from the drop down and click  this will take you to the round summary page.

Click  (bottom right of the screen) to see which children have been allocated a place, at the school in the year group

If you click on the heading 'status last updated' this will order by date, and you can see any children that have been added recently

If you click on an individual child, you can see their full details and if there is a paper clip next to the record this means the applicant has attached a document which you can open and view.

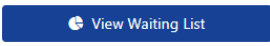
You can also download the children's information to an excel spreadsheet by clicking 'actions' at the top left of the screen, then select 'export all fields' and then 'export to excel'.




This will produce a spreadsheet with lots of information including parent contact details.

Waiting lists

You will be able to see any children on your waiting list for a year group by selecting

 (bottom right of the screen) from the round summary page.

Again, you can click on a child to see their information.

If we have asked for a response regarding applications we have received, but you have not yet responded to us, you will be able to see these pupils in the  section.



2026/27 Consultation on Admission Arrangements

Consultation for the 2026/27 academic year will begin after 31 October 2024 and end by 31 January 2025. Arrangements need to be determined by all schools on 28 February 2025, and the policies copied to the Local Authority and published on the school's website by 15 March 2025.

Please visit our website for further details – [Admissions arrangements and criteria | Shropshire Council](#)

The Admissions Team requires a copy of your draft 2026/27 Admissions Policy from all own admission authority schools. We respectfully request this is sent to school-admissions@shropshire.gov.uk no later than **Friday 4 October 2024** to ensure this can be checked for compliance before the consultation period begins.

If school are proposing any changes to their 2026/27 policy – including changes to your published admission number (PAN) – can these please be highlighted before emailing as this makes it easier for checking purposes.

We require a copy of your policy even if there are no changes.

As part of the Admissions Service Level Agreement (SLA), Shropshire Council coordinates the consultation for all own admission authority schools, such as academies and voluntary aided schools, whose governing bodies/trustees are responsible for setting their admission arrangements and who wish to make changes to those arrangements.

Admission authorities for schools designated as having a religious character, who wish to propose any changes to their admission policy for 2026/27, **must** consult with their diocese about proposed admission arrangements **before** any public consultation. We suggest this is actioned before submitting your proposed arrangements to Shropshire LA.



Deferred Transfer Process

Deferred Transfers

Children can attend primary education from the September following their fourth birthday, and then secondary education from age 11. The law requires that children attend school from the prescribed day of or following their fifth birthday. (The prescribed days are 31 December, 31 March and 31 August).

Children born from 1 April to 31 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 (but not later than the beginning of the summer term) for your child. You can discuss this with the school. This will require the parent to apply on-time (by 15 January) using the application process provided by Shropshire Council. Once places are allocated on the 16 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 1 September in one year to 31 August the following year are normally educated together in one year group. If parents do not make a request for admission out of the normal age group your child will start school in year 1. You 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.



Deferred Transfer Process Cont...

Deferred Transfers Continued

The parent will need to submit a form requesting a formal deferral and 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 for processing. **Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (31 October for Secondary and 15 January for Reception/Junior).** We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the team will do their best to process prior to the end of the academic year, though there is no guarantee of this.

It is important to advise a parent that, should their summer born child defer for a year, they will reach school leaving age at the end of year 10, rather than year 11. The school will not ask them to leave, but they will no longer be required by law to attend school and the school may not be able to enforce their attendance. Children usually take their GCSEs in year 11.

Children with special educational needs or a disability

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so they can access the support available there.

All teachers are trained to support all children to succeed, including those with SEND. Every mainstream school must have a special educational needs coordinator (SENCo) - a qualified teacher with an additional SEND qualification.

If a parent is worried about their child starting school because of their SEND, they can speak to their health visitor or to staff at the school they would like their child to go to, for example the headteacher or SENCo. The parent can also speak to the local [Special Educational Needs and Disabilities Information, Advice and Support service](#).

If a child is going through an EHC needs assessment and a parent intends to request admission to reception aged 5, they will need to discuss this with the local authority.



Contact Information

Please see below contact information for the School Admissions Team:

Officer	Area	Phone	Email
Rachel Reynolds	School Admissions Manager	(01743) 254435	Rachel.reynolds1@shropshire.gov.uk
Michelle Carson	Assistant School Admissions Manager / South Secondary Schools excluding Bridgnorth, South Primaries	(01743) 254331	michelle.carson@shropshire.gov.uk
Ruth Griffiths	School Admissions Officer / Appeals Officer / Shrewsbury Secondary and Primary Schools	(01743) 254364	ruth.griffiths@shropshire.gov.uk
Sally Herbert	School Admissions Officer / Appeals Officer / Shrewsbury Secondary and Primary Schools	(01743) 254211	sally.herbert@shropshire.gov.uk
Helen Cummings	School Admissions Adviser – North Shropshire Primary & Secondary Schools	(01743) 254394	helen.cummings@shropshire.gov.uk
Rachel Perry	School Admissions Adviser / Bridgnorth Secondary & Primary Schools, Junior Schools and School Access Module Adviser	(01743) 254529	rachel.perry@shropshire.gov.uk
Lauren Boden	School Admissions Apprentice	(01743) 255216	lauren.boden@shropshire.gov.uk

Our teams' individual availability varies during the week. Feel free to use our team inbox address – school-admissions@shropshire.gov.uk which is monitored Monday through Friday



The next edition of the Newsletter will be released in January 2025. Content will, amongst other things, include key information on the allocation, review, and appeal processes for Secondary Schools.

The School Admissions Team would welcome any suggestions of content that colleagues feel would be appropriate to include to aid best practice and compliance of the School Admissions Code by 1 December 2024. Please submit any suggestions to school-admissions@shropshire.gov.uk

