



# Clee Hill Community Academy

## ADMISSIONS POLICY

For entry to Reception in September 2027

DATE POLICY WAS APPROVED	17.12.2026
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	Headteacher



## **Key Definitions**

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

### **This Admissions Policy applies to Clee Hill Community Academy**

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

**“CEO”** includes the Chief Executive Officer

**“CFOO”** includes the Chief Financial Officer

**“Trust Senior Leadership Team”** includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

**“Headteacher”** includes the appropriate School Headteacher.

**“Trustees or Trust Board”** are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

**“Local Academy Boards (LAB)”** are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

**“Local Governing Bodies (LGB)”** are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

**“Chair”** responsible for leading the board and ensuring its effectiveness

**“Stakeholders”** are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

## **Admissions Authority**

On 1 November 2025, the Shropshire Gateway Education Trust merged with the Four Stones Multi-Academy Trust to form a new Trust: 'Four Stones Gateway Trust'.

The Trust Board of 'Four Stones Gateway Trust (FSGT)' is the new admissions authority for Cleve Hill Community Academy.

All statutory responsibilities for admissions are exercised in accordance with the School Admissions Code (2021).

## **Admissions Process**

This Policy will be used during 2027/2028 for allocating places in the main admission round for entry to Year R in September 2027. It will also apply to in-year admissions during 2027/2028. It does not apply to those being admitted to Nursery provision.

## **Published Admission Number (PAN)**

The published admission number (PAN) for entry to Year R is 20. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants

## **Admissions to Nursery**

Please refer to the school's Nursery Admission Policy.

## **Admissions to Reception**

Children in England are entitled to start school full-time in September following their 4<sup>th</sup> birthday and must start their education by the beginning of the term after their 5<sup>th</sup> birthday\*.

Shropshire Council does not offer the option for a child to start primary school before they are eligible

All applications for Reception must be made via the Shropshire Council's Admissions Team's coordinated admissions scheme. The school and Trust do not accept direct applications for Reception places. A letter from the Council's Admissions Team is sent to all parents/carers in the autumn term, the year before your child is due to start school, with details about the admissions process.

Contact address	Admissions Team, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ
Tel.	0345 678 9008
Or email:	<a href="mailto:school-admissions@shropshire.gov.uk">school-admissions@shropshire.gov.uk</a>
Website:	<a href="http://www.shropshire.gov.uk/schooladmissions">www.shropshire.gov.uk/schooladmissions</a>

All applications received within the allocated time (usually 15 January) will be considered and parents/carers will be informed by Shropshire Council (16 April) or next working day if they have been allocated a place for their child.

## **Late Applications:**

Late Applications are those received after the closing date published on Shropshire Council's coordinated admissions scheme (15 January) will be classed as late.

Late applications will be processed in accordance with the Shropshire Council's Admissions Team's published arrangements and the School Admissions Code (2021), ensuring fairness and transparency. If you consider there are exceptional circumstances for your late application, e.g. house move, serious illness, bereavement please email [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) for advice.

We strongly advise parents/carers to apply before the closing date.

If unsuccessful on allocation day, a child will automatically be added to the waiting list of their preferred school. Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered at the school by Shropshire Council on behalf of the Trust.

Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria be offered a place at the school by Shropshire Council on behalf of the school.

For further information regarding admissions and the dates, we recommend that you read Shropshire LA's publication 'Parents/carers' Guide to Education in Shropshire' and refer to the information on the following website: [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions).

### **Deferred Entry:**

Children born between 1 April to 31 August - known as summer-born children – do not need to start school until the September after their 5<sup>th</sup> birthday, a year after they could first have started school. **Most summer born children start at age 4 with no issues.**

Parents/carers 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/carer 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. 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/carer can contact the Headteacher to discuss the delayed start.

### **Option 2 - Defer for a full year**

If a parent/carer 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.

To defer for a full year parents/carers must submit a request for admission out of the normal age group ideally by 15 January. Shropshire residents can email [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) to request this.

The admission authority will make decisions on requests for admission outside the normal age group in accordance with paragraphs 2.17–2.18 of the School Admissions Code (2021), considering the child's best interests. Parents have the right to appeal if refused admission to the normal age group.

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 (15 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 defers for a year, it is 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/carers do not make a request for admission out of the normal age group your child will start school in Year 1. Parents/carers 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.

**It is important to advise a parent/carer 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.

**Special Educational Needs or Disability (SEND):**

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/carer 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/carer 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 the parent/carer intends to request admission to Reception aged 5, they will need to discuss this with Shropshire Council's Admissions Team.

**Mid-term or In-Year Applications:**

Mid-term applications will be dealt with using the same admissions criteria.

You may apply online for in-year transfer at <https://ems.shropshire.gov.uk/SynergyWeb/> where you can also see further information. Shropshire Council co-ordinate all in-year applications to Shropshire schools.

The coordinated admissions schemes can be viewed at <https://next.shropshire.gov.uk/school-admissions/admission-arrangements-and-criteria/>.

All schools in the Trust take part in Shropshire Council's coordinated scheme for in-year admissions.

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/carer advising them of the offer and the need to contact school directly to arrange a start date.

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. The Headteacher will consult with the Admissions Panel to consider whether additional places can be offered above the published admission number. The school will consider:

- the overall number of students at the school and this may allow for 'bulge' year groups to pass through.
- whether the school has the facilities (human and physical) to support additional children.

A decision must be notified to parents/carers within 15 school days of making the application.

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

Shropshire Council maintain a waiting list for any oversubscribed year group. If a place becomes available, applications currently on the waiting list will be ranked according to our published oversubscription criteria and an offer made to the child who ranks highest at that time.

When a place is 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.

Applicants are only considered as resident in the catchment area when formal confirmation (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.

#### **Application for places outside the normal age group:**

Parents/carers 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/carers should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents/carers 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/carer 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.

With the application, parents/carers should request that the child is admitted to another year group (state which one), and the reasons for that request. Further evidence may be requested. Requests for admission outside of the normal year group will be considered alongside other applications made at the same time.

#### **Parental Responsibility and Agreement in Applications:**

When more than one parent/carer holds parental responsibility for a child, it is essential that all parties reach agreement regarding the preferences to be expressed in the school application before the submission takes place. Shropshire Council's Admissions Team is unable to arbitrate when parents/carers cannot agree. In cases where more than one parent/carer submit separate applications for the same child, or if a parent/carer disagrees with the preferences stated, Shropshire Admissions Team will suspend the application until either an agreement is reached or the matter has been settled by the court. **This should be given urgent attention to avoid your child being disadvantaged or left without a school place.** If you cannot agree you should seek independent legal advice and, if necessary, an appropriate court order before submitting the application. The address given should be that of the parent/carer named in the court order.

#### **Oversubscription Criteria:**

All schools have an admissions limit for each year group based on an admission number. Our present admission number is 20.

Where there are more applications than places children will be offered places in the following order of priority (for definitions of the words in **bold**, see the Definitions section below)

Children with an Education and Health Care Plan (EHCP), which names Clee Hill Community Academy, shall be admitted, as required by the School Admissions Code (2021) after which places are allocated up to the Published Admission Number of 20 according to an agreed set of criteria in strict order of priority as shown below.

1. **Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
2. Children whose **home** is within the designated **catchment area** (see map at the end of this policy) of the school.

If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:

2a. Children whose **home** is within the **catchment area** who will have a **sibling** at the school on the day they are due to start school.

2b. Children whose **home** is within the **catchment area**, nearest the school by the shortest straight line.

If there are spaces still available after the above criteria have been applied:

3. Children whose **home** is outside the designated **catchment area** will be offered places according to the following criteria:

3a. Children with a **sibling** on roll at the school on the day they are due to start school.

3b All other children.

**Please note:** Eligibility for any category which is met at the time of application must apply at least until the closing date for applications for such eligibility to remain valid. When applying at the normal time of transfer, parents/carers must amend their application if their circumstances change between application and the deadline on 15 January, for example change of address or school.

Any change to circumstances at any time which affects eligibility for any oversubscription category must be notified without delay to the Council's Admissions Team and to the school.

#### **Definitions:**

**Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

"Looked after" means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

#### **Catchment Area**

Our catchment area is defined on the map which may be viewed at the end of this Policy or from Admissions at Shropshire Council.

If you wish to check whether your address falls within the catchment area for Clee Hill, you may also visit [ArcGIS interactive mapping service | Shropshire Council](#) and use the on-line postcode catchment area checker.

For admissions purposes all distances are measured as a straight-line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a random tie break will be used, independently supervised in accordance with the School Admissions Code (2021).

#### **Home**

Home is defined as the only or main permanent residential address at the closing date for applications where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, Shropshire Admissions Team will need to know which school nights are spent with each parent/carer. If this does not result in a majority of school nights with either parent/carer, Shropshire Admissions Team will not be able to determine the home address this time way. In such cases, the child's home address will usually be considered to be that of the parent/carer who claims child benefit.

Places cannot be offered on the basis of a possible future address. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission and that any previous home has been permanently relinquished.

Applications considered by the Local Governing Body to use an invalid address may be rejected and while a further application may be submitted from an alternative address if this is received after the closing date it will be placed below all on-time applications in accordance with our policy on late applications. An offer of a place at Clee Hill may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

### **House Moves**

Parents/carers must apply from the **home** address where they and the child live at the date of application and must amend their application address if they move **home** between application and 15 January. Changes of address after 15 January will be considered by Shropshire Council's Admissions Team where the family has moved house after the closing date (up until 4 weeks before the allocation date) and where supporting documentation verifies these circumstances. See also the section on Late Applications

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address which may be taken as the home address for a service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

### **Sibling**

Applicants who have a sibling on roll at Clee Hill at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent/carer, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling. There is no guarantee of a place at Clee Hill for applicants who have qualifying siblings on roll.

The Local Governing Body of Clee Hill endeavour to keep children of multiple births together.

### **Appeals:**

If your application for a place at Clee Hill Community Academy is unsuccessful, you have the statutory right to appeal to an Independent Appeals Panel in accordance with the School Admission Appeals Code (2022).

- Appeals must be lodged within at least 10 school days from the date of notification that your application was unsuccessful.
- For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals.
- For in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.



Appeals are heard by an independent panel. The statutory right to appeal applies only to refusals of admission to the school, not to refusals to admit to a preferred year group.

Information about the appeals process, including the timetable, can be found on the Shropshire Council website: <http://www.shropshire.gov.uk/schooladmissions>

Appellants should contact the Shropshire Council School Admissions Team for further details on how to lodge an appeal.

Parents/carers considering lodging an appeal are strongly advised to obtain all relevant information before deciding whether to appeal.

*The information contained in this Policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Shropshire County Council.*

### **Transparency**

This Policy is published online and available in hard copy on request.

### **Catchment Area Map**

Please see below our catchment area map, however parents can access an interactive online map for further details - [General Map Viewer](#)



