



Admissions Policy 2027-2028

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 the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday*. For admissions to the Reception, application must be made through Shropshire Council (or the home local authority) 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 (or the home local authority) on 16th April if they have been allocated a place for their child.

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

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

Summer-born children Children born from 1 April to 31 August are known as summer-born children. They don't need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach compulsory school age. Parents of summer-born children have two options if they feel their child isn't ready to start reception in September with their natural cohort:

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Option 1 - delayed start A parent of a summer-born child starting school aged 4 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). 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 your local authority. 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 that their summer-born child will start school aged five and wants that child to start school in reception (not year 1), they need to make a request to the local 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. This means that you'll need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.

This information doesn't apply to children with education, health and care (EHC) plans. If your child has an EHC plan and you wish them to start school in reception (not year 1) when they're five, you should contact the SEN team. Having special educational needs and disabilities (SEND) doesn't necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so that they can access the support available there.

If you decide that you want to defer for a full year You should still apply for a school place as normal by 15 January - as if your child was going to start school at age four - even if you want to delay their start until age five. You should also submit a request for admission out of the normal age group ideally by 15 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. If you decide to delay your child starting school until the September following their fifth birthday but don't request admission out of their normal age group at this time, your child will start school in year 1.

You'll need to make an in-year application for a school place for your child, and we can advise you on when it would be best to make such an application. Please note that some schools are likely to be full at this point and unable to offer you a place. Schools are unable to hold a place for your child from the previous year. Please be



advised that should 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. Another point to be aware of is a summer-born child deferred for a year will reach school leaving age at the end of year 10, rather than year 11. The school won't ask them to leave, but they'll 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

School transport is another consideration as local authorities only have to provide school travel for certain children of compulsory school age. If your child gets free travel, it may stop when they reach the end of year 10. Please visit the Gov.UK website for further information on summer-born children starting school

Admissions Criteria:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Clee Hill Community Academy will be allocated places, 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:** 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.
- 2.** Children living inside the designated catchment area will have priority of admission. 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.** Priority will be given to children living within the catchment area who will have an sibling at the school on the day they are due to start school.
 - 2b.** After that, priority will be given to other children who live within the catchment area.
- 3.** If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
 - 3a.** Children who will have a sibling at the school on the day they are due to start school.
 - 3b** All other children.

Notes



- ¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
- ² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
- Each category will be rank ordered according to the distance from home to school as a straight line measurement.
- A sibling connection is defined as a brother or sister, step-brother or step-sister, 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 siblings are also included. Siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

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.

The Admissions Committee are responsible to ensuring that applicants are ranked in accordance to our admission's policy and reported at the following Full Governor's meeting.

In the event that two 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.

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 a place at the school by Shropshire Council on behalf of the school.

Admissions to our schools are managed by Shropshire Council who will hold any and all waiting lists. 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 by Shropshire Council on behalf of the school

Mid-term or In-Year applications

Shropshire Council coordinate and allocate requests for places at our school. If you wish to apply for a place at our school, please complete the online application form via this link

- <https://ems.shropshire.gov.uk/SynergyWeb/>

Your application will be processed by the School Admissions Team at Shropshire Council in accordance with our published oversubscription criteria. You will then be notified via letter of the outcome of your application.

If the application is for a place in an over-subscribed year group, then the Headteacher will meet the Chair of Governors to consider whether additional places can be offered above the published admission number. The decisions should then be reported back to the Admissions Committee and shared at the next Full Governors Meeting.

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.

Shropshire Council, admissions, on behalf of our 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.

Applicants are considered to be resident within the designated catchment area (See Appendix 1) 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.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School

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Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

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 a place at the school by Shropshire Council on behalf of the trust.

Applying for a place out of cohort

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. 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.

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

Catchment Area Map

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

