



# Blue Hills Federation



## ADMISSIONS POLICY

FOR ACADEMIC YEARS 2023/2024, 2024/2025, 2025/2026

### The Blue Hills Federation

The Blue Hills Federation is a collective of three primary schools – Clunbury CE Primary School, Newcastle CE Primary School and St Mary’s Bucknell CE Primary School. All three schools share one Executive Headteacher and one Governing Body. When using the term ‘Blue Hills Federation’ within this policy, it is in reference to all three schools. When policy only applies to one school that school will be named specifically. Newcastle CE Primary School does not have a nursery or a preschool, therefore any references to nursery or pre-school do not apply to Newcastle CE Primary School.

### Our Vision

Proverbs 22:6 - Good News Bible

***‘Teach children how they should live, and they will remember it all their lives.’***

We are a caring Church Federation bringing together and serving many communities. We provide nurturing environments that facilitates learning for all. We encourage everybody to become confident, sociable and responsible citizens who achieve to the best of their ability in preparation for a fulfilling future.

### Our Values

Trust and Truth; Joy and Happiness; Love and Respect; Thankfulness;  
Friendship and Family; Perseverance and Resilience

**Review Date: September 2023**

# The Blue Hills Federation

## Admissions Policy for Academic Years 2023/2024, 2024/2025, 2025/2026

Both Clunbury CE Primary School and St Mary's Bucknell Primary School are Voluntary Aided and as such the Governing Body has responsibility for admissions. If you would like your child to be admitted to either of the schools, please contact the headteacher in the first instance, giving the name and date of birth of your child/ren. The admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues.

Newcastle CE Primary School is a Voluntary Controlled School and as such the Local Authority is responsible for admissions. If you would like your child to be admitted to Newcastle C.E. Primary School, please contact the Headteacher in the first instance, giving the name and date of birth of your child/ren. The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues.

Shropshire residents should make application for Reception through Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) by 15<sup>th</sup> January preceding the beginning of the academic year in which you wish your child to start school. All applications received by the closing date will be considered. Parents will be informed on 16<sup>th</sup> April if they have been allocated a place for their child.

Children can attend primary education from the September following their fourth birthday. 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). Most children do start school in the September after they turn four. However, a child doesn't need to start school until they reach compulsory school age and a delayed start date will need to be discussed and agreed with the headteacher.

### 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:

#### 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 headteacher.

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](mailto: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. Schools are unable to hold a place for your child from the previous year.

See the table below which sets out the timetable.

<b>Born between</b>	<b>Due to start school</b>	<b>Time to apply</b>	<b>Allocations made</b>
01.09.18 – 31.08.19	September 2023 onwards	By 15 January 2023	16 April 2023
01.09.19 – 31.08.20	September 2024 onwards	By 15 January 2024	16 April 2024
01.09.20 – 31.08.21	September 2025 onwards	By 15 January 2025	16 April 2025

Details of applications and allocations made in the previous application round can be found on Shropshire Council's website and in the Council's 'Parents' Guide to Education' booklet available on the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk). Reference copies are also available in school.

All schools have an admission limit for each year group. The admissions number for each year is 10 at Clunbury CE Primary School, 8 at Newcastle CE Primary School and 8 at St Mary's CE Primary School. Children who have a statement of Special Educational Needs or an Educational and Health Care Plan (EHCP) in which Clunbury CE Primary School, Newcastle CE Primary School or St Mary's Bucknell CE Primary School are named as the appropriate school will be offered places first. After which, where applications exceed the admission number, places will be allocated up to the admission number according to the following criteria in order of priority:

1. Looked after children who are in public care and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), as defined in the School Admissions Code.
2. Children living in the designated catchment area and who have an older brother or sister at the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school, measured by a straight line on a computerised mapping system.
4. Children living outside the catchment area and who have an older brother or sister at the school on the day they are due to start and whose homes are nearest to the school, measured as a straight line on a computerised mapping system.
5. Other children living outside the catchment area and whose homes are nearest to the school, measured as a straight line on a computerised mapping system.
6. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that either Clunbury CE Primary School, Newcastle CE Primary School or St Mary's Bucknell CE Primary School are relevant to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 - 5.

## NOTES:

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). Fostered and adopted siblings are also included. Older 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.

All applications will be considered by the Admissions Committee according to the admissions criteria above. Parents will be notified on 16 April of the decision on the allocation of places by letter from the Admissions Team on behalf of the Chairman of Governors. Should the admission be refused, parents may ask for a review, by writing to the Chairman of Governors at the school, who will refer the request to the Governors' Appeals Committee. This Committee will not include the Headteacher and the Chairman.

Any applications which do not arrive until after the closing date will not normally be considered until after the allocation date, unless there are exceptional circumstances, such as a house move from another area. Parents are therefore advised that if they do not apply at the correct time, they may not get a place at their preferred school as it may be filled by other applicants.

Such late applications can be included on a waiting list which will operate until the end of the first term of the new academic year. Where a place becomes available and there are several applicants, the allocation will be made according to the admissions criteria.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Education Authority and the Hereford Diocesan Board of Education and is in accordance with the DfE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school.

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are places in the child's year group and invited to apply if there are places available then arrangements will be made for your child to start. If not then parents should follow the procedure set out in the above paragraph.

Parents are advised that if your child is attending the pre-school/nursery attached to the school this gives no guarantee or right of admission into the mainstream school. Equally, children do not have to attend the pre-school/nursery in order to qualify for a place at the school. Parents must complete an application form for the mainstream school.

We recommend that you read Shropshire LA's publication 'Parents Guide to Education in Shropshire' available from the website, [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or from local libraries. Reference copies are also available in school. The booklet contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school. For your information, we liaise closely with Shropshire LA over the admission process.