



Admissions Policy

Martin Wilson Primary School and Early Years Centre 2024/2025

The Martin Wilson Primary School and, as such, its Governing Body has responsibility for its own admissions. Admissions processes are, however, coordinated by Shropshire Council, which is the Local Authority (LA), and the school liaises closely with Shropshire Council on admissions issues.

To apply for a place at our school contact Shropshire Council who coordinate all requests. We do however recommend that you visit the school first to assist in informing your choice. 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/>

The School Admissions Team at Shropshire Council will process your application in accordance with our school's oversubscription criteria. You will then be notified via letter of the outcome of your application.

For admissions to the Reception Year, application must be made through Shropshire Council 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 Shropshire Council will inform parents on 16th April if they have been allocated a place for their child.

Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and for details of the admission arrangements. Late applications will be considered if there are exceptional circumstances, such as a house move or serious illness/bereavement in the family, or if there are still places, after all other applications have been considered. Otherwise, late applications will be placed on a waiting list and considered at a Waiting List/Review stage after the allocations stage.

All schools have an admission limit for each year group based on the admission number. Our present admissions number is 30.

Children who have a statement of Special Educational Needs or Education and Health Care Plan (EHCP) in which The Martin Wilson School is named as the appropriate school will be offered places first. After which, where applications exceed the admission limit, places will be allocated according to the following criteria in order of priority:

1. Looked after children who are in public care and formerly looked after children who ceased to be so because they were adopted, became subject to a child arrangements order or special guardianship order as defined in the School Admissions Code.

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2. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that The Martin Wilson Primary School is essential to the medical well-being of their child. In such cases, priority may be given above those children who qualify under priorities 3 – 6 below.
3. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start.
4. Other children living inside the designated catchment area and whose homes are nearest to the school.
5. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
6. Other children living outside the catchment area and whose homes are nearest to the school.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website www.shropshire.gov.uk.

Please note:

A sibling connection is defined as a 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). 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.

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 to the ground floor will be deemed to be the nearest in distance.

In the case of twins or triplets from the same address, the school will endeavour to admit both or all siblings.

In the event that two applications are the same after all other criteria have been taken into account a tiebreaker 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 any Shropshire LA maintained schools.

Children offered a place at The Martin Wilson Primary school have the right to start in the September following their 4th birthday and must start their education by the beginning of the term after their 5th birthday. If a child is not of statutory school age, parents/carers may defer their child starting school until later in the academic year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which application was made.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where summer born children defer entry to September, they will normally be admitted into Year 1 (not Reception) and will need to make a separate application.

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Previous applications cannot be held over into a different academic year.

Parents may request that their child begin Reception in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (15 January) in the age-appropriate application year. An application for a school place must be made simultaneously. Requests will be considered by the admission authority based on the individual circumstances of each case and in the best interests of the child concerned.

Shropshire Council on behalf of the Chair of Governors will notify parents of the decision on the allocation of places. Should the admission be refused, parents may ask for a review, by writing to the Chair of Governors at the school, who will refer the request to the Governors' Admissions Committee/Review Committee. This Committee will not include the Head teacher and Chair. In the meantime, the applicant's name will be included on a Waiting List in case any vacancies occur, in strict accordance with normal published oversubscription criteria. If an offer of a place is refused, the name will be removed from the waiting list.

The standard and established practice for successful applicants for reception places (and now in-years) is that the LA writes to the parents on schools behalf as part of the admissions SLA and coordination of admissions across county. Could the highlighted section be replaced with something like:

If unsuccessful on allocation day, Shropshire Council's Admissions Team, on behalf of the school, will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

Shropshire Council's Admissions Team will continue to maintain waiting lists for unsuccessful applicants in Reception Year. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

Appeals

All applicants refused a place as Corvedale CE Primary School have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Although the school is the admission authority, we have delegated responsibility for the coordination of this to Shropshire Council. Appellants should contact Shropshire Council School 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.

Parents who 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 any places available in the child's year group. If there are, then arrangements will be made for your child to start. If not, then parents should follow the procedure for Appeal set out in the paragraph above.

We will refer you to Shropshire LA's publication "Parents' Guide to Education in Shropshire". Please read this carefully as it 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.

Nursery:

We currently have 48 part-time places available each year. If it occurs that there are more children requiring places than are available, then the criteria as outlined above are applied. It is possible that Government or Local policies will have the effect of reducing this number or altering the age range we can take. You will be given ample warning if this is the case. Attendance at the nursery does not guarantee a place at the school.

Applications for Nursery and School are completely separate.