# Severn Bridges Multi-Academy Trust

# HARLESCOTT JUNIOR SCHOOL ADMISSIONS POLICY 2025/26

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| Approved by: | Severn Bridges Multi Academy Trust Board |
| Approval Date: | 21st March 2024 |
| Policy Review Date: | December 2024 |

Greenfields Primary School | Mount Pleasant Primary School | Radbrook Primary School | Sundorne Infant School and Nursery | Harlescott Junior School

**The Severn Bridges Multi-Academy Trust**

**Admissions Policy**

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## 1. Introduction

Severn Bridges Multi-Academy Trust is the admissions authority for *Harlescott Junior School*, *Mount Pleasant Primary School*, *Radbrook Primary School, Sundorne Infant School and Nursery* and *Greenfields Primary School*, and is therefore responsible for determination of the admission arrangements and the rank ordering of applications in accordance with the arrangements.

**Application to Harlescott Junior School**

Address: Featherbed Lane, Shrewsbury, SY1 4QN
Telephone number: 01743 4620877
Website: https://www.haughmondfed.net/

Published admission number: 120

## 2. Year 3 Applications

For admissions to Year 3 an application must be made through Shropshire Council by the closing date, 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 on National Offer Day, 16th April, or next working day 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 also the school website for details of the admission arrangements.

## 3. Admissions Criteria for Harlescott Junior School

Children with an Education and Health Care Plan which names any of the above schools will be allocated places, after which places are allocated up to the Published Admission Number of 120 according to an agreed set of criteria in strict order of priority as shown below.

**Priority 1**
Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear [to the admission authority of 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]

*[1]A looked after child is a child who is in the care of the local authority, or is being provided with accommodation by a local authority 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. An adoption order is an order under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live. A special guardianship order is an order appointing one or more individuals to be a child's special guardian(s).*

**Priority 2**
Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers provide written evidence from a

medical professional that in the view of the authority confirms that attending that particular school (and no other) is **essential** to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

**Priority 3**
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:
3a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.
3b. After that, priority will be given to other children who live within the catchment area.

**Priority 4**
Children of a member of staff employed at the school
4a. Where a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4b. A member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Priority 5**
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:
5a. Children who will have an older sibling at the school on the day they are due to start school.
5b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement. Please see additional Notes below.

**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.

For admission 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 normal admissions round, application for children moving into Shropshire Council's area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received or when application information has been provided by another local authority.

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.

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, Shropshire Council 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. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

For more information regarding the admissions process the Council publishes a booklet each year "Parent's Guide to Education in Shropshire" with up-to-date information about schools and how the admissions processes work. Booklets are available along with a copy of the arrangements on the Council's website www.shropshire.gov.uk.

If you wish to speak to the admissions team you can contact them as follows:
www.shropshire.gov.uk
school-admissions@shropshire.gov.uk
Tel: 0345 6789008
Admissions Team, Learning & Skills, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

**4. Application for a Place out of Cohort**

Very occasionally, a place may be offered to a pupil one year ahead or behind their normal year group. This may be in response to a parental request where it is the opinion of the Trust that it is in the best interests of the child.

**5. Mid-term Transfers (In Year Admissions Y1 to Y6)**

Applications must be made via the Shropshire Council online portal (Synergy - Homepage shropshire.gov.uk) 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 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. A decision must be notified to parents within 15 days of making the application.

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 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.

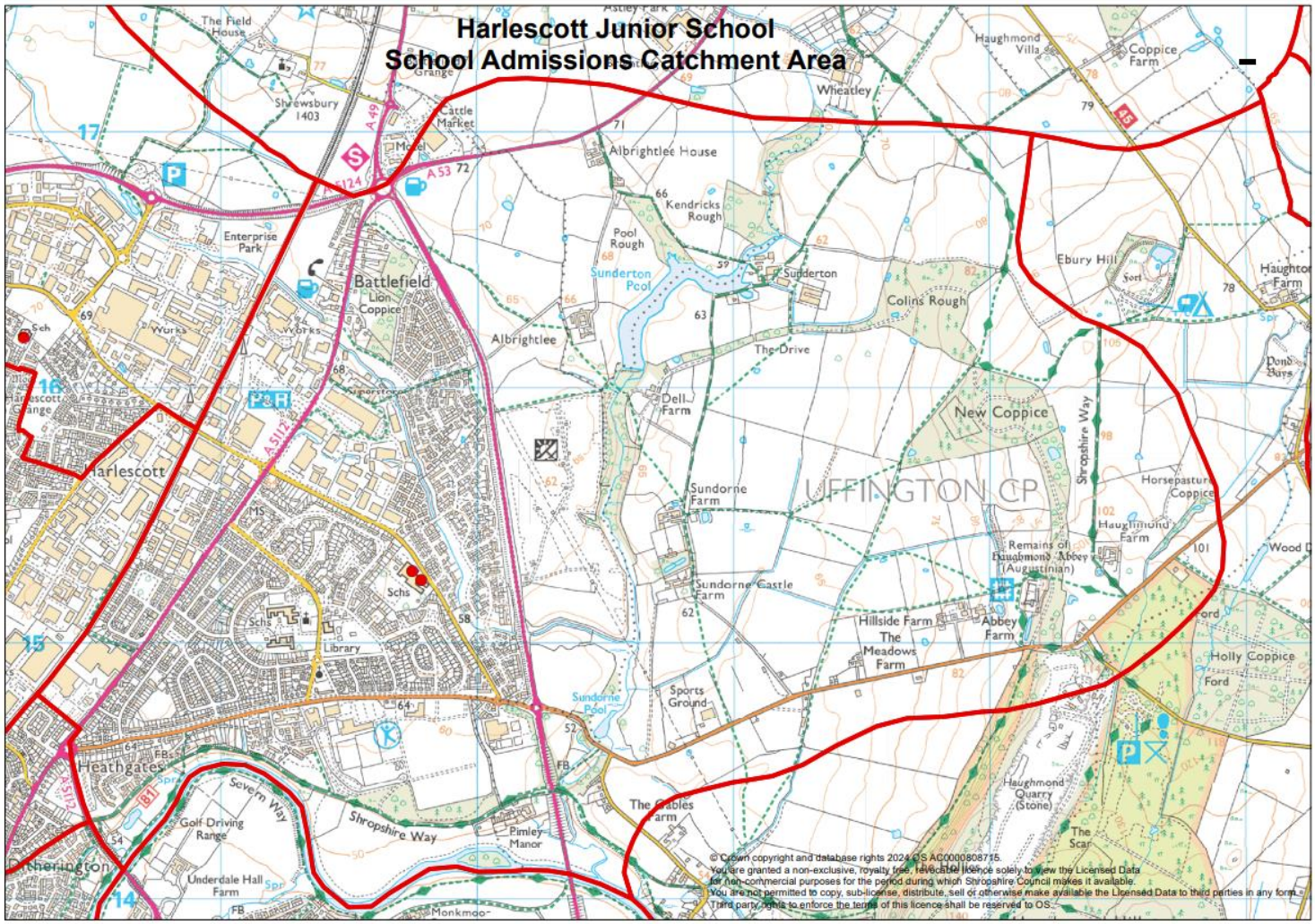
**6. Appeals**

Any applicant refused a place at Severn Bridges Multi-Academy Trust schools, has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. As the Academy Trust is an admission authority you should contact Mr Andrew Morris, CEO, Severn Bridge Multi Academy Trust, Shrewsbury Flaxmill, Spring Gardens, Shrewsbury SY1 2SZ, to lodge your admission appeal if you are refused admission. The school will provide the information you need.

The Academy Trust has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education. If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education & Skills Funding Agency (ESFA). The ESFA will investigate the complaint on behalf of the Secretary of State. If the ESFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if ESFA finds that any breach may have affected the outcome of the appeal.

Complaints to the ESFA about the appeal panel process should be submitted by completing Online Complaints Form. Using the online form is the quickest way to make a complaint. If you need a paper form instead, contact the Department for Education helpline on 0370 000 2288 (Monday to Friday, 9:30am to 5pm).

## 7. Application to Harlescott Junior School

Address: Featherbed Lane, Shrewsbury, SY1 4QN
Telephone number: 01743 462087
Website: [https://www.haughmondfed.net/](https://www.haughmondfed.net/)

Published admission number: 120