Severn Bridges Multi-Academy Trust

SUNDORNE INFANT SCHOOL AND NURSERY
ADMISSIONS POLICY
2026/27

Approved by:	Severn Bridges Multi Academy Trust Board
Approval Date:	DRAFT
Policy Review Date:	December 2025

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 *Sundorne Infant School and Nursery, Harlescott Junior School*, *Mount Pleasant Primary School*, *Radbrook Primary School,* 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 Sundorne Infant School and Nursery

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

Published admission number: 120

For Nursery applications please see the school's separate Nursery Admission Policy.

2. Reception Applications

For admissions to Reception 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 Sundorne Infant School and Nursery

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 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.

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. At what age may your child start school?

Children are eligible for admission to the school in the September following their fourth birthday and must start their education no later than the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of Spring and Summer born pupils can, if they wish, opt to have their child admitted to mainstream school later in the academic year. Children whose parents opt to have them admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for later entry. Likewise, those who opt for a later entry are not at risk of 'missing out' as long as they complete the application form at the correct time. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the following autumn term, the child would usually be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group. Parents of summer-born children who wish to defer entry to Reception for a whole academic year should contact Shropshire Council Admissions Team for further advice before the 15 January closing date in the normal application year.

Parents 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 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.

Children with special educational needs or a disability

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 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 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 intends to request admission to reception aged 5, they will need to discuss this with the Local Authority.

5. 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.

6. 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.

7. 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.~~

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. The Academy Trust is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. The Trust has arranged for Shropshire Council to administer admissions appeals on its behalf. Parents/carers wishing to appeal should do so via the Shropshire Council Website https://shropshire.gov.uk/school-admissions/application-results-and-appeals/appeal-against-allocation-of-school-place/

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).

8. Application to Sundorne Infant School and Nursery

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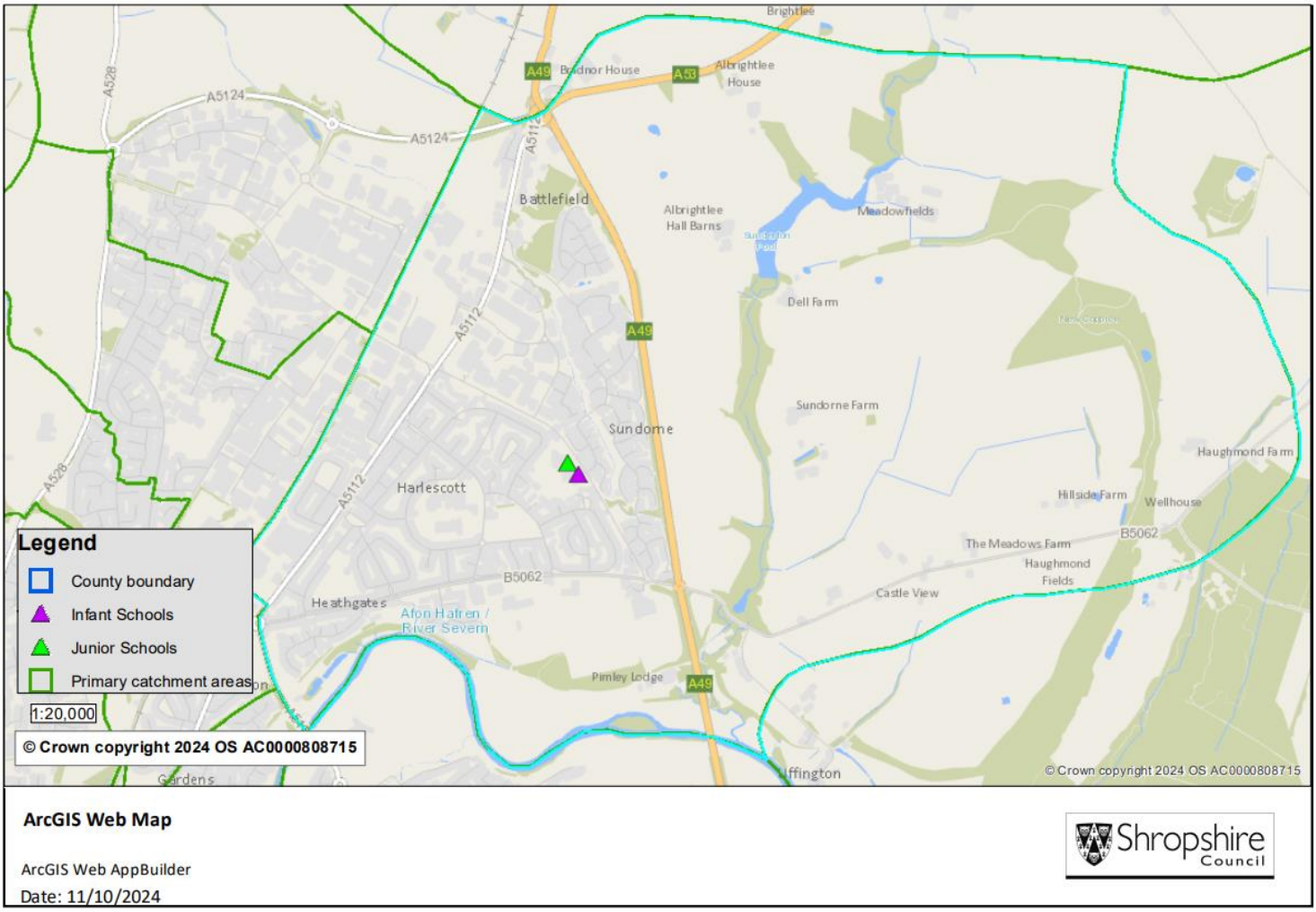
Published admission number: 120