

On 1 November 2025, the Shropshire Gateway Education Trust is merging with the Four Stones Multi-Academy Trust to form a new Trust: 'Four Stones Gateway Trust'. The Trust Board of 'Four Stones Gateway Trust (FSGT)' will be the new admissions authority from 1 November 2025.

Admissions Policy 2027-2028

Our school caters for children between the ages of 2 and 11 (Nursery to Year 6). Children may enrol at the school at any time during these years in accordance with the admissions policy.

Admissions to Nursery

Admissions to our Nursery can occur at anytime following a child's second birthday. Applications are processed according to the date forms are submitted and availability of sessions. Attending our Nursery does not guarantee a place within the main school.

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*.

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

Although our Governing Body has responsibility for our admissions, we follow the Shropshire Local Authority admission procedures. A letter from the Local Authority is sent to all parents in the autumn term, the year before your child is due to start school, with details about the admissions process.

All applications received within the allocated time (usually 15th January) will be considered and parents will be informed by Shropshire Council (16th April) or next working day if they have been allocated a place for their child. Late applications will also be considered if there are exceptional circumstances (e.g. house move, serious illness, bereavement) if notification is received by the published date (see Parents' Guide to Education in Shropshire Booklet). Otherwise, late applications will be placed on a waiting list and considered at the review stage after the initial allocation stage. We strongly advise parents to apply before the closing date.

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.

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For further information regarding admissions and the dates, we recommend that you read Shropshire LA's publication 'Parents' Guide to Education in Shropshire' and refer to the information on the following website: www.shropshire.gov.uk/schooladmissions.

Stottesdon C. of E. Primary School, Cleobury Mortimer, Nr. Kidderminster, Worcs. DY14 8UE

Office Tel: 01746 718617 Nursery/Wraparound: 01746 718769

Email: admin@stottesdon-school.co.uk

Website: www.stottesdon-school.co.uk

Head Teacher: Mrs. K. Jones Chair Of Governors: Dr Robert Kennett MBE

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Deferred Transfers

Children born from 1 April to 31 August - known as summer born children - do not need to start school until the September after their fifth birthday, a year after they could first have started school. **Most summer born children start at age 4 with no issues.**

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

Option 1 - Delayed Start

If a parent of a summer born child does start school aged 4, they 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 for your child. 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 Shropshire Council. 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 their summer born child will start school aged 5 and wants their child to start school in reception (not Year 1), they need to make a request to the school's 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.

To defer for a full year parents must 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. The nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team at Shropshire Council for processing. Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (15 January for Reception). We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the Admissions team at Shropshire Council will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If a summer-born child defers 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.

If parents do not make a request for admission out of the normal age group your child will start school in year 1. 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



Stottesdon C. of E. Primary School and Nursery



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.

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.

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Admissions Criteria:

All schools have an admissions limit for each year group based on an admission number. Our present admission number is 15. Children with a Statement of Special Educational Needs or Education and Health Care Plan, which names Stottesdon CofE Primary School, will be allocated places, after which places are allocated up to the Published Admission Number of 15 according to an agreed set of criteria in strict order of priority as shown below.

1. 'Looked after children' or children who were 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 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. Children living inside the designated catchment area (see attached) 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 a 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 using distance from the school.
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. Children who have a parent or guardian, who is 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the school.
 - 3c. All other children using distance from the school.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Please note:

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. 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 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 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.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see

Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Mid-term or In-Year applications

Mid-term applications will be dealt with using the same admissions criteria given above.

Applications must be made via the Shropshire Council online portal ([Synergy - Homepage](https://www.shropshire.gov.uk/synergy) [shropshire.gov.uk](https://www.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. The Headteacher will consult Governors to consider whether additional places can be offered above the published admission number. The school will consider:

- the overall number at the school (PAN total of 105) and this may allow for 'bulge' year groups to pass through.
- whether the school has the facilities (human and physical) to support additional children.

A decision must be notified to parents within 15 school 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's School 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.

Applicants are only considered as resident in the catchment area when formal confirmation (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

The trust has delegated responsibility to Shropshire Council to administer its 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 Admissions Team for information on how to appeal. Information on the

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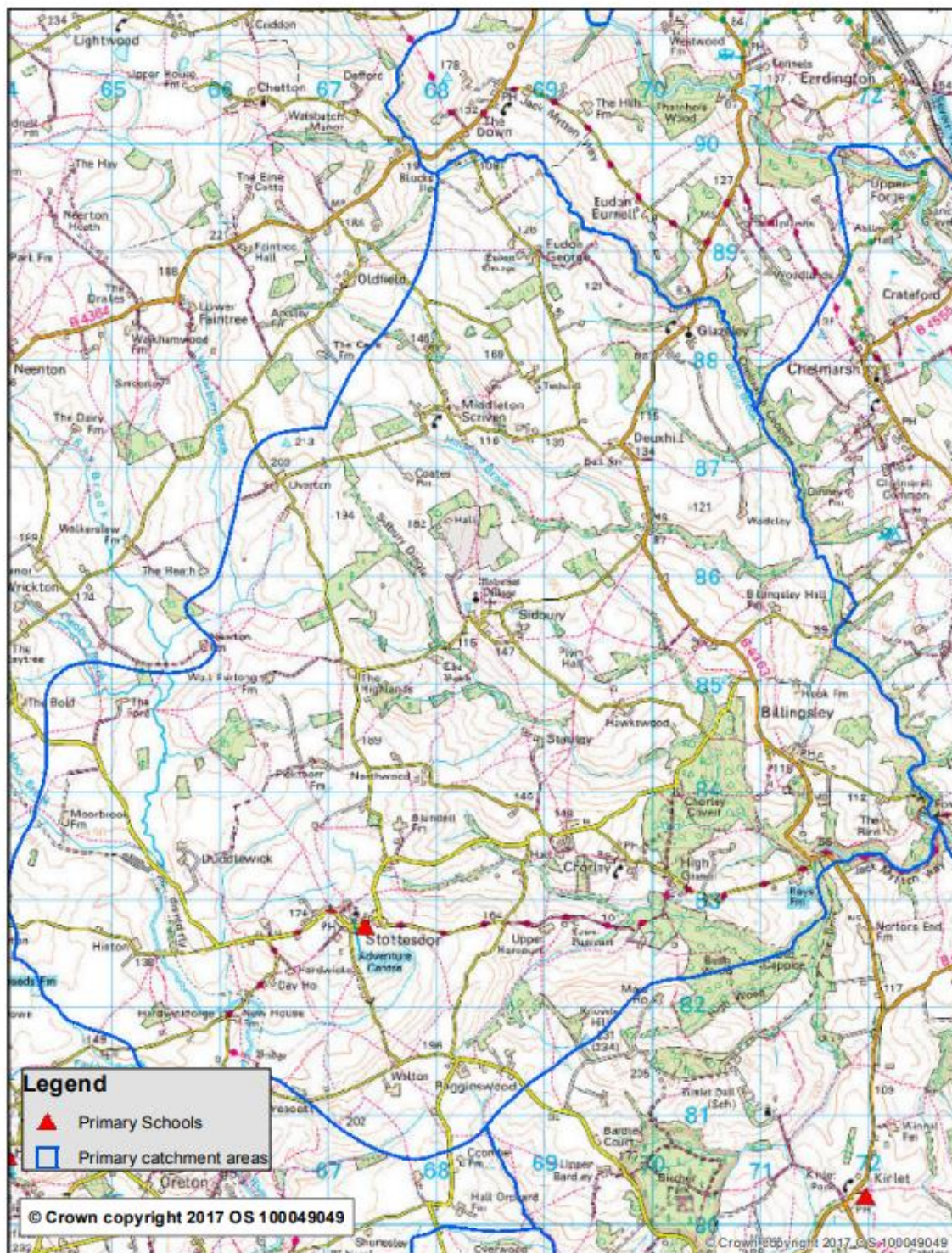
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timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions
Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

School Catchment Area: (see next page)



Stottesdon

Date: 17/10/2017

