

# The Priory School



## Admissions Policy

<b>Monitoring</b>	<b>Frame of Engagement</b>	<b>Date</b>
<b>Member of Staff Responsible</b>	School Business Manager	September 2020
<b>Governor Accountability</b>	Chair of Governors	September 2020
<b>Consultation Parameters</b>	Local Governing Body	September 2020
<b>Information</b>		
<b>Date of latest version</b>		September 2020
<b>Date for next review (and cycle)</b>		September 2021 (Annually)
<b>Uploaded to Website</b>		February 2021

## **The Priory School Admissions Policy 2022-2023**

### **Introduction**

As an academy, The Priory School is an admissions authority in its own right and the governing body holds responsibility for setting and applying the admission arrangements each year.

### **Primary to Secondary Applications**

For admissions to Year 7, application must be made through the home local authority by 31 October in the academic year prior to which your child is due to start at secondary school. Application can be made via Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or via telephone on 0345 678 9008. Please view the Parents' Guide to Education booklet on the Council's website for further information. Copies of the booklet are also available in schools and libraries. All applications received by the closing date will be considered. Parents will be informed by their home local authority on national offer day (1<sup>st</sup> March or next working day) of the school where they have been allocated a place for their child.

### **Admission Criteria**

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names The Priory School will be allocated places, after which places are allocated up to the Published Admission Number of 168 according. If the number of applicants is greater than 168, then the following over-subscription criteria will apply in order of priority as shown below:

Priority 1a:

Looked After Children and previously Looked After Children who, immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Priority 1b:

Looked After Children, whose looked after status originates from overseas

Priority 2

Very exceptionally, children, who for reasons of mobility, need to attend the school, due to it having lift access. See Note 1.

Priority 3:

Children living within the school's designated catchment area, with an older sibling of compulsory school age attending the school when the applicant is admitted.

Priority 4:

Children of members of staff employed by The Priory School on a permanent contract at the school for two or more years at the time when the application for admission to the school is made.

Priority 5:

Children living in the school's designated catchment area for whom the school is the nearest Shrewsbury secondary school in accordance with the straight line distance measurement detailed in the notes below.

Priority 6:

Children living outside the school's designated catchment area with sibling attending the school.

Priority 7:

All other children living within the school's designated catchment area.

Priority 8:

All other children living outside the school's designated catchment area. Each category will be rank-ordered according to the distance from home to the nearest appropriate school gate as a straight line measurement.

### **Additional information**

Click [here](#) for a map showing the designated catchment area.

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 and fostered 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 appropriate entrance gate of the 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 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.

Parents who wish to apply to transfer to secondary school with a different cohort should make their application to Shropshire Council's Admissions Team before 31 October in the application year.

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.

For the first term of Year 7, Shropshire Council will continue to maintain a waiting list 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. After the first term of the academic year of entry, responsibility for the waiting list will transfer from the local authority to the school.

### **Mid-term or In-Year applications**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Year 7, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. Parents/carers are strongly encouraged to visit the school and meet either The Principal or Assistant Principal (Student Welfare) before applying to the school; this is not part of the application process but it important all parents and students experience the school before applying. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then The Principal and Assistant Principal (Student Welfare) will meet to consider whether additional places can be offered above the published admission number.

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.

Other than for the first term of Year 7, the school 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. If an offer of a place is refused, the name will be removed from the waiting list.

Parents seeking a place for their child outside of their normal age group should put their reasons for the request in writing. The school will consider such requests with reference to parents'/carers' views; 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. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The application will then be considered in accordance with the in-year

application process outlined above. If refused a place, parents have a statutory right to appeal against the decision, unless they are offered a place other than in their preferred age group.

Applicants would only be 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.

Note 1: This will only be allowed if the parents/carers can provide written medical evidence that in view of the Local Authority and Trust Board makes attending The Priory School essential to the medical well-being of the child. The Local Authority and the Trust Board reserve the right to check the 'essential' nature of the medical condition with medical practitioners, given that all schools will generally cope well with more common medical conditions.

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