

# St Mary's C of E Westbury

## Admissions Policy

As a C of E school, we want to ensure each policy reflects the Christian Ethos which affects the very core of our school. We consider the importance of including, supporting and encouraging each child to reach their potential within an environment of acceptance and respect as the key aspects of what our school represents.

It encompasses our school motto of Achievement, Creativity and Equality with the intention of providing opportunities for each child to know their value as an individual in every area of school life; preparing them for the future. This is the aim of each member of staff with the full support of the Governing Body.

St Mary's Primary School is an admission authority in its own right and so the governing body sets the admissions policy for the school and applications for Reception are co-ordinated by Shropshire Council. Applications for a place other than at the start of Reception should be made directly to the school for consideration by the school's governing body.

Full details about the arrangements for admission, are set out in the 'Parents' Guide to Education in Shropshire. This guide can be found at the link below.

<https://www.shropshire.gov.uk/school-admissions/parents-guide-to-education/>

Any specific requests for information on admissions should be directed to the Admissions Team at Shropshire Council.

Telephone: 0345 678 9008

Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

If you wish for your child to enrol at St Mary's Primary School, please contact the office administrator who will be pleased to show you around the school.

Parents are welcome to let the school know at an early date if they would like their children to attend the school; however such expressions of interest do not constitute registering a child, placing a child's name on the waiting list or the offer of a place.

**Offers of places can only be confirmed in the academic year before the child is due to start the school and the Local Authority handles this process.**

If your child is offered a place at the school you will receive details of a parents meeting and induction days prior to your child starting school.

The law says that children must start their education no later than the beginning of the term after their fifth birthday.

Our school has an admission number of 12 per cohort, per year.

Parents of Reception Year children in Shropshire will be required in the autumn term prior to the school year of admission to apply to the Local Authority stating preferences for up to three schools. Children with a statement of Special Educational Needs or Education Health and Care Plan which names St Mary's School will be offered a place. After that, if there are

more applications for places than are available within the admission limit, then priority will be given based on:

1. Children who are in public care as Looked After Children or children who were looked after but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Children living in the designated catchment area who have an older brother or sister at the school including fostered or adopted siblings on the date they are due to start and whose homes are nearest to the school.
3. Children living inside the designated catchment area and whose homes are nearest to the school.
4. Children living outside the designated catchment area and who have an older brother or sister at the school on the day they were due to start and whose homes are nearest to the school.
5. Children whose families live outside the designated catchment area but within the ecclesiastical parish of Westbury and whose parents can demonstrate an affiliation to the Church of England by means of a letter from their Vicar and stating that the applicant is known to the Church.
6. Children who live outside the designated catchment area and whose parents can demonstrate an affiliation to a Christian Church by means of a letter from the priest or minister and whose homes are nearest to the school.
7. Other children living outside the catchment area and whose homes are nearest to the school.
8. Children with medical or special circumstances. This will only be considered if parents can provide medical evidence that Westbury St Mary's C.E. (Aided) 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 2 -7.

As part of the whole school, pre-school and Nursery follow the school's admissions criteria. However in the event of a waiting list, when a place becomes available, children closest to the age of starting school will be given priority and as with Item 2 on the criteria list priority secondly will be given to those with siblings in the school.

This policy was reviewed in: April 2015

Signed Head teacher: \_\_\_\_\_

Date policy agreed by Governors: \_\_\_\_\_

Signed Chair of Governors: \_\_\_\_\_

Due for review in: \_\_\_\_\_