



# **Admissions Policy**

**September 2024 – August 2025**

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### Admissions Policy

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### Pre 16 Admissions

## 1. Introduction

We are an open access comprehensive school catering for children aged between 11 and 16. The maximum admission number for each September intake is 120 students.

Bridgnorth Endowed School is an admission authority in its own right and the Academy Trust is therefore responsible for determining the school's admissions policy. Bridgnorth Endowed School has adopted the same arrangements and oversubscription criteria as those determined by Shropshire Council for all Community and Voluntary Controlled schools in Shropshire.

For transfers to secondary school in Year 7 the Council's Admissions Team co-ordinates the admissions process and all enquiries regarding Admissions should be addressed to them. They publish a booklet "Parents Guide to Education in Shropshire" each year with up to date information about schools and a full explanation of the admissions processes. The booklets are available from the Shropshire website or reference copies are available in schools and local libraries. Parents / carers who may wish to speak directly to the Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group other than the start of Year 7 will be classed as In-Year or Mid-term applications and will be handled directly by the school. (Please see section 7)

1.1 A copy of the determined arrangements is available for viewing on the Council's website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

1.2 The contact address is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008 or email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk) Catchment areas for schools can be viewed on Local view which can be found on the above website address.

## 2. Published Admission Number (PAN)

This school has a Published Admission Number of 120 for each Year 7 intake (this number also applies to Years 8 – 11). The number of preferences received, and places allocated for the previous year can be viewed on the Shropshire Council website and in the Parents' Guide to Education booklet.

## 3. Statemented Students

Students with a statement of Special Needs. Following the School Admissions Code section 1.6 – students with a statement will not be part of an oversubscription process and will receive a place at the academy in the event of the school being oversubscribed.

## 4. Applications

Parents / Carers of Year 6 children and resident in Shropshire will be required in the Autumn term prior to the school year of transfer to make an application naming 3 preferences via the Shropshire website. The online application facility will be available in early September. Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria.

Full details of these criteria are given in the Parents' Guide booklet; therefore, it is recommended that parents read the booklet before completing the application, but, in general terms, they are based upon the following (in order):

The Academy Trust is making changes to the admission policy. The changes are that Priority 4 is a new addition and inserted between Priority 3 and Priority 5.

### **Priority 1**

'Looked after child'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>2</sup> including those who appear to the school to have been in state care<sup>3</sup> outside of England and ceased to be in state care as a result of being adopted.

### **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 can provide written evidence from a medical professional that in the view of the local authority confirms that attending that specific school 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 within the school's catchment area who will have a sibling attending the school on the day they are due to start there.

### **Priority 4**

Children of staff at the school in either or both of the following circumstances:

- a) where the member of staff 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
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

### **Priority 5**

Other children living within the school's catchment area.

### **Priority 6**

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<sup>1</sup> 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).

<sup>2</sup> 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).

<sup>3</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Children who live outside the catchment area. If there are not enough places for all the children living outside the catchment area, the following criteria will apply in the order stated:

- 6a Children living outside the school's catchment area with a who will have a sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.
- 6b Children living outside the catchment area, who have attended a state-funded primary school that lies within the secondary school's catchment area, for more than a whole academic year immediately prior to transfer.
- 6c All other children living outside the school's catchment area

If, in any of the above priority categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

#### **Notes which apply to the oversubscription criteria:**

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priorities 2 and 3 above. This will only be allowed if parents / carers can provide written evidence from a medical professional that attending that particular school is **essential** to the medical well-being of the child. The Council reserves the right to check the relevance of the medical condition.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website

<https://shropshire.maps.arcgis.com/apps/webappviewer/index.html?id=d6ab15037ca741589b262f27170843c1> or individual addresses can be checked by contacting the Admissions Team. Admission numbers can be found in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, 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 still be attending the school on the date the younger sibling is due to start here. However, cousins or other relatives who take up residence in the home in order to establish an "in catchment area" address will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent / carer who has care of the child for the majority of the time (this is school time during the week in term time) but where care is shared equally, the home address will be determined by which parent receives the relevant Child Benefit.

In the event that two individual 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.

## 5. Refusals

The Academy may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with statements of special educational needs. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Shropshire does not operate a system of feeder schools, as the home address of your child is the arbiter of being offered a place. That home will be checked against data sources to ensure potential applicants are not, for example, using other relatives' addresses, work, or office addresses to achieve a higher priority under the published criteria.

## 6. Appeals Process

Any applicant refused a place at Bridgnorth Endowed School as an academy has a right of appeal to an independent appeal panel.

An academy is its own admission authority and so you should contact the school in order to lodge your admission appeal if you are refused admission. The school will give you the information you need.

The academy has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals code published by the Department for Education. The code can be found online at <https://www.gov.uk/government/publications/school-admissions-appeals-code>

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 can be processed following the link <https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>.

## 7. Mid-Term or In-Year Admissions

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 shropshire.gov.uk](https://www.shropshire.gov.uk).

Parents/carers are strongly encouraged to visit the school and meet either the Headteacher or a member of the Senior Leadership Team before applying to Shropshire Council; this is not part of the application process but it is important all parents and students experience the school before applying.

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 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.