

LACON CHILDE SCHOOL POLICY FOR ADMISSIONS 2026/27

This policy outlines the procedure for admission into Lacon Childe School. As an Academy, part of The Shropshire Gateway Educational Trust, we are our own admissions authority, but we have taken the decision to carry on working closely with Shropshire Local Authority to ensure that all arrangements are transparent and fair.

Shropshire Council's Admissions Team coordinates the admissions process for entry to Year 7 and all enquiries regarding those Admissions should be addressed to them. They produce 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 in school or from the Admissions Team or can be accessed on the Shropshire website. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team.

The contact address is: Admissions Team, Learning and Skills, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND. Tel. 01743 254331 and 0345 678 9008

Or email: school-admissions@shropshire.gov.uk

Website: www.shropshire.gov.uk

Catchment areas for schools can be viewed on LocalView which can be found on the above website address.

Before making decisions on which schools to apply for, Parents/Carers and their children are invited to visit the school. An Open Evening will be held each Autumn Term; alternatively, please contact the school to make a personal appointment.

This school has a Published Admission Number (PAN) of 108 for the Year 7 intake in 2026 (this number also applies to Years 8-11).

Admissions

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 complete a Shropshire application form on which 3 preferences can be stated. Letters advising of the time for application will be given to Year 6 pupils in their primary schools in early September. Applications can be made online through the Shropshire website. **All applications must be made by 31st October 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 1st March if they have been allocated a place for their child.** Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. In general terms, they are based upon the following (in order) :

Children with a Statement of Special Educational Need or Education and Health Care Plan which names Lacon Childe School will be allocated places.

1. 'Looked after child' or a) a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order b) those who appear to 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. Siblings of pupils attending the school and living at the same home address, within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be on roll and attending the school at the time that the applicant is due to start. *(Please see ****'sibling'** definition.)*

3. Residence in catchment area. *(Please see *****catchment area definition**)*

4. Children living outside catchment area with an older sibling from the same address attending the school and on roll at the time that the applicant is due to start.

5. Long term attendance at a Shropshire Gateway Educational Trust registered primary school, namely: Cleobury Mortimer Primary School, Stottesdon CE Primary School and Clee Hill Community Academy. *(Please see ****** 'long term attendance'** definition)*

6. Long term attendance at a primary school within the catchment area, namely: Farlow CE Primary, Kinlet CE Primary, Burford School and Bayton CE Primary. *(Please see ****** 'long term attendance'** definition)*

7. 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.

8. Children living outside the catchment area.

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.

*Previously looked after children are children who were looked after, but ceased to be so because they were adopted (order 17), or became subject to a child arrangements order (order 18) or special guardianship (order 19). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

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.

****'Sibling'** definition – 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). Fostered and adopted siblings are also included. Older siblings must still 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 the home in order to establish an 'in catchment area' address will not be given priority under the sibling criteria. In the case of twins or triplets from the same address the school will admit all siblings.

***Catchment Area definition - Catchment area maps can be viewed on LocalView available from 'Maps' at the foot of the website www.shropshire.gov.uk or individual addresses can be checked by contacting the Admissions Team. Admission numbers can be found in the Parents' Guide to Education booklet.

**** Long term attendance definition – The child will have been on roll at the primary school for more than one academic year, ie, on roll at the end of the Summer term Year 5.

*****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 easting's 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.

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.

Most secondary schools work closely with their local primary schools and often invite pupils to attend for various activities. Such visits have nothing to do with the admissions process and do not in any way give any guarantee of a place at the school. Members of the school staff and Governors are legally **not** allowed to write a letter of support for appellants so please do not ask them to do so. Nor is the school allowed to give any guarantee that a place will be offered at the school.

Refusals

The school may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with statements or EHCPs. The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school.

The ability to refuse admissions runs for a period of two years since the last exclusion.

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)).

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 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.