LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

ADMISSIONS POLICY
For entry to Year 7 at age 11 in September 2028

DATE POLICY WAS APPROVED	DATE
DATE POLICY WILL BE REVIEWED	DATE
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Headteacher

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

This Policy applies to Lacon Childe School.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

The Admissions Policy should be read in conjunction with the Information for Parents: Admissions and Transfers to Schools 2028-29 information published by Shropshire Local Authority.

DRAFT For consultation

Admissions Authority

On 1 November 2025, the Shropshire Gateway Education Trust merged 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)' is the new admissions authority for Lacon Childe School.

All statutory responsibilities for admissions are exercised in accordance with the School Admissions Code (2021).

This school has a Published Admission Number (PAN) of 108 for the Year 7 intake in 2028 (this number also applies to Years 8-11).

Open Evening

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.

Admissions Process

Entry to the school at the normal time of transfer (Year 7)

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. Full information is contained in their booklet "Parents' Guide to Education in Shropshire" with up-to-date information about schools and a full explanation of the admissions processes. The booklets are available in school, 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:
Admissions Team, Learning and Skills, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ. Tel. 01743 254331 and 0345 678 9008
Email: school-admissions@shropshire.gov.uk
Website: www.shropshire.gov.uk

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

For applications for entry to Year 7 in September 2028, the closing date **is (DATE).** All applications received by this date will be considered and parents will be informed by Shropshire Council on (DATE) if they have been allocated a place for their child.

Parents/Carers of Year 6 children and resident in Shropshire will be required to complete a Shropshire application form on which 4 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.

Procedure

The following procedure for applications is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible: information about all applications submitted to the home Local Authority naming Lacon Childe School will be forwarded to the school. A Panel of the LAB will rank all applications with reference only to the published oversubscription criteria. We are not permitted to take into account information such as ability, aptitude, behaviour, previous achievement, or references from current schools, etc, either for the applicant or any member of their family.

Education Health and Care Plan (EHCP)

Children for whom an **EHCP** has been agreed naming Lacon Childe School where places required by such students are known before the Admissions Panel meets, the number of students with EHCPs naming this school will be deducted from the places available to be offered. Such students are automatically offered

DRAFT for consultation

places at the school and the Headteacher and LAB will consider each application for these students individually.

If parents/carers are considering whether Lacon Childe should be named on their child's EHCP, Lacon Childe should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

"Summer-born" children who have deferred entry to primary school by a year.
The Trust have agreed that such children will be treated as part of their current cohort; for example, a summer-born child who is taught in Year 6 whose parents/carers chose to defer entry to primary school by a year and therefore whose date of birth would otherwise put him/her in Year 7, would be treated as a Year 6 child.

Late Applications
Applications received after the closing date published in the Local Authority's co-ordinated admissions scheme (DATE) are classed as late and will be ranked lower than all applications received on time.

The LAB may at their discretion consider an application received after 31 October as "on time" only where a family is making a first application to Lacon Childe arising from prevention from applying on time in the following circumstances: where a family has moved **home** between (DATE); or where it is agreed by Governors that extenuating circumstances apply and the delay was reasonable given the circumstances of the case.

For further information regarding late applications please see Parents' guide to education | Shropshire Council

Please see also the information on **home** address and house moves.

Offers of Places for Year 7 transfer
The Admissions Panel will rank all applications received by the deadline in order of priority as described below in the 'Oversubscription Criteria.' The names of applicants to whom places could be offered will then be provided to the Local Authority who will make offers on our behalf. This will be a single offer to the parent/carer of a place at the school for which their child ranks highest, where a place is available. If it is possible to make a potential offer at more than one school, the final offer will be for the school identified as higher preference. If Lacon Childe is notified that you will be offered a higher preference school, we cannot offer you a place. If parents/carers have named as their first preference school but have not been offered a place, they will be advised of their right to appeal by the Local Authority.

Lacon Childe School does not directly issue offers of places for Year 7 admissions. If you have not received notification regarding an offer of a place, it is important that you contact your Local Authority for further information and guidance on the status of your application.
For admissions overseen by Shropshire Local Authority, there is no requirement for parents or carers to formally accept the offer of a school place. Acceptance is presumed unless the parent/carer contacts the Local Authority to state that they no longer wish for their child to take up the offered place.

Governors have the right to withdraw an offer of a place where it is found that:
- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Waiting Lists
If your child does not receive an offer of a place at Lacon Childe in the normal round of applications, and only if you were allocated a school which was a lower preference than Lacon Childe, your child will

DRAFT for consultation

automatically be placed on our waiting list. If you wish, you may contact Shropshire Local Authority who can confirm the child is on the waiting list and where they sit in terms of oversubscription.

Shropshire Council maintain a waiting list for unsuccessful applicants for all year groups at all times. If a space becomes available, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. There is no priority for children who have been on the waiting list longer than others.

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.

In-Year Admissions to Existing Year Groups
Generally, students only transfer from one school to another when there has been a change of home address. Parents/carers are recommended to read the information provided by their Local Authority. If you feel that there are problems with your child's current school, you should attempt to resolve these with the Headteacher of that school before applying to transfer.

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 to experience the school before applying.

Mid-term applications will be dealt with using the same admissions criteria. Applications must be made via the Shropshire Council online portal (Synergy - Homepage (shropshire.gov.uk). You may use this online form to apply for in year transfer to Lacon Childe even if you do not live in Shropshire. When applying for in-year transfer, we request that where possible you provide an Education History Form (EHF) which should be completed by your child's current or most recent school and forwarded to you so that you can attach it to your application.

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.

All schools in the Trust have signed up to the local Fair Access Protocol. We have to admit any student who is the subject of a direction by the Secretary of State or allocated to us according to the Shropshire Fair Access Protocol. In such cases we may exceed our Published Admission Number and these students take precedence over those on the waiting list.

When a place is offered for in-year transfer and there is no significant house move or reason for immediate transfer, admission may need to be deferred for up to a few weeks in order for Lacon Childe to obtain information from the student's previous school/s to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning experience. During this period it is the parent/carer's responsibility to ensure that the child receives appropriate education.

Application for Places Outside the Normal Age Group
Parents/carers can request that their child be admitted outside of their normal age group, effective in a year group below or above their chronological age. Applications for entry to Year 7 for students outside this age group must be made as part of the co-ordinated process if possible; all other applications will be treated as in-year applications. Parents/carers must make it clear in their application that they are seeking a place outside the normal age group.

DRAFT. For consultation

We may need to carry out an educational assessment to determine whether or not it is appropriate for the child to delay or accelerate their entry into the school and be taught outside their chronological age group.

The Admissions Panel will make a decision based on the circumstances of each case.

Please note that the Trust, in conjunction with Shropshire Local Authority does not offer the option for a child to start primary school before they are eligible.

Parental Responsibility
Should more than one parent/carer have parental responsibility for a child, both parents/carers should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent/carer submits an application for a child, or where there is a parent/carer not in agreement with the preferences, the Local Academy Body legally has to comply with the preferences expressed. If the preferences expressed are not the same, then parents/carers will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission may result in a delay in an application being processed.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents/carers are in agreement with the preferences expressed. This will also apply to in-year transfer applications. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was intentionally misleading or fraudulent.

Appeals
The parents/carers of children who are unsuccessful in gaining a place at Lacon Childe School may appeal to an Independent Appeals Panel. The procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 October 2022. Please refer to the latest guidance published by the Department for Education on admission appeals at https://www.gov.uk/schools-admissions/appealing-a-schools-decision.

The Trust delegates responsibility to Shropshire Council to facilitate appeals for Lacon Childe School. 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.

If you wish to appeal you should contact Shropshire Council School Admissions Team. Information on the 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.

Only one appeal is permitted in respect of the same academic year. In exceptional circumstances only, the Local Academy Board may allow a second appeal to be heard if they have considered a second application because there is a significant and material change in circumstances, but they have refused this.

The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Oversubscription Criteria
Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below):

1. **Children Looked After and Previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

2. **Children of staff**

DRAFT For consultation

3. **Siblings** of students attending the school and whose h**ome is** within the **catchment area** of the school.
4. Students whose **home is within the catchment area.**
5. Students whose **home is outside the catchment area** with a **sibling from the same address on roll at Lacon Childe** at the time that the applicant is due to start.
6. **Long Term Attendance** at a **Four Stones Gateway Trust registered primary school**, namely: Cleobury Mortimer Primary School, Stottesdon CE Primary School, and Clee Hill Community Academy.
7. **Long Term Attendance** at a **primary school within the catchment area**.
8. Students whose **home** is nearest the school by the shortest straight-line distance.

Applications will be further ranked within each category according to the above criteria. For example, Applicant A who lives in catchment and has a qualifying sibling will take precedence over Applicant B who lives in catchment but who does not have a qualifying sibling (even if Applicant B attends a feeder school and/or lives nearer).

Note: Eligibility for any category which is met at the time of application must apply at least until the closing date for applications for such eligibility to remain valid. When applying for Year 7 at the normal time of transfer, parents/carers must amend their application if their circumstances change between application and the deadline on 31 October, for example change of address or school.

Any change to circumstances at any time which affects eligibility for any oversubscription category must be notified without delay to the Local Authority and to Lacon Childe.

Definitions

Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
"'Looked after" means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Children of Staff
The staff member must have been:

- employed by the Trust at Lacon Childe School for two or more years at the time of application; and/or

- recruited by the Trust to fill a vacant post at Lacon Childe School for which there is a demonstrable skill shortage.

This includes teaching and support staff, and full- and part-time staff. It excludes staff employed by the Trust on consecutive fixed term annual contracts. It does not include casual or peripatetic staff, or persons employed by any other organisation, even where they work at the school.

The staff member must be based at Lacon Childe School for more than 50% of their normal working week during term time. Priority cannot be given at more than one school within the Trust.

A 'child of a staff member' includes their biological or adoptive children, irrespective of where they live, as well as a child of their spouse, civil partner or cohabiting partner where they live with the employed staff member at the address held in their personnel file.

DRAFT. For consultation

Applications for priority in this category must be accompanied by a signed and dated letter from the employed parent's HR Manager confirming that they meet the eligibility criteria.

The School is not permitted to obtain the details of more than one parent during the application process. This means that, where this priority applies, the employed parent's details must be those given in the application form.

Sibling
Applicants who have a sibling on roll at Lacon Childe at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling. There is no guarantee of a place at Lacon Childe for applicants who have qualifying siblings on roll.

The Admission Authority cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children, the Admissions Panel will randomly allocate the place(s) available.

Catchment Area
Our catchment area is defined on the map which is included in this policy and which is available on the school website, or from 'Maps' at the foot of the website . Individual addresses can be checked by contacting the Admissions Team.

Long Term Attendance
The student will have been on roll at primary school for more than one academic year, i.e., on roll at the end of the Summer term Year 5.

Primary School within the Catchment Area
Our primary schools within catchment are: Farlow CE Primary, Kinlet CE Primary, Burford School and Bayton CE Primary. Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at Lacon Childe for applicants attending a feeder primary school.

Home
Home is defined as the only or main permanent residential address at the closing date for applications where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time) and who has main responsibility for the child. Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection (lottery). Someone independent of the Local Academy Board will supervise this process.

Places cannot be offered on the basis of a possible future address. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission and that any previous home has been permanently relinquished. Applications considered by the Admissions Panel to use an invalid address may be rejected and while a further application may be submitted from an alternative address if this is received after the closing date it will be placed below all on-time applications in accordance with our policy on late applications. An offer of a place at the school may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

DRAFT. For consultation.

House Moves
Parents/carers must apply from the **home** address where they and the child live at the date of application and must amend their application address if they move **home** between application and 31 October. **Changes of address after 31 October will not usually be taken into consideration for the purposes of offers made on 1 March.** Changes of address after 31 October may, at the Admissions Panel's discretion and if supported by appropriate evidence, be taken into consideration for the purposes of the waiting list which will be compiled after 1 March.

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, as long as one is available, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address which may be taken as the home address for a service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond our control, we will use the most similar means available which will be consistently applied.

Where home addresses are within the same block of flats or apartments, the number of the flat or apartment will be taken into account, with lower numbers taking priority (e.g. Flat 1 or 1a takes priority over Flat 2 or 1b). In the event of equi-distant addresses, any place will be allocated by random selection (lottery). Someone independent of the Admissions Panel will supervise this process.

Most secondary schools work closely with their local primary schools and often invite students 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.

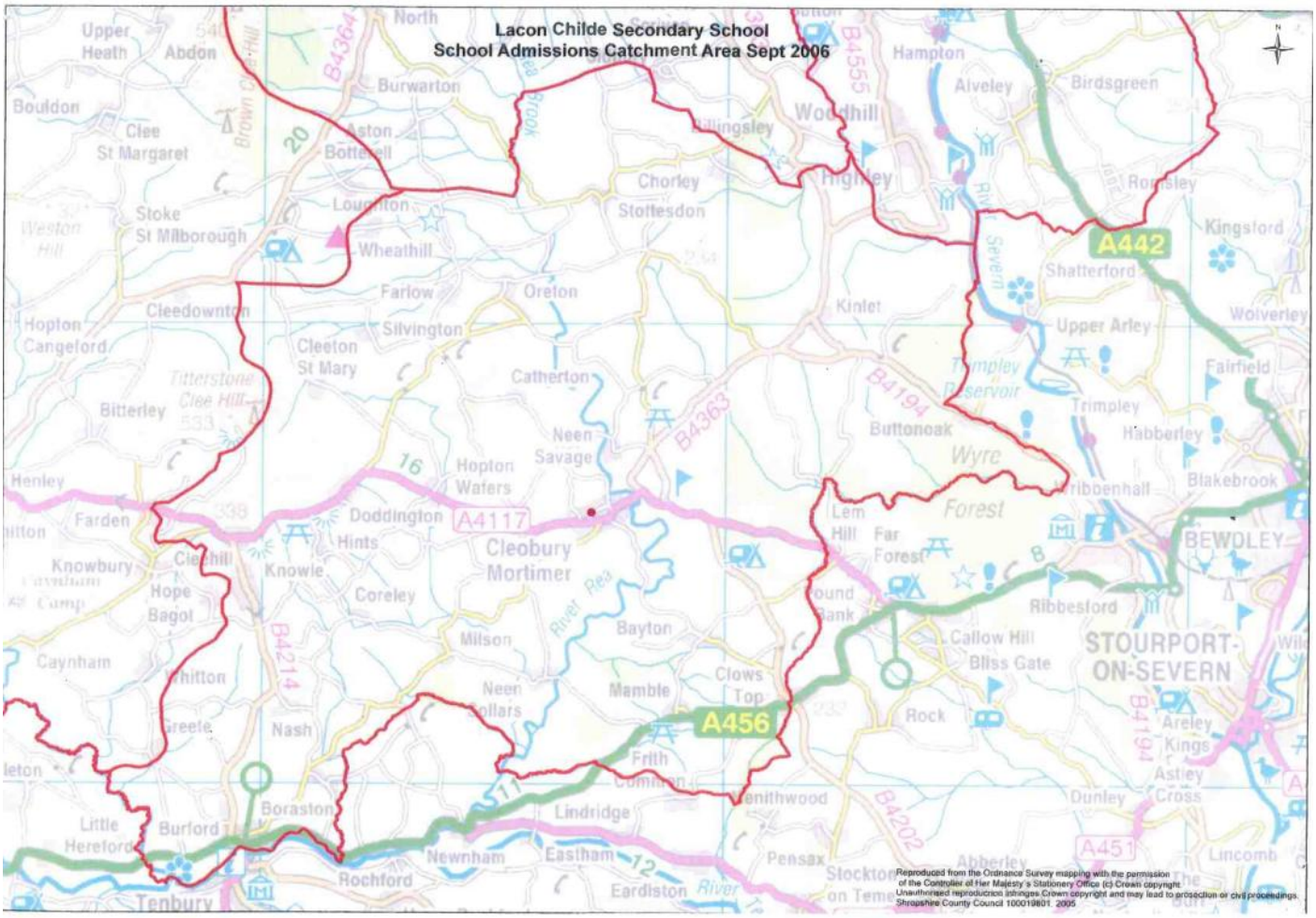
The ability to refuse admissions runs for a period of two years since the last exclusion.

The information contained in this policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Shropshire Local Authority.

PLEASE NOTE:
- On 1 November 2025, The Shropshire Education Gateway Trust merged with The Four Stones MAT to form a new Trust 'Four Stones Gateway Trust' (FSGT).
- The Trust Board of 'Four Stones Gateway Trust' are the new admissions authority from 1 November 2025

DRAFT - For consultation

Catchment Map



DRAFT. FO