



Newhampton Church of England Schools Federation

Admissions Policy 2026/2027

Growing together in strength, love and wisdom, we shine.

**Newtown Church of England Primary School
Welshampton Church of England Primary School**

Approved: Autumn Term 2024
Review: Autumn Term 2025
newtowncofeprimary.co.uk

welshamptonceprimary.co.uk



Values and Vision

Growing together in strength, love and wisdom, we shine.

“Let your light shine” Matthew 5:16

‘Let your light shine’ encapsulates the Federation’s commitment to provide an enriching education which is deep and broad. Pupils will be equipped for life in all its fullness through our Christian values of strength, love and wisdom.

Learning will be a journey of fun and adventure, broadening the horizons of our pupils and inspiring them to be the best they can be. Within a nurturing environment, we will support our pupils to give them the strength to flourish as confident, resilient and independent members of society.

Christian character illuminates all aspects of school life, where everyone is understood and valued. At the heart of our safe and inclusive schools, pupils will be kind, patient and respectful - developing a love of one another, a love of learning and a love of life itself.

The aspirational curriculum will foster curious and creative thinkers, who will be encouraged to maximise every opportunity and be proud of their achievements. Pupils will find joy in seeking knowledge and learning new skills, as they grow together on their journey through childhood.

Our schools are forward-thinking and outward-looking. We will continuously improve and evolve together, in order to inspire pupils who leave our schools feeling excited and ready for the future.

Contents

Introduction	4
Published Admissions Number	4
Reception Year Admissions	4
Children with an Education Health and Care Plan	4
Oversubscription Criteria	4
Notes to the Oversubscription Criteria	5
Catchment area	5
Sibling	5
Distances from school	6
Equal Priority	6
General Guidance	6
Unsuccessful Applications	6
Waiting list	6
When can my child start school?	6
Requests to defer starting Reception	7
Children with special educational needs or a disability	8
Mid-term applications	8
Appeals	8
Further information	9
Catchment Area Map	9
Policy Monitoring and Review	9
Monitoring	9
Review	9

Introduction

Shropshire Council is the admission authority for Newtown and Welshampton Church of England Federation (Trust) schools.

For admissions to the Reception Year, applications must be made via the Shropshire Council online portal ([Synergy - Homepage \(shropshire.gov.uk\)](https://www.shropshire.gov.uk/schooladmissions)) by 15th January 2026. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April 2026 (or next working day) if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and also for details of the admissions arrangements.

Published Admissions Number

Newtown Church of England Primary School has a published admissions number (PAN) of 20.
Welshampton Church of England Primary School has a published admissions number (PAN) of 12.

Reception Year Admissions

Shropshire Council schools have a designated 'catchment area' or 'attendance area' policy which applies to most schools. For details of a school's catchment area, please see Map Viewer on Shropshire Council's website <https://shropshire.maps.arcgis.com/>. If in doubt, or for a definitive answer, please email school-admissions@shropshire.gov.uk

All applicants will be admitted up to the school's published admission number.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan, which names a particular school, will be allocated places at that school.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

Priority 1:

'Looked after children'¹ or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements, or special guardianship order² including those who appear to Shropshire Council to have been in state care³ outside of England and ceased to be in state care as a result of being adopted.

¹ A looked after child is a child who is in the care of a local authority or 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).

² 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).

³ 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.

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 provide written evidence from a medical professional that in the view of the authority confirms that attending that particular school (and no other) 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 inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria in order:

3A: Priority will be given to children living within the catchment area who will have a sibling at the school on the day they are due to start there.

3B: Then the remainder of applicants who live inside the catchment area.

Priority 4:

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria in order:

4A: Priority will be given to children outside the catchment area who will have a sibling at the school on the day they are due to start there.

4B: After that, the remainder of applicants who live

If, in any of the above categories, there are more applications than places available, priority will be given on the basis of distance from home to school gate measured as a straight line on Shropshire Council's computerised mapping system. The shortest distance being given priority.

Notes to the Oversubscription Criteria**Catchment area**

The school's catchment area is defined as follows:

A child will be treated as living in the catchment area if they reside with their parent/carer at their normal and genuine place of residence for the majority of the school week and the address identifier lies within the area designated by the Local Authority as the catchment area for that particular school.

Allocation of places for children moving into or outside the catchment area can only be considered when formal confirmation (e.g. 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.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website www.shropshire.gov.uk, or individual addresses can be checked by contacting Shropshire Council's Admissions Team.

Sibling

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.

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

Distances from school

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority.

Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

Equal Priority

Where 2 or more applications are considered to be of equal priority after all criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process

General Guidance

Unsuccessful Applications

If unsuccessful on allocation day, Parents have the opportunity to request a review of the allocation and have their child added to the school's waiting list. 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.

Waiting list

Shropshire Council hold and maintain waiting lists for unsuccessful applications for admission into Reception. The waiting lists are held in accordance with the school's published over subscription criteria. If any vacancies arise, places will be offered to applicants at the top of the waiting list. 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

When can my child start school?

Children can attend primary education from the September following their fourth birthday. The law requires that children attend school from the prescribed day of or following their fifth birthday. (The prescribed days are 31 December, 31 March and 31 August).

Parents of a four-year old child can request that their child delays starting school until later in the school year if the child has not reached compulsory school age. In order to assist schools in making the necessary staffing arrangements, **parents wanting their child to start school later in the school year are asked to inform the school as soon as they have been allocated a place.**

Parents can also request that their child attends school part-time until the child is of compulsory school age, and/or choose a place at a nursery or other early learning setting if they would prefer.

Any parent considering part-time attendance for their child is urged to discuss this with the headteacher as soon as a place is allocated.

Parents who opt to delay entry until the spring or summer term will **not** lose a Reception place which has already been allocated through the application process.

Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child will be too young for mainstream school. Children born from 1 April to 31 August – known as ‘summer born children’ – do not need to start school until the September after their fifth birthday, a year after they could first have started school. **Most summer born children start at age 4 with no issues.**

However, where a child’s 5th birthday falls in the summer and parents wish to defer entry to the Autumn Term 2026, the child would start school in Year 1, not Reception, if a deferral has not been agreed. Applications for a Year 1 place would only be considered after the May half- term 2026, by which time there might not be any places available in the year group.

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort

Option 1 - Delayed Start

Parents of a summer born child who does start school aged 4 can, if they wish, in agreement with the allocated school start a pattern of part time attendance or a deferred start until later in that school year.

This will require parents to apply on-time (by 15 January) using the application process provided by Shropshire Council. Once places are allocated on the 16 April, the parent can contact the Headteacher to discuss the delayed start.

Option 2 - Defer for a full year

If a parent wishes their summer born child to start school aged 5 and wants their child to start school in reception (not year 1), they need to make a request to the school’s admission authority. This is called requesting admission out of the normal age group – because children born from 1 September in one year to 31 August the following year are normally educated together in one year group.

Requests to defer starting Reception

Children must have started school when they reach compulsory school age and cannot start school before the September following their 4th birthday. Requests to defer starting Reception, must be made to Shropshire Council’s School Admissions Team at the same time as the application for a school place and by the closing date of 15 January.

Shropshire Council will gather as much information about the child as possible. Parents may submit documentation in support of their request and information may be provided by the current educational or early years setting. Consideration will be given to exceptional circumstances in a child’s development, medical history and premature birth, if applicable. Very exceptionally, an assessment by an educational psychologist may be appropriate. When all the information is collated, the request will be considered by the admission authority. The decision will be made on the individual circumstances of the case and whether it is in the child’s best interests to join a different cohort.

If a deferred entry is approved, the school place application will be withdrawn, and parents will need to re-apply the following year. **An agreed Reception deferral does not guarantee a place at the school the following year; a fresh application must be considered in terms of oversubscription criteria along with all the other applications received for that year group. If a request is refused, the child will still be considered for admission to their normal age group.**

Parents should consider the potential impact of missing the reception year. The admission authority makes the decision in the child’s best interests. The government believes it is usually not in a child’s best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in Year 1.

It is important to advise a parent that, should their summer born child defer for a year, they will reach school leaving age at the end of year 10, rather than year 11. The school will not ask them to leave, but they will no longer be required by law to attend school and the school may not be able to enforce their attendance. Children usually take their GCSEs in year 11.

Children with special educational needs or a disability

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so they can access the support available there.

All teachers are trained to support all children to succeed, including those with SEND. Every mainstream school must have a special educational needs coordinator (SENCO) – a qualified teacher with an additional SEND qualification.

If a parent is worried about their child starting school because of their SEND, they can speak to their health visitor or to staff at the school they would like their child to go to, for example the headteacher or SENCO. The parent can also speak to the local [Special Educational Needs and Disabilities Information, Advice and Support service](#).

If a child is going through an EHC needs assessment, and the parent intends to request admission to reception aged 5, they will need to discuss this with the Local Authority.

Mid-term applications

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 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.

Appeals

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.

Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website

www.shropshire.gov.uk/schooladmissions

Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Further information

For clarification on the admissions arrangements or anything outlined in the above policy, please contact The School Admissions Team:

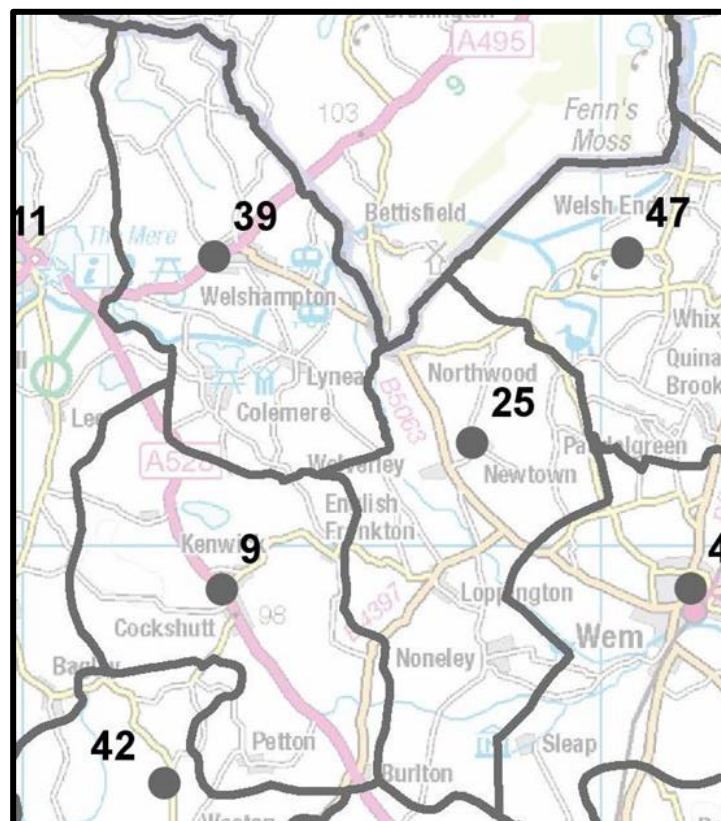
Email: school-admissions@shropshire.gov.uk

Post: c/o School Admissions Team, Learning & Skills, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Catchment Area Map

Welshampton Catchment Area – 39

Newtown Catchment Area - 25



Policy Monitoring and Review

Monitoring

The Executive Headteacher will monitor the outcomes and impact of this policy on an annual basis.

Review

Member of Staff Responsible	Executive Headteacher
Relevant Guidance/Advice/Legal Reference	The Admissions Code 2021 Shropshire Council Children Services – Learning and Skills, Admissions Team
Policy Adopted By	Governing Body

Consultation	
Date of Policy	Autumn 2024
Review Period	Annually
Date of Next Review	Autumn 2025