



## Leintwardine Endowed C.E. Primary School

### Admissions Policy

#### Agreed admission arrangements for 2026/27

#### Introduction

1. This document sets out the admission arrangements of Leintwardine Endowed CE Primary School. For the purposes of this policy, the Governing Body is the admission authority.

This policy reflects our Christian foundation and our school ethos which are at the forefront of all that we do.

#### Our School Ethos:

Whilst truly embedding ourselves in the heart of the church and surrounding community, we provide outstanding learning opportunities for all our children and their families.

#### **“Letting our Light Shine” Matthew 5:16**

Our aim is for each child to be kind so that they:

- Achieve their potential
- Become independent
- Connect with the Community
- Demonstrate Resilience

#### Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form online by the national closing date of 15th January. The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

3. Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Leintwardine Endowed CE Primary School a limit of 15 places has been set per year group. Leintwardine Endowed CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. A KS1 class will not exceed 30 at the beginning of an academic year. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply. The school will aim to admit any pupils with an Education, Health and Care plan naming the school, after considering whether their needs can be met.

Priority will then be given to those children who meet the criteria set out below.

#### **Oversubscription Criteria**

Admission decisions will be made in the light of the Christian character of the school recognising the need to serve the families in our area.

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Endowed CE Primary School according to the following admissions criteria, taken in the following order:

1. Looked After children and children who were Looked After, but ceased to be because they were adopted or became subject to a residence order or special guardianship order and children with a statement for SEN which names our school from within or outside the UK.
2. Children who already have a sibling at the school
3. Children whose parents work at the school (Any member of staff who has worked for a minimum of 2 years) or who are employed to fill a position for which there is demonstrable skill shortage.
4. Children whose home address is within catchment, in closest proximity of the school and who have the 'shortest available walking route to school'.
5. Children who attend Nursery on the school site.
6. Children whose home address is outside catchment in order of closest proximity to the school.

### **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

- A "Looked After Child" (LAC) 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) at the time of making an application to a school.
- A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.
- An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Siblings**

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **Children of staff**

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Watling Street, Leintwardine, Craven Arms, Shropshire, SY7 0LL and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

### **Proximity to School**

The distance between each residential address and schools is calculated using routing software called *Routefinder Pro*.

The transport network data used in the calculations is *Ordnance Survey MasterMap Highways Network (Roads, Routing and Asset Management Information)* and *Ordnance Survey MasterMap Highways Network (Paths)*. This data is standard for public sector organisations to use for this purpose.

### **Snapshot in time**

Our local authority address information is updated daily. However, the process of calculating distances to schools is done at a given snapshot in time during the schools admissions process. Hence, the address information provided here is accurate as of August each year.

### **Accuracy of calculations**

The distance calculation algorithm finds the nearest node on the transport network to the property point. Then it calculates the shortest route along the transport network to the node nearest to the school point. The points are located somewhere in the boundaries of the schools and properties but the network, algorithm and points do not take into account access points and driveways.

For this reason the results will not be 100 percent representative of real life travel but nevertheless give a very good indication of the distance travelling from point A to point B when compared to "as the crow flies" calculations.

Where the nearest school is less than 0.2 miles from the next nearest school and either part of the school's admissions criteria or where eligibility for free school transport is a consideration, we recommend that you request that a definitive calculation is made by contacting [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk) with your full address.

### **Tie-breaker**

Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school.

### **Late applications**

Applications received after the closing date and before the admission meeting will be placed last in the criteria in which they fall unless the Governing body is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place.

### **Appeals Procedure**

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 Headteacher at Leintwardine Endowed CE Primary School at Watling Street, Leintwardine, Craven Arms, Shropshire, SY7 0LL within 30 days of the date of the letter refusing your child a place at the school. Currently, and in recent years, there have been no appeals made regarding admission arrangements – but the procedure and process is outlined in the Local Authority's Booklet 'Information for Parents – Admissions and Transfer to Schools'.

### **Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part time, until the start of the term beginning immediately after their child has reached compulsory school age, which is the start the term in which they turn 5 years old. However, places cannot be deferred until the next academic year. In this case an application for Delayed entry would need to take place, this needs to be completed at the time that parents would apply for Reception. If this is not done children will become a child missing in education.

### **In Year Applications**

The allocation of places which become available during the year will be made on the basis of the over subscription criteria but bearing in mind that Leintwardine Primary School has mixed age classes, it may be possible to be flexible if a particular year group has very few children.

### **Admission decision**

Reception parents will be notified of the Governors' decision on the date published in the Local Authority's Booklet.

If you are offered a place at Leintwardine Endowed CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a welcome and induction programme for new parents and children.

**Waiting List**

Currently this school does not have a waiting list.

**Enquiries**

Should be to Headteacher at Watling Street, Leintwardine, Craven Arms, Shropshire, SY7 0LL

Reviewed Annually