

**Corvedale CE VA Primary School**  
**School Admissions Policy: 2023-2024**

This school is a voluntary aided church school formed with the intention of admitting all children, aged four to eleven, living in the Ecclesiastical Parishes of Culmington, Diddlebury, Munslow and Stanton Lacy. However, in some cases the boundaries of the Ecclesiastical Parishes and the Shropshire Council designated catchment area may not be the same, although this should not cause a problem in terms of admittance to the school, it may have implications regarding eligibility for free transport. The school or Shropshire Council's Admissions Team is able to answer any queries.

Corvedale CE VA Primary School and as such its Governing Body is its own admission authority although Shropshire Council's Admissions Team is responsible for the allocation of Reception places. If you would prefer your child to be admitted to Corvedale CE VA Primary School, please contact the school in the first instance, giving the name and date of birth of your child(ren). Application for Reception places should be made through Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) by 15th January preceding the beginning of the academic year in which you wish your child to start school. All applicants will be notified through the Local Authority with an offer of a place on 16th April.

Your child will be able to start school in the September following their fourth birthday and must start school no later than the beginning of term after their fifth birthday. Parents/carers will be able to consider a range of options until your child has reached statutory school age.

- As parents, you will be able to defer your child's entry to school until later in the school year and until the term following their child's fifth birthday when they reach statutory school age. Autumn born children may start a term later in January; spring born children may start after Easter. Summer born children may start after Easter or you could defer until the next school year in September. However, if you choose the latter, you will have to make another application to commence in year 1. Applications for a reception place cannot be held over in to a new school year. Arrangements to defer to start at the beginning of year 1 can normally be made in the same way as a mid-year application provided that there are available places. Such an application should not be made any earlier than half a term before the start of a new school year in year 1.
- Children can enter school in the middle of a term but the school will strongly recommend that parents defer entry to the beginning of a term in order for a child to adjust to the setting and his or her peers.
- Parents will be able to opt for 15 hours funded nursery provision until their child starts school or reaches statutory school age.
- Parents may also request that their child attends school part time until they reach statutory school age. School will determine the hours they would consider to be part-time. Parents have a right to start school one term and then withdraw to start at a later date.

Parents should contact the school if they are considering starting later in the school year. This will make no difference to the allocation of a school place and those that opt to have their child admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for a spring or summer entry.

Children will be able to start in Reception in the September following their fourth birthday. For some children this may be up to three terms before they reach statutory school age. Children are not allowed to enter school in the year group ahead of their normal cohort.

Parents who wish to change the cohort in which their child would be taught i.e. they wish their child to enter Reception a year late, must apply to the admissions team. However, being an Aided school the Governors can make their own decisions on early or deferred transfers.

All schools have an admission limit for each year group. The current admission number for Reception year is 15 at this school. Where a child has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names Corvedale CE VA Primary School as the appropriate school to meet those needs a place will be offered. Where applications exceed the admission number, places will then be allocated according to the following criteria in order of priority:

1. Where the child is in public care as a 'Looked After Child' or a child was 'Looked After' but ceased to be so because they were adopted as defined in the School Admissions Code.
2. Children living in Shropshire Council's designated catchment area and who have an older sibling at the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school.
4. Children living outside the designated catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
5. Children whose families live outside the designated catchment area but within the ecclesiastical parishes of Stanton Lacy, Culmington, Munslow and Diddlebury\* and whose parents are "known to" the Church of England, and whose homes are nearest to the school.
6. Other children who live outside the designated catchment area and the ecclesiastical parishes named above, whose homes are nearest to the school.
7. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Corvedale CE VA Primary School is essential to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2 – 5.

\*A map showing the ecclesiastical parish boundaries is available in school and can be found at [www.achurchnearyou.co.uk](http://www.achurchnearyou.co.uk). \*\*The definition of "known to" the church would be "an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation."

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.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

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

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.

There is no cost associated with the admissions process to any Shropshire LA maintained schools.

Corvedale Centre for Children is situated within the main school, however this is a private group. Although the majority of children who attend this group, do then attend Corvedale School, attendance at the Corvedale Centre for Children is not a guarantee of a place or a right to admission in to mainstream school. Equally children do not have to attend the Corvedale Centre for Children in order to qualify for a place at the school. Parents must complete Shropshire Council's application form for the mainstream school.

Any applications which do not arrive until after the closing date will not normally be considered until after the allocation date, unless there are exceptional circumstances, such as a house move from another area or a family difficulty such as a serious illness or bereavement. Applications involving a house move will need to arrive by mid-March. Parents are therefore advised that if they do not apply at the correct time, they may not get a place at their preferred school as it may be filled by other applicants.

All applications will be considered by the Admissions Committee according to the admissions criteria above. Parents will be notified on 16th April of the decision on the allocation of places by letter from Shropshire Council's Admissions Team on behalf of the Chairman of Governors. Should the admission be refused, parents may ask for a review, by writing to the Chairman of Governors at the school, who will refer the request to the Governors' Review Committee. This Committee will not include the Headteacher or Chair.

If the application is unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire Local Authority and the Hereford Diocesan Board of Education and is in accordance with the Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school.

Late applications and those unsuccessful at appeal can be included on a waiting list which will operate until the start of the academic year. Where a place comes available and there are several applicants the allocation will be made according to the admissions criteria.

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. All applications will be considered by the school's Admissions Committee according to the admissions criteria above. The school on behalf of the Chair of Governors will inform the applicant whether or not a place can be offered. If a place can be offered, then arrangements will be made for your child to start. If not then parents should follow the procedure set out in the above paragraph.

Children do not have to start full-time school until the start of the term after their 5th birthday. If this happens with autumn or spring born children this simply means the child starts a term later but in the same academic year. If a summer born child defers entry to autumn, then they will then enter into Year 1, and not into Reception Year. However, a place may not be reserved into the next academic year and a separate application to that year group must be made.

We recommend that you read Shropshire Council's publication "Parents' Guide to Education in Shropshire" available from the website, [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or from local libraries. Reference copies are also available in school. The booklet contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

For your information, we liaise closely with Shropshire Council, over the admissions process.