



"A small school with a huge heart."

Admissions Policy

2027-2028

Last reviewed

August 2025

Next review due

31.07.2026

Buildwas Academy Admissions Policy 2027/28

For admissions to the Reception year group, applications must be made through Shropshire Council by **15th January** 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 **16th April** if they have been allocated a place for their child. (Residents living in other parts of England must apply through their home local authority.) Please see the 'Parents Guide to Education' booklet on the website: www.shropshire.gov.uk/schooladmissions and also for details of the admission arrangements.

Admissions Criteria

Children with a Statement of Special Educational Needs or in possession of an Education and Health Care Plan which names Buildwas Academy, will be allocated places, after which places are allocated up to the Published Admission Number of 15 according to an agreed set of criteria in strict order of priority as shown below.

1. "Looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including 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. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area, then the following criteria for admission will apply in order:
 - 2a. 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 school.
 - 2b. After that, priority will be given to other children who live within the catchment area.
3. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
 - 3a. Children who will have a sibling at the school on the day they are due to start school.
 - 3b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight-line measurement.

Notes

A sibling connection is defined as a 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). Adopted siblings are also included. 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 the ground floor will be deemed to be the nearest in distance.

In the event that two applications are the same after all other criteria have been considered a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

If unsuccessful on allocation day, a child will automatically be added to the waiting list of their preferred school. Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered a place at the school by Shropshire Council on behalf of the school.

Admissions to our schools are managed by Shropshire Council who will hold any and all waiting lists. The waiting lists for all year groups are held and maintained on the school's behalf by Shropshire Council for the academic year. The waiting list are held in strict accordance with our published oversubscription criteria and reranked after each additional child is added to the waiting list.

Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered a place at the school by Shropshire Council on behalf of the school

In-Year Admissions

From 1 September 2024 Shropshire Council will be coordinating and allocating all requests for places at our school.

We welcome prospective parents to visit our school. If you wish to apply for a place at our school, please complete the online application form via this link – [Synergy - Homepage \(shropshire.gov.uk\)](https://www.shropshire.gov.uk/synergy)

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) 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.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

NB: Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

Shropshire Council does not offer the option for a child to start primary school before they are eligible

Deferred Transfers

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.

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

Option 1 - Delayed Start

If a parent of a summer born child does start school aged 4, they can, if they wish, agree with the allocated school a pattern of part time attendance or a deferred start until later in that school year for your child. You can discuss this with the school. This will require the parent 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 decides their summer born child will 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.

The parent will need to submit a form requesting a formal deferral and nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team for processing. Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (15 January for Reception). We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the team will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If parents do not make a request for admission out of the normal age group your child will start school in year 1. 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.

Applying for a Place Out of Cohort

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. If a request is refused.

The process for requesting such admissions is as follows

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will need to submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional.
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Appeals

Buildwas Academy delegate the administration of appeals to Shropshire Council. 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 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Waiting Lists

Admissions to our school are managed by the Local Authority, who will hold any waiting lists. The waiting lists for all year groups are held and maintained on the school's behalf by Shropshire Council for the academic year. The waiting list are held in strict accordance with our published oversubscription criteria and reranked after each additional child is added to the waiting list.

Should a vacancy become available the highest ranked application held in accordance with the published oversubscription criteria will be offered a place at the school.

Catchment Area Map

Please see below our catchment area map, however parents can access an interactive online map for further details - [General Map Viewer](#)

Buildwas Academy

