



Corvedale Church of England Voluntary Aided Primary School

School Admissions Policy: 2026-2027

This policy to be determined by the Governing Body of Corvedale Church of England Voluntary Aided Primary School on 19th November 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 is 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.

Corvedale is a Church of England Voluntary Aided 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 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.

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). Most children do start school in the September after they turn four. However, a child doesn't need to start school until they reach compulsory school age and a delayed start date will need to be discussed and agreed with the headteacher.

Summer-born children

Children born from 1 April to 31 August are known as summer-born children. They don't need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach compulsory school age.

Parents of summer-born children have two options if they feel their child isn't ready to start reception in September with their natural cohort:

Option 1 - delayed start

A parent of a summer-born child starting school aged 4 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 (but not later than the beginning of the summer term). You can discuss this with the headteacher.

This will require the parent to apply on time (by 15 January) using the application process provided by your local authority. 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 that their summer-born child will start school aged five and wants that child to start school in reception (not year 1), they need to make a request to the local admission authority. This is School Admission Policy

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.

This means that you'll need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.

This information doesn't apply to children with education, health and care (EHC) plans. If your child has an EHC plan and you wish them to start school in reception (not year 1) when they're five, you should [contact the SEN team](#). Having special educational needs and disabilities (SEND) doesn't necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so that they can access the support available there.

If you decide that you want to defer for a full year, You should still apply for a school place as normal by 15 January – as if your child was going to start school at age four – even if you want to delay their start until age five.

You should also submit a request for admission out of the normal age group ideally by 15 January.

Shropshire residents can email school-admissions@shropshire.gov.uk to request this. The admission authority decides whether children who start school at compulsory school age should be admitted to reception or year 1. They must make this decision in the child's best interests.

If you decide to delay your child starting school until the September following their fifth birthday but don't request admission out of their normal age group at this time, your child will start school in year 1. You'll need to make an in-year application for a school place for your child., Schools are unable to hold a place for your child from the previous year.

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. Looked after children^[1] and previously looked after children^[2] who have since been adopted, or became subject to a child arrangements order^[3] or special guardianship order^[4] including those children who appear (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.

2. Children living in the designated catchment area¹ of Corvedale CE VA Primary School and who have an older sibling at the school on the date they are due to start.

3. 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 sibling² at the school on the day they are due to start and whose homes are nearest to the school.

5. Other children who live outside the designated catchment area named above, whose homes are nearest to the school.

6. 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 – 8.

[1] A 'looked after child' 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.

[2] This includes children who were adopted 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).

[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.

[3a] Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

[4] See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

¹The designated catchment area is defined by Shropshire Council and available on their website

² 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.

Attendance at Corvedale's nursery is not a guarantee of a place or a right to admission in to the main school. Equally children do not have to attend the Corvedale' nursery 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 School Admission Policy

Shropshire Council's Admissions Team on behalf of the Chairman of Governors. If unsuccessful on allocation day, Shropshire Council's Admissions Team, on behalf of the school, will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. 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.

Shropshire Council's Admissions Team will continue to maintain waiting lists for unsuccessful applicants in Reception Year. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

All applicants refused a place as Corvedale CE Primary School have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Although the school is the admission authority, we have delegated responsibility for the coordination of this to Shropshire Council. 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.

Late applications and any applications that are refused or any unsuccessful appeals will be placed on our 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.

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 on our behalf, 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 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.

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 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 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.

October 2024

Approved by the Governing Body on

Review October 2025