



Short Wood Primary School

Admissions Policy

2027-2028

Date of Policy creation	December 2021
Policy lead	Gail Butele
Date of Policy review by Governing body	September 2025
Frequency of review	Annually
Review	September 2026

Short Wood Primary School is part of Severn Bridges Multi Academy Trust, who are an admissions authority in their own right and is therefore responsible for determination of the admission arrangements and the rank ordering of applications in accordance with these arrangements.

Reception Applications

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Trust by Telford and Wrekin Council in accordance with the local coordinated scheme.

Check cut off dates here : [Introduction - Starting School - Telford & Wrekin Council](#)

Admissions Criteria

Children who have an Education Health Care Plan which names Short Wood Primary School will be allocated places, after which places are allocated up to the published admission number of 70, according to an agreed set of criteria in strict order of priority as shown below:

- **Priority 1 - Looked after children:**

Looked after children who were previously looked after because they were adopted. (Or become subject to child arrangements order or special guardianship order). This includes 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.

- **Priority 2 - Children living inside the designated catchment area:**

- a) Children who have exceptional health reasons, where there is written medical evidence that admission to this school is essential for the immediate well-being and demonstrates how Short Wood is the only school that meets the defined need.
- b) Children living within catchment area who will have an older sibling at our school on the day they are due to start school. (Brothers, sisters, stepbrothers, stepsisters, half-brothers, half-sisters,

living as a family at the same address and are of compulsory school age (5-16 years). Adopted siblings are also included. However, cousins or other relatives who take up residence in order to be 'in catchment' will not be given priority under the sibling criteria.

- c) Pupils in receipt of Early Years Pupil Premium at the point of closing the application round.
- d) Any other children in the school's attendance area

- **Priority 3 - Children living outside catchment with a sibling in school:**

Children living outside the catchment area who have an older sibling at the school on the day they are due to start school.

- **Priority 4 - Staff children:**

If a member of staff has been employed at Short Wood for two or more years at the time the application to the school is made and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- **Priority 5 - All other children living outside catchment:**

Any child who applies for a place at Short Wood who live outside our catchment area. Each category will be rank ordered to the distance from home to school, as a straight-line measurement.

Notes:

- For admission purposes, all distances are measured as a straight-line distance on the Council's computerised mapping system between the home address and the nearest entrance gate of the relevant school.
- The Early Years Pupil Premium is additional funding to support disadvantaged three- and four-year-olds in early years settings. Its aim is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them raise the quality of their provision. It has been available in all local authority areas in England since April 2015.

- All applicants are required to give correct information about the genuine residential address of the child. Where information regarding 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. The child's address should be that of the child's permanent home. A business address, workplace address or child minder's address will not be accepted. A relative or carers address can only be considered if that person(s) has legal custody of the child. (Evidence of court order is needed). The property must be owned, leased, or rented by the child's parents or person with legal responsibility for the child. A child's 'normal home address' is where he or she spends most of the week. You **MUST** tell us if you move house after you have made your application. We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence. We may ask the legal team at Telford and Wrekin Council to investigate or ask you to provide legal confirmation of your address.
An application can only be made from a single address and only one application can be made for each child. You will be asked how you can be contacted in an emergency; in case your child becomes ill or has an accident in school. Please remember that it is important that all these details are kept up to date and you must therefore notify the school of any changes, most especially changes of address.
- If unsuccessful on the allocation day, Telford and Wrekin Admissions Team will offer a review, and a waiting list will be formed of parents wishing to pursue a place at Short Wood. At the end of the review period, parents who still have not been successful in securing a place have the right to appeal against the decision.

Mid Term or In Year Applications

Midterm applications will be dealt with using the same admissions criteria as above.

The published admission number for each year group is 70 pupils.

The In Year application form can be accessed here:

www.telford.gov.uk/admissions

Appeals

Any applicant refused a place at Short Wood Primary School, has the right of appeal to an independent appeals panel in accordance with the Schools Admission Appeals Code. Telford and Wrekin Council manages all appeals on behalf of the school.