



Ludlow Church of England School

Admissions Policy

2018/19

2019/20

Approved By	Local Governing Body
Date Approved	March 2018
Last Revised	N/A
Review Date	March 2019

Admissions Policy

Ludlow CE School is an 11-16 community school, with a church foundation. We are part of the Diocese of Hereford Multi-Academy Trust. We are a fully inclusive school, welcoming all applications for admission, regardless of ability, aptitude or faith.

The school has a Published Admission Number (PAN) of 174 for each Year 7 intake. Our admission process follows Shropshire Council guidelines. Full details can be accessed from their website www.shropshire.gov.uk/schooladmissions.

Visiting the school

The school offers an Open Evening early in the Autumn Term for parents and prospective students to find out more about our school. For families wishing to visit at other times, please contact the school and a senior member of staff will be pleased to show and your family around. We are proud of our school, and are always pleased to show prospective parents and students our school in action.

Applications

Parents or carers of Year 6 children resident in Shropshire will be required in the Autumn term prior to the school year of transfer, to make an application via the Shropshire Council website, naming three preferences. This online application facility will be available in early September. Full details are given in Shropshire Council's "Parents' Guide to Education in Shropshire" booklet, and it is recommended that parents read the booklet before completing an application.

Where there are more applications than places available, allocations are made in accordance with oversubscription criteria. In general terms, they are based on the following criteria:

1. *Children who have an Education Health and Care Plan or a Statement of Special Educational Needs* from Shropshire Council, which names the school which the child should attend because their needs can be best met by that particular school, will be offered places before other children
2. Priority is given next to children in public care, "*Looked After Children*" and *previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order of special guardianship order*
3. *Children living inside the catchment area* have next priority
4. *Sibling* connection, is followed by
5. Attendance at a *primary school within catchment*:
 - Bishop Hooper CE Primary School
 - Bitterley CE Primary School
 - Bucknell, St Mary's CE Primary School
 - Corvedale CE Primary School
 - Ludlow Junior School
 - St Laurence CE Primary School
 - Onny CE Primary School
 - Stokesay Primary School
6. *Proximity of home address* to the school

Where an application is unsuccessful, parents/carers may wish to put their names on a waiting list or appeal against the decision. Please seek advice from Shropshire Council's Admissions Team by calling 0345 678 9008 or writing to them at Shropshire Council, Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

Mid-Term or In-Year Admissions

In accordance with the revised School Admissions Code 2012, the school co-ordinates in-year admissions, and not Shropshire Council. Parents or carers can apply for a place at any time, and the application is made directly to us using a mid-term application form available on our website, or Shropshire Council's website, listed above. Should you wish your child to join the school after the start of Year 7, please contact the school in the first instance in order to make an appointment to visit the school. Decisions regarding in-year applications will be considered by members of the Senior Leadership Team.

We inform Shropshire Council of all applications received and their outcome to allow Shropshire Council to keep up to date figures on availability of places. If an application is refused, Shropshire Council will inform parents or carers of their right to appeal against the refusal. Some applications may be considered under the Fair Access Protocol. Full details are available on the Shropshire Council website.

Updated February 2018