

On 1 November 2025, the Shropshire Gateway Education Trust is merging with the Four Stones Multi-Academy Trust to form a new Trust: 'Four Stones Gateway Trust'. The Trust Board of 'Four Stones Gateway Trust (FSGT)' will be the new admissions authority from 1 November 2025.

Admissions Policy 2025-2026

Our school caters for children between the ages of 2 and 11 (Nursery to Year 6). Children may enrol at the school at any time during these years in accordance with the admissions policy.

Admissions to Nursery

Admissions to our Nursery can occur at anytime following a child's second birthday. Applications are processed according to the date forms are submitted and availability of sessions. Attending our Nursery does not guarantee a place within the main school.

Admissions To Reception

Children in England are entitled to start school full time in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday*.

Although our Governing Body has responsibility for our admissions, we follow the Shropshire Local Authority admission procedures. A letter from the Local Authority is sent to all parents in the autumn term, the year before your child is due to start school, with details about the admissions process.

All applications received within the allocated time (usually 15th January) will be considered and parents will be informed by Shropshire Council (16th April) or next working day if they have been allocated a place for their child. Late applications will also be considered if there are exceptional circumstances (e.g. house move, serious illness, bereavement) if notification is received by the published date (see Parents' Guide to Education in Shropshire Booklet). Otherwise, late applications will be placed on a waiting list and considered at the review stage after the initial allocation stage. We strongly advise parents to apply before the closing date.

If unsuccessful on allocation day, Shropshire Council will offer a review and unsuccessful applicants can request for their child to be added to the waiting list, which will be ranked in accordance with our schools published oversubscription criteria. Details on how to do this are included in the offer letter sent to parents. 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. Appeals are heard during the summer term. If still unsuccessful, parents may remain on the waiting list until either a place can be offered or they wish to remove their child from the list. The waiting list is held and managed by Shropshire Council on our behalf.

If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with our normal admissions criteria below.

For further information regarding admissions and the dates, we recommend that you read Shropshire LA's publication 'Parents' Guide to Education in Shropshire' and refer to the information on the following website: www.shropshire.gov.uk/schooladmissions.

*Most parents will be happy for their child to start school in the autumn term, but some may have concerns. If this is so please contact the school to discuss concerns and possible part-time attendance or deferring entry for very young children (summer born). Parents who wish for their child to start Reception with a younger cohort, should make their application and a deferred transfer request to Shropshire Council's Admissions Team before 15 January in the application year.

Admissions Criteria:

All schools have an admissions limit for each year group based on an admission number. Our present admission number is 15. Children with a Statement of Special Educational Needs or Education and Health Care Plan, which names Stottesdon CofE Primary School, 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 children' or children who were 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 admission authority of 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 (see attached) 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 an older 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 using distance from the school.
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 an older sibling at the school on the day they are due to start school.
 - 3b. Children who have a parent or guardian, who is a member of staff, who has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the school.
 - 3c. All other children using distance from the school.

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

Please note:

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 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 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 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.

Mid-term or In-Year applications

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](https://www.shropshire.gov.uk/synergy) ([shropshire.gov.uk](https://www.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.

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. The Headteacher will consult Governors to consider whether additional places can be offered above the published admission number. The school will consider:

- the overall number at the school (PAN total of 105) and this may allow for 'bulge' year groups to pass through.
- whether the school has the facilities (human and physical) to support additional children.

A decision must be notified to parents within 15 school 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.

Parents seeking a place for their child outside of their normal age group should put their reasons for the request in writing. The school will consider the requests with reference to parent's views; 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. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The application will then be considered in accordance with the in-year application process outlined above. If refused a place, parents have a statutory right to appeal against the decision, unless they are offered a place other than in their preferred age group.

Stottesdon C. of E. Primary School, Cleobury Mortimer, Nr. Kidderminster, Worcs. DY14 8UE

Office Tel: 01746 718617 Nursery/Wraparound: 01746 718769

Email: admin@stottesdon-school.co.uk

Website: www.stottesdon-school.co.uk

Head Teacher: Mrs. K. Jones Chair Of Governors: Dr Robert Kennett MBE

SGET Registered Office: Lacon Childe School, Cleobury Mortimer, DY14 8PE Company number 9115941

Applicants are only considered as resident in the catchment area when formal confirmation (signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received. All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a 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.

School Catchment Area: [Please see document attached](#)

***Notes:**

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) An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)