



Ludlow Church of England School

Admissions Policy

2023/24

2024/25

Approved By	Strategy and Resources Committee
Date Approved	February 2023
Next Review Date	January 2024

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 **140** 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/carers 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/carers 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.

Children who have an Education Health and Care Plan or a Statement of Special Educational Needs, 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.

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. Highest priority is to be given to looked after (LAC) and previously looked after children (PLAAC), including internationally adopted previously looked after children (IAPLAC)
2. Children *living within the designated catchment area with an older sibling on roll at the date they are due to join the school*, have next priority [see catchment map Appendix 1]
3. All other children living within the catchment area, is followed by
4. 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 Primary School
 - St Laurence CE Primary School
 - Onny CE Primary School
 - Stokesay Primary School

* The child will need to have been on roll at the primary school for more than one academic year, i.e., at the end for the Summer term of Year 5

5. *Out of area, with sibling already at Ludlow 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 see Appendix 2 for advice on the process and timeline for making an appeal.

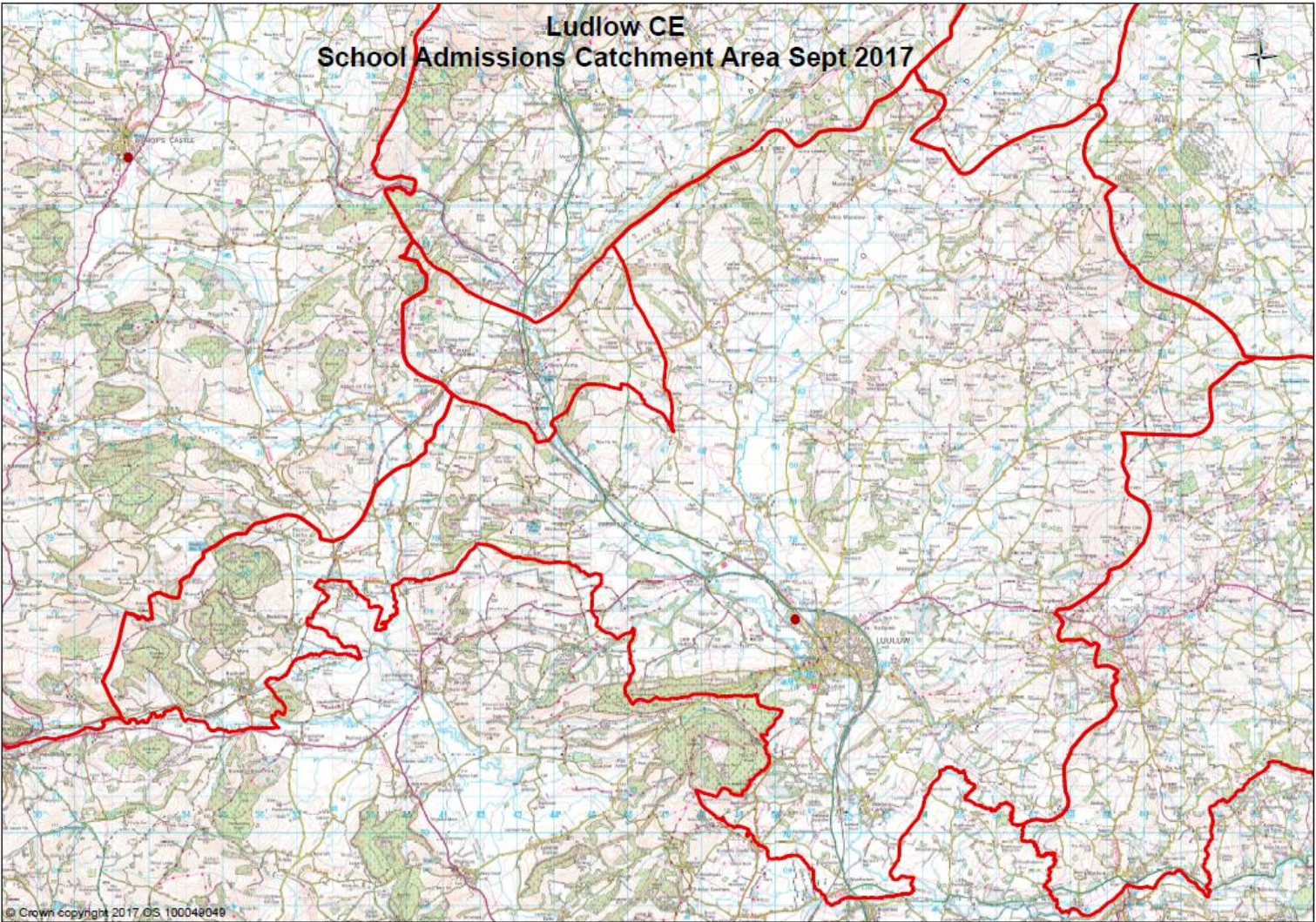
Mid-Term or In-Year Admissions

In accordance with the revised School Admissions Code 2021, 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, within 10 school days, issuing a decision within 15 school days.

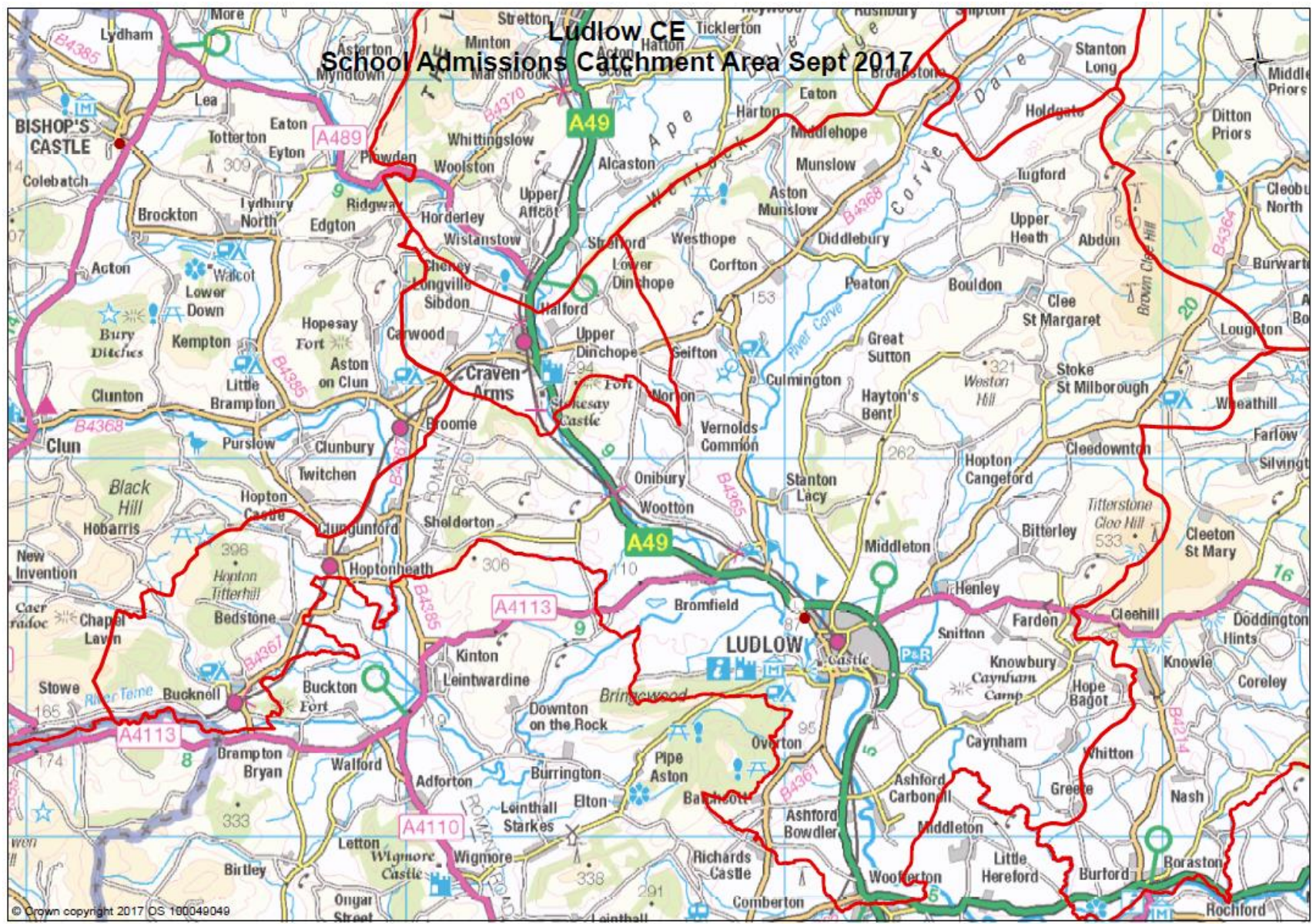
We inform Shropshire Council of all applications received and their outcome to allow Shropshire Council to keep up to date figures on availability of places. If an application is refused, please see Appendix 2 regarding the right to appeal against the refusal. Some applications may be considered under the Fair Access Protocol. Full details are available on the Shropshire Council website.

Appendix 1

Catchment Maps



Ludlow CE School Admissions Catchment Area Sept 2017



Appendix 2

Appeals Timetable for allocation of places for September 2023

Appeals for secondary transfer into Year 7 and Reception intake received by the closing date are normally held during May, June, and July each year. The proposed appeal timescales for secondary transfer and reception intake for September 2023 will be as follows.

DATE	Secondary	Primary
Allocation Day – the day emails are sent out informing parents of which school they have been allocated a place.	Weds 1 March 2023	Monday 17 April 2023
Deadline for appeal applications (at least 20 school days)	Friday 31 st March 2023	Friday 19 th May 2023
Deadline for appeals to be heard (within 40 school days)	By Monday 19 th June 23	By Thursday 20 th July 23
Appeals will be heard between	May/June 2023	June/July 2023

Appeals lodged after these dates (late applications) appeals should be heard 40 schools' days from the deadline for lodging appeals, where possible, or within 30 schools' days of the appeal being lodged. (*School Admission Appeals Code Oct 2022; 2.3a*)

Appeals in respect of in-year applications, where possible, will be heard within 30 school days of receipt. If you decide to request an appeal after 6 June, it **may not** be possible to offer an appeal date before the end of the summer term. Appeals are not held in the school holidays. Appellants (the person/s lodging an appeal) will receive notification of the date, time, and venue of their appeal date at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk, with any relevant and requested documents, within the specified timetable. The clerk to the panel will send to the panel, the appellants, and the admission authority all the documentary evidence to be considered at the hearing, within a reasonable time before the date of the hearing.

Notification of the panel decision will be provided to the appellants in writing within 5 school days, after the hearing, unless there is good reason. Decisions of Appeals Panels are final and binding on both the Admission Authority and the school.

DHMAT engage independent external appeal panel and clerk to process their admission appeals. In line with the Admissions Appeals Code, October 2022, appeal panels can be heard, virtually, face to face or hybrid (both).

Admission appeal requests for any DHMAT schools must be in writing, by email, to admin@dhmat.org.uk with Admission appeal referenced in the subject line on the email. **or by post to:**

Canon Andrew Teale
Admissions Appeal
Unit 11, The Business Quarter
Ludlow Eco Park, Sheet Road
Ludlow
Shropshire
SY8 1FD