



Ludlow Church of England School

Admissions Policy

2025/26

2026/27

2027/28

Approved By	Local Academy Board
Date Approved	October 2025
Next Review Date	October 2026

The Diocese of Hereford Multi Academy Trust acts as the school's admission authority and determines its own admission arrangements in line with the Funding Agreement with the Secretary of State.

The Trust has devolved the responsibility for the coordination and processing of any and all application for places at each of its schools to Shropshire Council. However, The Diocese of Hereford Multi Academy Trust still makes all decision regarding admissions of children to their schools.

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 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. A child who is “Looked after”, or who was 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 school to have been in state care outside of England and ceased to be in state care as a result of being adopted, this would include if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
 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. *All Other Children*

Where an application is unsuccessful, parents/carers may wish to put their names on a waiting list or appeal against the decision.

Mid-Term or In-Year Admissions

The Trust has devolved the responsibility for the coordination and processing of any and all applications for places at each of its schools to Shropshire Council. However, The Diocese of Hereford Multi Academy Trust still makes all decisions regarding admissions of children to their schools.

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 our decision to offer a place 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 on our behalf.

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. If an offer of a place is refused, the name will be removed from the waiting list.

Admission outside of normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The decision is not guaranteed and must be based on the individual circumstances of the child, prioritising their best interests.

Admission authorities must make decisions based on the circumstances of each case and if it is in the best interests of the child concerned.

It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The process for requesting such admissions is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will need to submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- 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.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Appeals- Arrangements for appeals panels

Ludlow CE School is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. The Diocese of Hereford Multi Academy Trust is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. The Trust has arranged for Shropshire Council to administer admissions appeals on its behalf. Parents/carers wishing to appeal should do so via the Shropshire Council 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.

Appendix 1 Catchment Map

