



# ADMISSIONS POLICY

Senior member of staff responsible:	Mr P J Lowe-Werrell, Headteacher
Designated member of staff:	Mr P J Lowe-Werrell, Headteacher
Governor Committee:	Full Governors
Revised:	Autumn 2018
Approved by Governing Body:	Autumn 2018
Review date:	Summer 2020





## ADMISSIONS POLICY

The admissions policy for Mary Webb School and Science College is determined by Shropshire Council, which is the Admissions Authority for all Community and Voluntary Controlled schools in Shropshire. For admission to Year 7, the Council's Admissions Team operates the admissions process and all enquiries regarding Admissions should be addressed to them. They produce a booklet 'Parents' Guide to Education in Shropshire' each year with up-to-date information about schools and a full explanation of the admissions processes. The booklets are available on the Shropshire Council website. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team.

The contact address is:

School Admissions Team  
 Shropshire Council  
 Shirehall  
 Abbey Foregate  
 Shrewsbury  
 SY2 6ND

Tel: 0345 678 008

Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

Website: [www.shropshire.gov.uk/school-admissions](http://www.shropshire.gov.uk/school-admissions)

Catchment areas for schools can be viewed on LocalView which can be found on the above website address.

Mary Webb School and Science College has a Published Admission Number of 120 for the Year 7 intake in 2018 (this number also applies to Years 8 - 11). For the year commencing September 2018 the number of preferences received and places allocated was as follows:

Date of allocation	No of 1 <sup>st</sup> preferences received	Total places allocated	1 <sup>st</sup> preferences allocated	2 <sup>nd</sup> preferences allocated	Offered place as their listed preferences were not available	Published Admission Number
March 2018	113	120	112	1	4	120

In the Autumn Term prior to the school year of transfer, parents/Carers of Year 6 children resident in Shropshire are required, to apply online through the Shropshire Council stating three preferences. For those parents without internet access, application can also be made by telephone on 0345 678 9008

Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. Full details of these criteria are in the Parents' Guide booklet; it is essential that parents read the booklet before completing the application form but. In general terms, criteria for Mary Webb School and Science College are based upon the following (in order):

- Children Looked After (that is, children who are looked after by a Local Authority) and Ever Children Looked After who ceased to be so because they were immediately adopted (or became subject to a child arrangements order or a special guardianship order)
- Residence in the school's catchment area with an older sibling at the school
- Residence in the school's catchment area
- Residence outside the school's catchment area with older sibling
- Residence outside the schools' catchment area but who have attended state-funding primary schools that lie within the secondary school's catchment area for more than a whole academic year prior to transfer
- Residence outside the school's catchment area

Children who have an Educational and Health Care Plan, which names Mary Webb School and Science College as the appropriate school to meet those needs will be offered a place.

We, like most secondary schools, work closely with local primary schools and often invite students to attend the school for various activities. Such visits, however, have nothing to do with the admissions process and do not in any way give any guarantee of a place at the school. Shropshire does not operate a system of feeder schools, as the home address of your child is the arbiter of being offered a place. That home address will be checked against data sources to ensure potential applicants are not, for example, using a relative's address, or work/office address to achieve a higher priority under the published criteria.

Where applications are not successful, parents/carers may wish to put their names on a waiting list or appeal against the decision. The Admissions Team will be able to provide advice on these matters. Members of the school staff and governors are legally **not** allowed to write a letter of support for appellants so please do not ask them to do so. Nor is the school allowed to give any guarantee that a place will be offered at the school.

### **Mid-Term or In-Year Admissions**

Where families move house at other times of the year after the start of Year 7, please contact Mrs N Murray, in the first instance in order to make an appointment to visit the school. If you wish to apply for a school place, you will need to complete a mid-term transfer application form and your application will be considered by the school.

If there are no places available, the Admissions Team will be able to inform you of the Appeals process.