Four Hills Education Trust

Where Every Step is Shaped with **CARE**

DRAFT ADMISSION ARRANGEMENTS 2028/29

SEPTEMBER 2028 ENTRY

FOR CONSULTATION – NOT YET DETERMINED

Consultation version for parents, carers, schools, local authorities and other interested parties

Consultation status

These proposed arrangements have not been determined. The Albrighton Primary School & Nursery arrangements will be included in Shropshire Council's coordinated consultation from the end of November 2026 to January 2027. Following consideration of consultation responses, Four Hills Education Trust will determine the arrangements by 28 February 2027. The Trust will liaise separately with Telford & Wrekin Council regarding consultation for its Telford schools.

Four Hills Education Trust
c/o Millbrook Primary School & Nursery, Grainger Drive, Leegomery, Telford, TF1 6UJ
01952 387640 | enquiries@fourhillseducationtrust.org.uk
www.fourhillseducationtrust.org.uk

Document status and scope

Important

This is a consultation draft for admission in the 2028/29 academic year, including Reception entry in September 2028. It is not a determined policy. Wording may be amended following consultation before determination by the Board of Trustees.

Scope

Four Hills Education Trust is the admission authority for the academies below. The Trust participates in the coordinated admissions schemes operated by the relevant local authorities.

hool	Local authority area	Reception PAN
llbrook Primary School & Nursery	Telford & Wrekin	60
adows Primary School & Nursery	Telford & Wrekin	60
lliam Reynolds Primary School & Nursery	Telford & Wrekin	60
odlands Primary School & Nursery	Telford & Wrekin	60
righton Primary School & Nursery	Shropshire	45

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1. Legal framework and principles

These draft arrangements are prepared under the School Standards and Framework Act 1998, the School Admissions Code 2021, the School Admission Appeals Code and the Trust's Funding Agreement. Four Hills Education Trust is responsible for ensuring that its arrangements are fair, clear and objective.

The Trust will admit all applicants where sufficient places are available. Where applications exceed the number of available places, applications will be ranked using the published oversubscription criteria in section 4.

Catchment areas

Each academy continues to use the defined catchment area historically recognised by its relevant local authority. Living within a catchment area does not guarantee a place. The maps forming part of these draft arrangements are included at Appendix A. Applicants should use the relevant council's current online checker to confirm an address because mapping may be updated.

Telford & Wrekin catchment checker: https://www.telford.gov.uk/schools-and-learning/school-admissions/school-catchment-area-maps/

Shropshire school admissions: https://next.shropshire.gov.uk/school-admissions/

2. Applying for a school place

2.1 Reception transfer applications - September 2028

The normal admissions round covered by this section is the transfer into Reception for September 2028. A child attending a school nursery does not transfer automatically into Reception. A separate Reception application must be made through the coordinated process.

Telford & Wrekin schools

Applications for Reception places at Millbrook Primary School & Nursery, Meadows Primary School & Nursery, William Reynolds Primary School & Nursery and Woodlands Primary School & Nursery must be made through the applicant's home local authority. Telford & Wrekin residents should use Telford & Wrekin Council's coordinated admissions arrangements.

Apply through Telford & Wrekin Council: https://www.telford.gov.uk/schools-and-learning/school-admissions/

Albrighton Primary School & Nursery - Shropshire

The Shropshire wording in this section relates specifically to the normal Reception transfer round for September 2028. Shropshire residents must submit their Reception application through Shropshire Council's coordinated admissions arrangements. Parents living outside Shropshire should apply through their home local authority and name Albrighton Primary School & Nursery as a preference.

Apply through Shropshire Council: https://next.shropshire.gov.uk/school-admissions/

> **In-year applications are different**
>
> Applications to join Albrighton Primary School & Nursery outside the normal Reception transfer round, including applications for other year groups or after the start of the school year, must be made to Shropshire Council. See section 7.

3. Children with an Education, Health and Care Plan

Children whose Education, Health and Care Plan names one of the Trust's academies will be admitted. These children are admitted before the oversubscription criteria are applied.

4. Oversubscription criteria

Where applications exceed the number of places available at an academy, places will be allocated in the following order of priority.

Priority 1 - Looked after and previously looked after children

A looked after child is a child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of its social services functions.

This criterion also includes children who were previously looked after and immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order, and children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of adoption.

Priority 2 - Children living within the school's defined catchment area

Where a school is oversubscribed within this category, priority will be given in this order:

a) Exceptional medical need. Children with exceptional health reasons where written medical evidence confirms that admission to the preferred school is essential for the child's medical wellbeing. The evidence must confirm the exceptional medical reason and demonstrate why the named school is the only school capable of meeting the defined need.

b) Siblings. Children who will have a sibling living as part of the same family unit and attending the school on the day of admission.

c) Early Years Pupil Premium / Pupil Premium. Children in receipt of Early Years Pupil Premium or Pupil Premium at the application closing date.

d) Other catchment children. All other children living within the school's designated catchment area.

Priority 3 - Children living outside the school's defined catchment area

Where a school is oversubscribed within this category, priority will be given in this order:

a) Exceptional medical need. Children with exceptional health reasons supported by written medical evidence.

b) Siblings. Children who will have a sibling attending the school at the time of admission.

c) Early Years Pupil Premium / Pupil Premium. Children in receipt of Early Years Pupil Premium or Pupil Premium at the application closing date.

d) Children of staff. Children whose parent or guardian has been employed at the school for two or more years at the time of application, or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

e) Other applicants. All other applicants.

5. Definitions, distance and tie-break

Sibling

A sibling is a full brother or sister, half-brother or half-sister, step-brother or step-sister, foster sibling or adopted sibling living at the same address as the child for whom the application is made. The sibling must be attending the school on the date the applicant is due to start.

Home address

The home address is the child's permanent place of residence with their parent or legal guardian. Where parents share responsibility and the child lives at more than one address, the address used will normally be the address where the child spends the majority of the school week. Where time is shared equally, the address associated with Child Benefit will normally be used. The relevant local authority may request evidence.

Children of staff

A child of staff is one whose parent or guardian has worked at the school for at least two years at the time of application, or has been recruited to fill a post for which there is a demonstrable skill shortage.

Distance measurement and tie-break

Where there are insufficient places within an oversubscription category, applications will be ranked by the straight-line distance between the home address and the school, measured using the relevant local authority's recognised computerised mapping system. Shorter distances have higher priority.

If two or more applications remain exactly equal after all other criteria and a place cannot otherwise be allocated, random allocation, independently verified, will be used.

6. Deferred entry and admission outside the normal age group

6.1 Deferred entry and part-time attendance in Reception

Parents offered a Reception place may request that their child attends part-time until compulsory school age or defer the date their child is admitted until later in the same school year. Entry cannot be deferred beyond the start of the final term of that school year or beyond compulsory school age. The place cannot be held over into the following academic year.

6.2 Reception entry outside the normal age group

Parents of a summer-born child (born from 1 April to 31 August) may request that the child starts Reception in September after their fifth birthday, rather than starting Year 1. A request for admission outside the normal age group is separate from the application for a school place.

The parent should apply for a Reception place by the normal closing date and submit a written request for admission outside the normal age group. The request should explain why Reception entry at age five is considered to be in the child's best interests and may include supporting information from professionals involved with the child. Shropshire residents requesting this for Albrighton should also contact school-admissions@shropshire.gov.uk, ideally by the Reception closing date.

Four Hills Education Trust will decide the appropriate year group on the circumstances of the individual case and in the child's best interests. The decision will take account of:

- the parent's views and reasons for the request
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated outside their normal age group
- whether the child may naturally have fallen into a lower age group if they had not been born prematurely
- the view of the Headteacher of the school concerned

The decision and reasons will be confirmed in writing. If the request is agreed, the parent must make a new application in the following year's Reception admissions round. Agreement to education outside the normal age group does not guarantee a place: the application will be ranked under the published oversubscription criteria with all other applications.

If the request is refused, the child will continue to be considered for admission to their normal age group. There is no statutory right of appeal against the year group decision where a place is offered in the normal age group, although the parent may use the Trust's complaints procedure.

6.3 Requests for other year groups

Parents may request admission to a year group other than the child's normal year group at any point, including as part of an in-year application. The written request must identify the year group sought, explain the reasons and include any relevant supporting evidence. Further information may be requested where needed to reach a decision.

The Trust will consider each request individually and in the child's best interests using the factors listed in section 6.2. Wherever possible, the request will be considered alongside the relevant application. The application will not receive lower priority because admission outside the normal age group has been requested. If the requested year group is agreed, the application will be considered against these arrangements and the relevant year group's available places.

The Trust will give written reasons for the year-group decision. Parents have a statutory right of appeal against refusal of a school place, but not against a decision to offer a place in a different year group from the one requested.

7. In-year admissions and Fair Access

An in-year application is an application for a child to join a school outside the normal Reception transfer round, including applications to other year groups and applications made after the school year has started.

Telford & Wrekin schools

In-year applications for Millbrook, Meadows, William Reynolds and Woodlands must be made through Telford & Wrekin Council's in-year admissions process. Applications will be considered under these arrangements. The Council will normally notify the parent of the outcome in writing within 15 school days.

Telford & Wrekin in-year applications: https://www.telford.gov.uk/schools-and-learning/school-admissions/

Albrighton Primary School & Nursery

All in-year applications for Albrighton Primary School & Nursery must be made to Shropshire Council through its online admissions portal. Shropshire Council coordinates and processes applications on behalf of the Trust; Four Hills Education Trust remains the admission authority and makes admission decisions by applying these arrangements.

Shropshire in-year applications: https://next.shropshire.gov.uk/school-admissions/

Fair Access

The Trust participates in the relevant local authority Fair Access Protocol. A placement made under a Fair Access Protocol is a separate statutory process and may take priority over a waiting list where the protocol requires it.

8. Waiting lists

8.1 Telford & Wrekin schools

For Millbrook, Meadows, William Reynolds and Woodlands, Four Hills Education Trust will operate waiting lists in accordance with the School Admissions Code and Telford & Wrekin Council's coordinated arrangements. Following the normal Reception round, children not allocated a preferred school will be placed on the relevant waiting list as advised by the Council; parents may also request inclusion on other waiting lists.

Waiting lists are ranked using the published oversubscription criteria, not the date the child joined the list. Each list will be re-ranked whenever a child is added or circumstances change, so a child's position may move up or down. For in-year waiting lists, parents must re-apply during the summer holiday if they wish their child to remain on a list for the following academic year.

8.2 Albrighton Primary School & Nursery

Shropshire Council, on behalf of Albrighton Primary School, 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.

9. Appeals and withdrawal of offers

Admission appeals

Parents whose application is unsuccessful have the statutory right of appeal to an independent appeal panel. Appeals will be administered in accordance with the School Admission Appeals Code. Information about how and when to appeal will be provided with the refusal decision.

Fraudulent or misleading applications and withdrawal of an offer

Four Hills Education Trust may withdraw an offer of a school place where:

- the offer was made in error
- false or intentionally misleading information was supplied
- an address was deliberately misrepresented
- material information was withheld
- the parent has not responded to the offer, or the school place has not been taken up, within a reasonable period after the parent has been asked to confirm acceptance

Before withdrawing an offer because no response has been received or the place has not been taken up, reasonable notice will be given and the parent will be told that the offer may be withdrawn. Any decision will be taken in accordance with the School Admissions Code and the circumstances of the case.

10. Consultation and determination

Status: consultation draft

No determination date applies to this document. It replaces the previous determination wording and is issued solely for consultation.

The proposed Albrighton Primary School & Nursery arrangements will be consulted on through Shropshire Council's coordinated consultation process from the end of November 2026 to January 2027. Four Hills Education Trust will consider all relevant consultation responses and will determine the final arrangements by 28 February 2027.

The Trust will contact Telford & Wrekin Council regarding the consultation requirements for Millbrook, Meadows, William Reynolds and Woodlands. Any amendments required following either local authority process will be reflected in the final determined arrangements.

Once determined, the final arrangements and determination date will be published. These draft arrangements must not be presented as the final or determined arrangements before that decision is made.

Appendix A - Catchment maps

The maps in this appendix form part of the proposed admission arrangements. Catchment residence gives priority only within the published oversubscription criteria and does not guarantee admission. Applicants should check an address with the relevant local authority before applying.

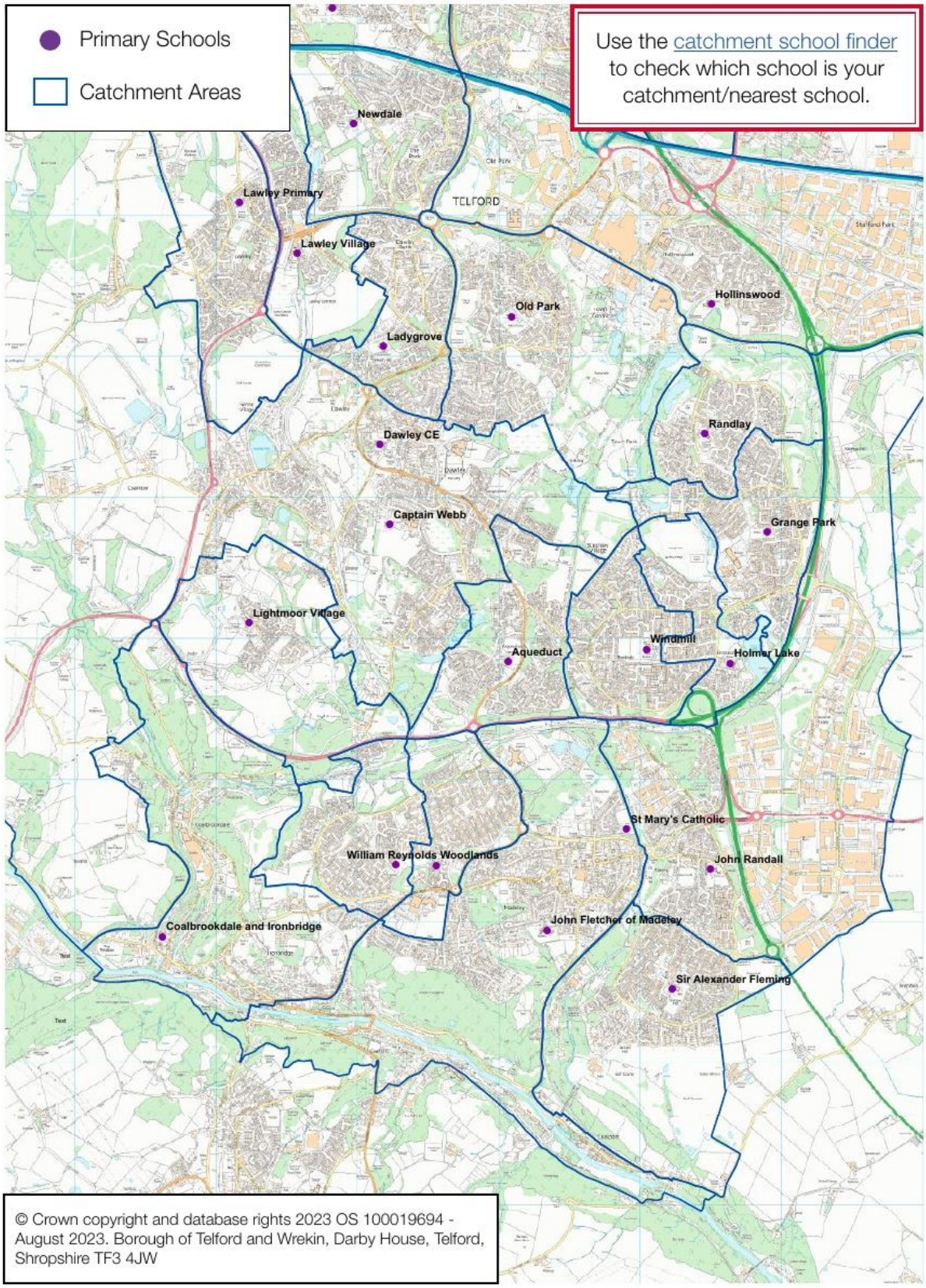
Map sources

Telford maps are reproduced from Telford & Wrekin Council's published primary admissions guide and should be read with the Council's live catchment checker. The Albrighton boundary is the map published by Shropshire Council for Albrighton Primary School & Nursery; the direct Council document and QR code below are incorporated into this consultation draft so that the authoritative boundary can be viewed at full scale.

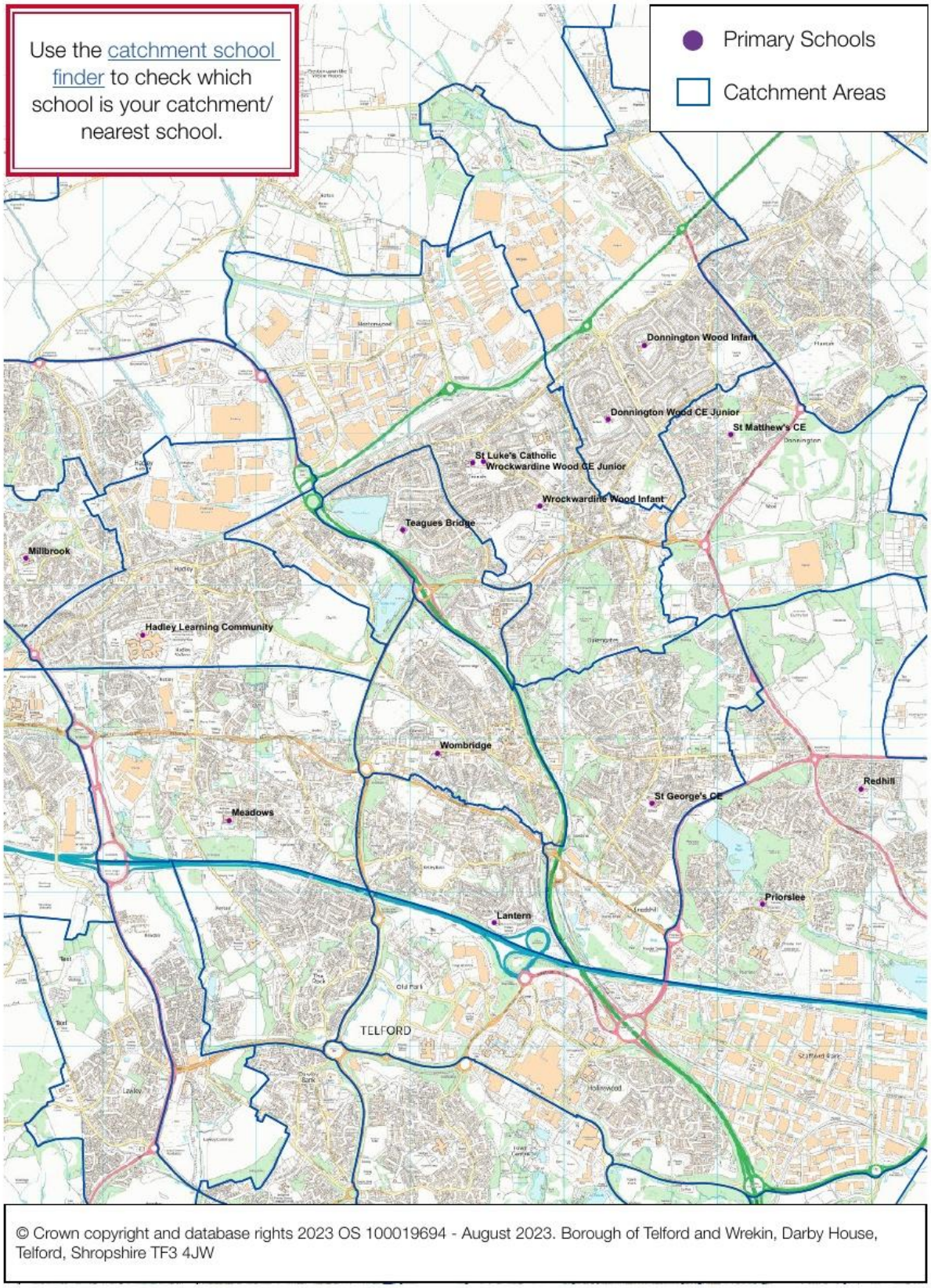
Map index

- A1 - South Telford: William Reynolds Primary School & Nursery and Woodlands Primary School & Nursery
- A2 - North Telford: Millbrook Primary School & Nursery and Meadows Primary School & Nursery
- A3 - Albrighton Primary School & Nursery: Shropshire Council published catchment map

Catchment area map: South Telford



Catchment area map: North Telford



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A3. Albrighton Primary School & Nursery catchment map

Albrighton Primary School & Nursery uses the designated catchment area historically recognised by Shropshire Council. The catchment map is reproduced below as Figure A3 and forms part of these proposed admission arrangements. Applicants should ask Shropshire Council School Admissions to confirm whether a particular address falls within the catchment area, particularly where an address is close to the boundary.

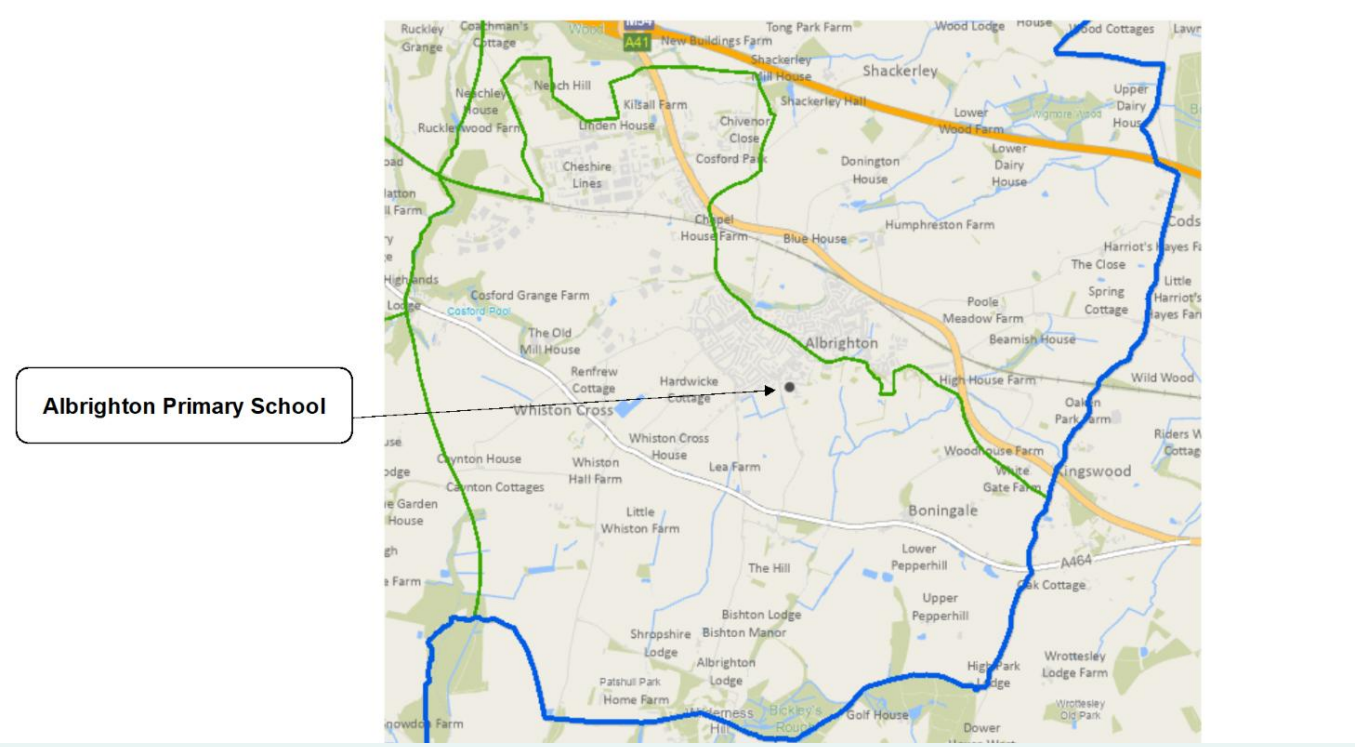

Figure A3: Albrighton Primary School & Nursery catchment map

Official Shropshire catchment map

Scan the QR code or use the direct link to open the Council's published Albrighton Primary School & Nursery admissions document. The catchment map is the final page of that document.

Open the Shropshire Albrighton catchment map

Address checking

Because catchment boundaries can be detailed and an address close to a boundary may require verification, applicants should ask Shropshire Council School Admissions to confirm whether an address is within the Albrighton catchment. The policy map and a local authority address check take precedence over any third-party map.

Shropshire School Admissions: https://next.shropshire.gov.uk/school-admissions/

School address: Albrighton Primary School & Nursery, Newhouse Lane, Albrighton, Wolverhampton, WV7 3QS.

Source notes

School Admissions Code 2021: https://www.gov.uk/government/publications/school-admissions-code--2

Shropshire Council school admissions: https://next.shropshire.gov.uk/school-admissions/

Shropshire Council deferred and delayed transfers: https://next.shropshire.gov.uk/school-admissions/apply-to-start-or-transfer-school/starting-infant-or-primary-school/deferred-and-delayed-transfers/

Telford & Wrekin Council school admissions: https://www.telford.gov.uk/schools-and-learning/school-admissions/

Telford & Wrekin Council catchment maps: https://www.telford.gov.uk/schools-and-learning/school-admissions/school-catchment-area-maps/