

Determined Co-ordinated Scheme for Admissions to Secondary Schools in Telford & Wrekin for 2012/2013

For Admission to Year 7 at a Secondary School

Parents of pupils resident within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any school within the borough or in any other local authority area. Pupils of Telford & Wrekin primary schools who live outside the borough will receive their application form from their home authority.

Telford & Wrekin parents can list up to 4 school preferences on their application form. Parents should list, in order of preference, all the maintained schools at which they wish their child to be considered for a place including those in neighbouring authorities. The one exception to this is Thomas Telford School which is the local City Technology College and which operates its own independent admissions arrangements.

Some Foundation or Aided Schools require additional information from parents to operate their admissions criteria. Forms seeking this supplementary information will be sent out by individual schools and are also to be returned direct to the school concerned. They are also available from the Admissions Team at Telford & Wrekin Council.

Completed Application forms should be returned to the Admissions Team by 31st October 2011.

Telford & Wrekin operates an equal preference scheme. This means that we will try to allocate a place at your first preference school, but if we can't we will then consider your second preference alongside other preferences expressed by families for that school. If we can't allocate this we will then consider your third preference in the same way and so on.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied for all community and voluntary controlled schools.

If a Community school in Telford is oversubscribed the following priority order will be applied:

1. Those children who are in **public care** looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all these local children, then places will be given first to:

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well-being; and then
- b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) and half sister(s)

- living as a family at the same address and who attend the school; and then
- c) other children living in the school's defined attendance area.

3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between home and a central point within the school buildings, as measured by a straight line with those children living closest to the school having priority. The distance is measured on the borough's computerised mapping system. If there are a limited number of places available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or who are the result of a multiple birth, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

The following definitions apply in the case of a public care and home address:

Children who are in **public care** are those children who are the subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent.

A child's **home address** will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared parental responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

These criteria are also used by one of the foundation schools within the Borough, the **Ercall Wood Technology College** and the Trust schools **.Sutherland Business and Enterprise College, Wrockwardine Wood Arts College and Lord Silkin School.**

Admissions Policy for the Madeley and Abraham Darby Academies

The Academies will admit children up to their planned admission numbers and in the event of oversubscription, places will be allocated using the same criteria as those for community schools within the borough which are detailed above.

For Entry to Post 16 courses

Students will be admitted to programmes of study subject to meeting course entry level requirements.

Students wishing to enter a level 3 course in year 12 (AS/A level, level 3 Diploma or equivalent academic or vocational course) will be required to have at least 5 GCSE passes at grades A* - C or an equivalent level 2 qualification.

Students wishing to follow a programme within the foundation learning tier, level 1 or level 2 will be expected to demonstrate skills and qualifications appropriate to the proposed course.

In the event of places being oversubscribed the following criteria will be applied. All students must have the required qualifications for the course they wish to study. (see above). Places will be allocated to students in the following priority order:

1. Young people who are looked after by a Local Authority
2. Siblings of pupils within years 7-13 who will be attending the school on the starting date of the post 16 course
3. Young people who live within the attendance area of the school
4. Young people living outside the attendance area of the school

If there are insufficient places for all young people in any of the above categories, places will be allocated on the basis of the distance between a central point in the home and a central point in the school buildings as measured by straight line distance using the local authority's computerised mapping system.

The admission of students with a statement of special educational needs will be in accordance with parental preference as far as is possible and will be agreed between the student, the parent, the school and the local authority

Admissions Policy for the Hadley Learning Community

If the secondary school within the Learning Community is oversubscribed the following priority order will be applied:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then;
2. Those children who have exceptional health reasons where there is written evidence that admission to the school is essential for their medical well-being; and then;
3. Children who live within the school's defined attendance area.

If places are unavailable for all of these children then places will be given first to:

- a) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s), half sister(s) living as a family at the same address and who attend the secondary school; and then
- b) those children who have attended the primary school within the Learning Community for at least one academic year prior to the end of year 6;
- c) other children living in the school's defined attendance area.
4. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) above.

If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between the home and the middle of the school's

forum as measured by straight line distance. The distance is measured using a computerised mapping system.

Admissions Policy for the Charlton School

Charlton School has a designated admissions area. Where the school is oversubscribed the following priority order will be applied to allocate the available places:

- 1) Children who are in public care
- 2) Children living in a rural community dependent on transport provided by the LA specifically for the school. Namely the villages of Roden, Poynton, High Ercall, Walton, Cotwall, Osbaston, Ellerdine, Ellerdine Heath, Eyton upon the Weald Moors, Cold Hatton, Cold Hatton Heath, Waters Upton, Great Bolas, Bolas Heath, Shirlowe, Rodington Heath, Rodington, Rodway, Crudgington, Longdon-on-Tern, Kynnersley, Preston-upon-the-Weald-Moors, Wrockwardine and Walcot, encompassing parts of the civil parishes of Bolas Magna and Ercall Magna.
- 3) Health Reasons; in exceptional circumstances, where there is written medical evidence concerning the child that admission to the school is essential for the well-being of the child;
- 4) Children living in the designated admissions area with an older sibling who will be attending the school at the time of admission;
- 5) Those children living in the admissions area who have attended the Dothill Primary School, which is within the learning community, for at least one academic year prior to the end of year 6
- 6) Other children living in the designated attendance area;
- 7) Children living outside the designated attendance area with an older sibling who will be attending the school at the time of admission;
- 8) Those children living outside the admissions area who have attended the Dothill Primary School, which is within the learning community, for at least one academic year prior to the end of year 6
- 9) Other children living outside the designated admissions area.

If places are not available for all the children within any one of the categories above, places will be allocated on the basis of relative proximity and ease of access to the school as measured in a straight line distance between the home and school using the Local Authority's geographical information system.

The definitions of a sibling, public care and home address are the same as those used by community schools within the borough.

Admissions to Blessed Robert Johnson Catholic College Blessed Robert Johnson Catholic College is an 11-18 (11-16) co-education Catholic Secondary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Telford & Wrekin Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2012, the Governing Body has set its admissions number at 140.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

- 1) Children who are in the care of the Local Authority (Looked after children)
- 2) Children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children from our Catholic Partner Primary Schools and from Catholic Primary schools within the Catholic Deanery of Shropshire.
- 4) Baptised Catholic children from other Catholic Primary Schools
- 5) Baptised Catholic children from Non Catholic Primary Schools
- 6) Non Catholic children from the Catholic Partner Primary Schools instanced above
- 7) Non Catholic children from other Catholic Primary Schools
- 8) Non Catholic children whose parents want them to have a Catholic education and who can provide a reference from a recognised minister of religion or other faith leader.
- 9) Non Catholic children whose parents want them to have a Catholic education..

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 31st October 2011.
- b) The Catholic Partner Primary schools in Telford & Wrekin are St Peter & St Paul's (Newport), St Luke's (Trench), St Mary's (Madeley) and St Patrick's (Wellington). Other schools within the Catholic Deanery of Shropshire are St John's (Bridgnorth), St Mary's (Shrewsbury) and Our Lady and St Oswald's (Oswestry)
- c) All Catholic applicants will be required to produce baptismal certificates.
- d) If in any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- e) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the October half-term.
- g) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place, residence or faith reference.

For entry into the sixth form the planned admission number for pupils joining the college from outside is 15.

The Governing body will admit to the College students who possess the qualities and qualifications appropriate to their chosen course subject to the following Admissions criteria which will form a priority order in the event of oversubscription.

1. Children who are in the care of the Local Authority
2. Students who will have a brother or sister in the college at the time of admissions.
3. Baptised Catholics from outside the deaneries of St Mary's and St Peter and St Paul who attended or are attending a Catholic secondary school.
4. Baptised Catholics from non catholic secondary schools in the deaneries of St Mary's and St Peter and St Paul.
5. Non Catholics whose families want them to have a Catholic education and who can provide a reference from a recognised minister of religion or other faith leader.
6. Non Catholic students whose families want them to have a Catholic education.

If in any category there are more applications than places available, priority will be given on the basis of the distance between home and the college as determined using the Borough Telford & Wrekin's geographical information system.

The Governing body reserves the right to admit students with proven and exceptional medical and social needs where admission to the College might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker.

Admissions to Adams Grammar School

Parents wishing to apply for a **day or boarding place** at Adams' Grammar School, which is a Voluntary Aided selective school for boys, should indicate this preference on their LA preference form; e.g. Cheshire form for Cheshire residents; Shropshire form for Shropshire residents; Staffordshire form for Staffordshire residents and Telford & Wrekin form for Telford & Wrekin residents etc. They will subsequently be asked to complete a supplementary information form and, if appropriate a boarding application form, sent direct from the school.

This supplementary form, on its own, will not be regarded as a valid application. The parent must also complete and return an application form to their home authority.

Parents wishing to apply for a boarding place should complete their home LA's preference form and contact the school to obtain the relevant boarding application form.

The school admits up to 90 day pupils and 15 boarders into Year 7.

Examination will be held at the school in late November 2011. Day places will be awarded on a merit basis according to results achieved in the entrance examination. Boarding places will be awarded on a merit basis according to results in the examination ,as well as suitability for boarding and boarding need. Further details of our entrance examination can be found on our website www.adamsgs.org.uk

In the event of oversubscription for the places allocated, the following criteria will apply in order:-

1. Looked after children (judged to be of grammar school ability)
2. Rank order in the entrance examination.

A reserve list is kept of boys considered to be of Grammar School standard but for whom there is not space within the school initially. If parents of any of the 90 boys selected reject the offer of a place, these will be re-allocated to boys on the reserve list.

Boarding Places

The school will interview all applicants for boarding and their parents to assess suitability for the boarding environment and boarding need and will take into consideration the report of the applicant's current school (only in relation to their suitability to board).

In the event of oversubscription the following criteria will apply in order

1. looked after children (judged to be of grammar school ability)
2. rank order in the aggregation of the entrance tests
3. boarding need
 - a) someone who lives too far from the school to take advantage of it as a day pupil
 - b) someone who will prosper where there is a firm external framework of support
 - c) someone whose family background involves a great deal of movement or instability
 - d) someone whose parents cannot, for example because of career demands, give them the time and attention they need and who would benefit from the range of extended activities offered by the school and through boarding
 - e) someone whose elder brother(s) already board.

For entry into the sixth form

There are a minimum of 30 day places available to pupils from other schools wishing to enter the sixth form. In the event of oversubscription the following criteria will be applied.

- 1) Looked after children
- 2) School report- GCSEs predictions and application form

In the case of boarders we would first wish to assess 'suitability for boarding' and in the case of oversubscription 'boarding need' will be taken into account.

Parents wishing to apply for a place at **Newport High Academy** should use their preference form in order to enter the selection procedure.

The selection procedure will involve the completion of standardised papers, to be held in late November/early December 2011. A selection panel will meet in January 2012 consisting of the Headteachers of Newport High Academy and Burton Borough School, an LA representative and primary Headteachers from outside the Newport admissions area. Girls living in the Newport attendance area are considered first. Consideration is given to the standardised test scores achieved by the girls in the entrance tests. The panel may also look at a free writing exercise carried out under controlled conditions in the current primary school and the current work of in area candidates. On the basis of this evidence, places are allocated to in area girls who, in the view of the selection panel, are of grammar school ability.

The Academy has an admission number of 56 for year 7. If 56 places are allocated to girls who live in the Newport admissions area, the procedure stops here.

If there are fewer than 56 girls living in the Newport admissions area who are considered suitable for a place at the Academy, consideration is given to candidates who live outside the Newport admissions area. Their ranked standardised test scores will be considered by the selection panel.

If there are more out of area girls considered suitable for a place at the Academy than there are places available (after all Newport admissions area candidates have been considered) then the remaining places will be given to those out of area girls who have achieved the highest test scores.

In or out of area girls who are in public care will be given priority if their test scores indicate that they are of outright grammar school ability. Children who are in **public care** are those children who are the subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent.

A waiting list of suitable candidates is kept, in priority order, in case parents of any of the original 56 girls selected decline the offer of a place.

For entry to years 8 to 11 candidates will be asked to sit a standardised test and a report on their academic attainment and samples of work will be requested from their current school. Girls living in the Newport area will be considered first and then those living outside the area. Very few places become available in these year groups.

For entry into the sixth form the planned admission number for pupils joining the Academy from outside is 14.

Pupils wishing to join the 6th form are expected to have achieved 6 GCSEs of grade C or above and to have A or B grades in the subjects to be studied at A level.

In the event of there being more applicants than places available the following criteria will be used to determine the priority order in which places will be offered.

- a) Girls in public care
- b) Girls living within the Newport admissions area
- c) Girls living outside the Newport Admissions area

If in any category there are more applications than places available, priority will be given on the basis of the distance between home and the Academy as determined using the Borough of Telford & Wrekin's geographical information system.

Newport attendance area families who have also applied for a place for their child(ren) at either Adams' Grammar School or Newport High Academy, but who are unsuccessful, are not penalised when it comes to the consideration for a place at Burton Borough School. Such applicants will be considered on an equal basis with other applicants to Burton Borough School.

The admission of children with a Statement of Special Educational Needs will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA.

Under the co-ordinated scheme, all year 6 pupils receive only one offer of a secondary school place via their home LA. These offers will be posted first class on 1st March 2012 by Telford & Wrekin to the parents of pupils resident within the Borough.

In Year Fair Access Protocol

The local authority has developed with it's Headteachers an in year fair access protocol to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

The full protocol is laid out in the attached document but the main principles are:

- That all maintained schools and academies will participate.
- Schools and academies will continue to admit the large majority of pupils who apply for an available place under normal admission arrangements.
- A panel composed of Headteachers and LA officers will meet approximately every 3 weeks to consider cases referred to it and make recommendations.
- Arrangements for admission through the protocol will be outside the normal operation of the admissions policy and oversubscription will not be regarded as a reason not to admit a pupil.
- Pupils referred to a school or academy via the in year fair access panel will take priority over any other children on a waiting list for a place.
- Parents will still have a right to appeal to an independent panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for that pupil under the terms of the protocol

**The timetable for co-ordinated admission arrangements
in 2012/2013 is to be as follows**

2011

- August 2011 The LA informs its neighbouring authorities of pupils attending a Telford & Wrekin school but resident in a neighbouring LA.
- Early September 2011 Schools distribute Application Forms and Admissions information to all Year 6 pupils resident within the Borough.
- Mid September to Mid October Secondary Schools hold open days and/or evenings for year 6 pupils and their parents.
- October 31 Closing date for all applications (on paper and via website).
- November 18 LA sends lists of applicants to Foundation/Aided Schools / Academies and other LAs for consideration.

2012

- January 11 Foundation/Aided Schools and Academies inform LA of which places can be offered.
- January 12 First exchange of results between neighbouring LAs.
- January 23 Provisional offers exchanged between LAs.
- January 26 Last date for changes of address or preference to be in to be taken into account at allocation for those with exceptional circumstances.
- February 6 Second cycle of results shared between LAs.
- February 10 Final offers exchanged between LAs.
- February 24 All Telford & Wrekin Secondary schools informed of allocations.
- March 1 Offer letters sent out first class to the parents of children resident within the Borough.
- By 16 March Parents should accept or reject the place offered. Unsuccessful applicants can request a review of their allocation. At this point late applicants who could not be considered in the initial allocation can also be included.
- March 23 Results of the review process to be notified to parents or guardians.
- By 30 March Requests for appeal to be submitted.
- May Appeals to take place.

Late Applications

The closing date for the return of preference forms is the 31 October 2011. We will ensure that all applications received by this date will receive consideration under the co-ordinated scheme.

If a preference form is submitted late for a good reason e.g. where a single parent has been ill for some time, or the family has just moved into the area, this should be explained on the form.

Preference forms received after 31 October but before 26 January with good reason for lateness will be processed. For example, those where there has been a change of circumstances such as a house move.

If preference forms are received after 26 January those applicants will not receive an allocation letter on 1 March. However, their preferences will be considered at the review stage.

If the LA is not able to meet any of the preferences expressed then a place will be allocated at the nearest school to the applicant's home address with places available.

Independent Appeals

Parents who are still dissatisfied after having requested a review of their allocation will have a right of appeal to an independent appeal panel.

Waiting Lists

For over-subscribed Community and Voluntary Controlled Schools a waiting list system will be operated by the admissions team. Voluntary Aided and Foundation Schools operate their own waiting lists.

Any places becoming available will be allocated according to the published over-subscription criteria.

A child's name will normally be kept on the list until the last week of the academic year 2012/2013. After that the list will be disbanded.

Mid-term admissions and transfer between schools within Telford & Wrekin

A separate policy covering mid term admissions and transfers is set out at the end of this document and is available from Telford & Wrekin school admissions team.

Co-ordinated Scheme for Admissions to Primary Schools in Telford & Wrekin for 2012/2013

The scheme is designed to ensure that all children applying for reception places in infant and primary schools and year 3 places in junior schools receive only one offer of a place in a Telford & Wrekin School.

All primary school applications for entry for September 2012 are being co-ordinated across Local Authority boundaries.

Parents of children within the relevant age group and living within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any primary or infant school within the Borough or any neighbouring borough

There is a separate form on which to apply for a place at a Junior School.

In both cases parents are invited to express up to 3 preferences, in ranked order.

The Borough operates an equal preference scheme within the primary phase.

Some Foundation or Aided Schools require additional information from parents to operate their admissions criteria. Forms seeking this supplementary information will be sent out by individual schools and are also to be returned direct to the school concerned.

Completed application forms should be returned to the Admissions Team by 15 January 2012.

Applications will then be considered and in the case of oversubscribed schools the following criteria will be applied for **all Community and Voluntary Controlled schools**. These criteria are also used by **Priorslee Academy**.

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all of these local children, then places will be given first to:

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
 - b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
 - c) other children living in the school's attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between home and a central point within the school as measured by straight line distance with those children closest having

priority. Distances are measured using the Borough's computerised mapping system. If there are a limited number of places available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or who are the result of a multiple birth, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

The following definitions apply in the case of **public care** and **home address**. These definitions also apply for all aided and foundation schools within the borough of Telford & Wrekin unless stated otherwise in their individual policies.

Children who are in **public care** are those children who are subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parents.

A child's **home address** will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

Lilleshall and Muxton Primary Schools have had a shared attendance area since September 2002.

If one of these schools is oversubscribed from within the shared area the places will be allocated up to the admission number in accordance with the priority order 1 to 2c) above.

Any parents living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area, if that is their second preference.

Once all applicants from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out of area applicants in accordance with the priority order.

At **St Peter's CE Primary School, Bratton** slightly different rules apply, such that if there are more applications for places than places available, places will be allocated up to the admission number in the following priority order:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all those local children, then places will be given first to:

- a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then

- b) those children in the attendance area who will have the day of admission a brother(s) or sister(s), stepbrother(s), stepsister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
- c) those children who live in the rural part of the attendance area outside the Telford boundary i.e. part of the civil parishes of Wrockwardine and Eyton-upon-the-Weald-Moors (including Allscott, Eyton-upon-the-Weald-Moors, Rushmoor, Walcott and Wrockwardine); and then
- d) other children in the attendance area .
- e) Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order 2a), b), c), d) as with other Community or Voluntary Controlled Infant or Primary Schools.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between home and the main school entrance as measured by straight line distance with those children closest to the school having priority.

Distances are measured using the Borough's computerised mapping system.

Part of St Peter's attendance area is now shared with **Dothill Primary School**.

If one of these schools is oversubscribed from within the shared area the places will be allocated up to the admission number in accordance with the priority order 1 to 2d) above.

Any parents living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area.

Once all applicants from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out of area applicants in accordance with the priority order.

At **Coalbrookdale & Ironbridge CE Primary School** when the number of applications exceeds the number of places available, priority for admission will be given to:

1. Children who are in Public Care.
2. Those who live within the boundaries of the ecclesiastical parishes of Ironbridge, Coalbrookdale and Little Wenlock and that part of the ecclesiastical parish of Benthall that lies within the Borough of Telford & Wrekin.
3. Those children who will have on the day of admission a brother, sister, step brother, step sister, half brother or half sister and children legally adopted living as a family at the same address and who attend the school.. Applications for children of partners or children being fostered at the same home address as a child already at the school will be considered in special circumstances in order to maintain daily family life.
4. Those who are at the heart of Ironbridge, Coalbrookdale or Little Wenlock Churches.(regular members of the congregation)
5. Those who are at the heart of a Christian church elsewhere(regular members of the congregation).Such a church should be a member of the Telford Christian Council, Churches Together in England or The Evangelical Alliance.

6. Those who live outside the ecclesiastical parish boundaries but would like their children to be educated at this faith-based school.

Children will be admitted to the school in the order set out in the list 1 to 6 above. In each category, first priority will be given to those having specific health reasons where there is written medical evidence that admission to this school is essential to the medical well-being of the child. If admission requests exceed the places available in any category, priority for admission will be given to the requests that include subsequent categories. The shortest distance from the school, in a straight line, as measured by the council's Geographical Information System, will be the final deciding factor.

NB. Applications for Reception admission after the Governors' Admission Committee meets will normally be refused unless the admission limit has not been reached.

At Dawley CE Primary School when there are too few places the following criteria will determine the allocation of places.

1. Children who are in **public care** looked after by Telford & Wrekin or any other local authority.
2. Children with older siblings already attending the school, i.e. children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school.
3. Children whose parent(s) are active members of a local church by participating in regular Acts of Worship. (a member of the local clergy may be asked to confirm this information for families in this group).
4. All other children.

Consideration may also be given to children with special educational needs, referred to the school by the Local Education Authority.

Where there are more requests than places available in any category the straight line distance from the home address to the school will be taken into account, with those nearest taking priority. The distances will be measured using the borough of Telford & Wrekin's computerised mapping system.

At St Matthew's CE (aided) Primary School when there are more applications for places than places available, places will be allocated up to the admission number in the following priority order:

1. Children who are in Public Care.
2. Children who live in the school's defined attendance area.

If places are unavailable for all these local children, then places will be given first to:

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- b) those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
- c) those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthews Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular worshippers" shall mean attending church services at least twice in each calendar month during the preceding six calendar

months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then

- d) other children living in the school's attendance area

3. Any places which remain available will then be allocated to applicants from outside the school's attendance area in the following priority order

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then

- b) those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then

- c) those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthews Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular worshippers" shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then

- d) all other children

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between home and the main school entrance as measured by straight line distance with those children closest having priority. Distances are measured using the Borough of Telford & Wrekin's computerised mapping system.

At St Luke's Catholic Primary School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2012, the Governing Body has set its admissions number at 20.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of **ADMISSIONS CRITERIA** forming a priority order where there are more applications for admissions than the school has places available.

- 1) Baptised Catholic children who are in the care of the Local Authority (Looked after children)
- 2) Baptised Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children resident in the parish of Our Lady of the Rosary
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic children who are in the care of the Local Authority (Looked after children)
- 6) Non Catholic children who have a sibling in the school at the time of admission
- 7) Other non Catholic children whose parents wish them to have a Catholic education.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is the date set in January by Telford and Wrekin Local Authority in the academic year immediately before the children are due to start school.
- b) All Catholic applicants will be required to produce baptismal certificates.

- c) It is the duty of governors to comply with class size limits at Key Stage One.
- d) If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- e) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the October half-term.
- g) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

At St Mary's Catholic Primary School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2012 the Governing Body has set its admissions number at 20.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of **ADMISSIONS CRITERIA** forming a priority order where there are more applications for admissions than the school has places available.

- 1) Children in public care looked after by Telford & Wrekin or any other local authority.
- 2) Baptised Catholic children from the parish of the Good

Shepherd, embracing the former parishes of St. Mary's, Madeley, St. Paul's, Dawley, All Saints, Stirchley and St. Winefride's, Broseley

- 3) Children who will have a brother or sister at the school at the time of admission (see note i)
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic children whose parents wish them to have a Catholic education.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is the date set in January by Telford and Wrekin Local Authority in the academic year immediately before the children are due to start school.
- b) All applicants will be required to fill in a supplementary form provided by the school
- c) All Catholic applicants will be required to produce baptismal certificates.
- d) It is the duty of governors to comply with class size limits at Key Stage One.
- e) If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) The Governing Body reserve the right to admit children with proven and exceptional medical or social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school.
- g) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, living as a family at the same address and who attend the school.

At **St Patrick's Catholic Primary School**, admissions will be made by the Governing Body. All preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available.

1. Children who are in the care of the Local Authority (Looked after children)
2. Baptised Catholic children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident within the parish of St Patrick.
4. Baptised Catholic children from other parishes.
5. Non Catholic children who have a sibling in the school at the time of admission
6. Other Non Catholic children whose parents wish them to have a Catholic education

Notes

- a. All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2012
- b. Children who are in public care (Looked after children) are those children who are subject to a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parents.
- c. All Catholic applicants will be required to produce baptismal certificates at the time of application.
- d. It is the duty of governors to comply with class size limits at Key Stage One.
- e. If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be for the last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling at the time of admission.
- g. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.
- h. For "In Year" applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. "In Year" and late applications will be treated as per the admissions arrangements published by the Local Authority.
- i. If an application for admission has been turned down by the Governing Body , parents can appeal to an Independent Appeals Panel.
- j. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

At **St Peter & St Paul Catholic Primary School** the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school's year commencing September 2012, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

- A Children who are in the care of the Local Authority (Looked after children)
- B. Children who have a sibling in the school at the time of admission.
- C. Baptised Catholic children from the parish of Ss Peter & Paul.
- D, Baptised Catholic children from other parishes.
- E. Non Catholic children whose parents wish them to have a Catholic education

NOTES

1. All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2012.
2. All Catholic applicants will be required to produce baptismal certificates.
3. It is the duty of governors to comply with class size limits at Key Stage One.
4. If category C is oversubscribed, children who satisfy B and C will have priority over children who satisfy only C. Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the council's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
5. Definition of sibling: Children who have, a brother, sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
6. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.
7. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
8. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
9. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Admission arrangements to the Reception class at **Moorfield Primary school, Newport** are prioritised as follows:

1. Children in public care.
2. Children living in the defined attendance area who have a brother or sister already attending Moorfield.

3. Other children living in the defined attendance area.
4. Children living out of the defined attendance area who already have a brother or sister already at the school
5. Other children living outside the defined area (allocated on the basis of proximity and ease of access to the school as measured by the straight line distance between home and school).
6. In exceptional circumstances, a medical condition may mean a child being given a higher priority after consultation with the family doctor.

Admission arrangements to the Year 3 cohort are prioritised as follows:

1. Children in public care.
2. Children living in the defined attendance area who have previously attended Church Aston Infant School.
3. Other children in the defined attendance area
4. Brothers or sisters of present pupils who have attended another infant school.
5. Children living outside the defined attendance area who have attended Church Aston Infant School. (allocated on the basis of proximity to the school measured by the straight line distance between home and school).
6. Children living outside the defined attendance area (allocated on the basis of proximity to the school measured by the straight line distance between home and school).

The definitions of brother and sister and the detailed description of how distances between home and school are measured are the same as those detailed by Telford & Wrekin Council.

For **admission to Junior Schools** priority is given to children who have attended the linked infant school. Thus, if a Junior school has more applications than places available, places will be allocated up to the admission number in the following priority order:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then
2. Those children who have attended the linked infant school.

If places are unavailable for all these children, places will be given first to:

- a) children who live in the school's defined attendance area; and then
- b) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- c) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) and half sister(s) living as a family at the same address and who attend the school; and then

- d) other children who live in the school's defined attendance area; and then
- 3a) children who live outside the school's attendance area on health grounds where there is written medical evidence that admission to the school is essential for the medical well being of the child; and then
- b) children who live outside the school's defined attendance area and who will have on the day of admission a brother(s) or sister(s) at the school; and then
- c) other children who live outside the school's defined attendance area

If there are insufficient places for all children in any category, places will be allocated on the basis of relative proximity and ease of access to the school as measured by the straight line distance between home and the main school entrance, measured using the Borough's Geographical Information System.

Any places which remain available will then be allocated to children who have not been attending the linked infant school in Year 2 in the priority order as detailed above.

Linked infant and junior schools in Telford & Wrekin where the above rules apply are:

Donnington Wood Infant	Donnington Wood Junior
Hollinswood Infant	Hollinswood Junior
*Madeley Infant	John Fletcher Junior
Newport Infant	Newport Junior
*William Reynolds Infant	William Reynolds Junior
Wrockwardine Wood Infant	Wrockwardine Wood Junior

Church Aston Infant School does not have a linked Junior School. Most Year 2 pupils transfer to Moorfield Primary School. Moorfield has 17 additional places in Year 3.

Please note: The two pairs of school marked with asterisks above are currently being considered for mergers to form one primary school in each case from September 2011 onwards. The outcome of the current consultations will not be known until June 2011.

The admission of children with a Statement of Special Educational Needs will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA.

The following dates apply to both applicants for Reception places and those children transferring from an infant to a junior school.

September/October 2011	Application forms and information for parents to be posted to the home address of parents and guardians whose details are known.
15 January 2012	Closing date for Reception and year 3 (Junior School) application forms.
25 January 2012	LA sends applications to Foundation/Aided schools and Academies for consideration.
10 February 2012	LA receives information on provisional allocation from Foundation/Aided schools.

10 February 2012	After this date no late applications can be included in the process for oversubscribed schools.
February 2012	Provisional allocation lists to be sent to all primary Schools.
By 16 March 2012	Final allocation lists sent to schools for checking.
By 16 April 2012	Allocation letters to be posted to parents.
By noon 27 April 2012	Unsuccessful applicants can request a review of their allocation and an appeal if they wish to do so. At this point late applicants can also be considered
By 11 May 2012	Results to the review process to be notified to parents or guardians.
Early June 2012	Appeals to take place.

Late Applications

The closing date for the return of the return of preference form is the 15 January 2012. We will ensure that all applications received by this date will receive due consideration under the co-ordinated scheme.

If a preference form is submitted late for a good reason e.g. where a single parent has been ill for some time, or the family has just moved into the area, this should be explained on the form.

Between 15 January and 10 February 2012 late applications and changes of preference will only be accepted where there is good reason, such as a house move or the severe illness of a parent. Some proof will be required.

If there is no exceptional reason for a late application then your request will not be able to be considered at the initial allocation stage.

All applications and changes of preference received after 10 February 2012 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation letter in early April.

Independent Appeals

Parents who are still dissatisfied after having requested a review of their allocation will have a right of appeal to an independent appeal panel.

Waiting Lists

For over-subscribed Community and Voluntary Controlled Schools a waiting list system will be operated by the admissions team. Voluntary Aided and Foundation Schools operate their own waiting lists.

Any places becoming available will be allocated according to the published over-subscription criteria.

A child's name will normally be kept on the list until the end of the academic year in which he/she is due to start school. After that the list will be disbanded

Mid-term admissions and transfer between two Telford & Wrekin Schools

A separate policy on mid term admissions and transfers is set out below.

Proposed Scheme for the Co-Ordination of In Year Admissions 2012/2013

Telford & Wrekin School Admission Team will have to co-ordinate all admissions into all maintained schools in the borough, including all voluntary aided, foundation, trust and academy schools, with effect from 1 September 2010 in respect of places required other than at the normal point of entry.

Telford & Wrekin Council is the relevant admissions authority for all community and voluntary controlled schools within the Borough.

The individual school governing body is the relevant admissions authority for foundation, voluntary aided, trust or academy schools.

The In-Year Admissions Scheme

1. This scheme meets the requirement for an in-year co-ordinated admissions scheme under The School Admissions Co-ordination of Admission Arrangements (England) regulations 2008 and applies to applications made by Telford & Wrekin parents for schools at points other than the normal age of entry.
2. The purpose of the scheme is to ensure , so far as is reasonably practicable, each parent/carer who applies for a school place during the course of an academic year receives only one single offer of a school place at a maintained school, whether at a school within the borough or one maintained by another authority. It is also intended to ensure that children can be safeguarded as they move between schools and their movements tracked if they move between local authority areas.
3. Parents of children resident within the Borough of Telford & Wrekin must complete a Telford & Wrekin In-Year Admission form to apply for any school within Telford & Wrekin or in another authority. Similarly a family living in another authority area but wishing to apply for a Telford & Wrekin School should complete a form from their home authority.
4. The In-Year application form can be obtained from any of the following sources
Child's current T&W school
T&W school being applied for
Telford & Wrekin School Admissions Team 01952 380901 or 380903
From the Telford & Wrekin Council website
www.telford.gov.uk/admissions
5. The application form will allow parents to apply for not less than 3 schools of their preference, and to provide their name and address, and the name, address and date of birth of their child and also to include any documentary evidence in support of their application. The form will also allow parents to rank schools in order of preference and give reasons for those preferences. Parents

will have to name all schools for which they wish their child to be considered on the form including any maintained schools in other authorities.

6. Any Telford & Wrekin School which receives an application form directly must ensure that it is forwarded as soon as possible to the School Admissions Team (SAT) at the Civic Offices. The new legislation means that all applications must be co-ordinated by the local authority and schools are no longer able to make an offer of a place directly to a family.
7. Where the application is for a school for which the governing body are the admission authority, the details of the application will be forwarded to the school together with any supporting information supplied by the parent. The Governing bodies of some foundation, voluntary aided, trust or academy school may require parents applying also to complete a supplementary information form to collect additional information needed to operate their own admissions policy.
8. Parents do not have to provide supplementary information unless it is required to enable the Governing Body to apply the school's oversubscription criteria.
9. A supplementary form is not on its own regarded as a valid application for a school. A Telford & Wrekin In-Year Application form must also be completed and returned to the School Admissions Team.
10. The School Admissions Team will undertake to verify address details and for any family moving house, to request proof of exchange of contracts or a tenancy agreement (where the families previous house has been sold or another tenancy agreement has come to an end).
11. All applications received by the Schools Admissions Team will be looked at to determine whether or not they meet the criteria for consideration under the Borough's Fair Access Protocol. A copy of this protocol is available on the Telford website.
12. Where preferences are expressed on the application form for community or voluntary controlled schools for which the Council is the admissions authority the admissions team will assess the application against the council's admissions policy to see if a place can be offered within 10 days of the application being received.
13. Where preferences are expressed on the application form for schools who are their own admissions authorities or schools within other local authority areas the Admissions team will forward the application together with any supporting information to the relevant governing body or local authority.
14. The Governing Bodies of Foundation, Voluntary Aided, Trust or Academy Schools will be responsible for applying their own oversubscription criteria and determining whether or not a place can be offered to the applicant. They will communicate their decision to the Schools Admissions team within 10 days of the application being received.
15. Where a space exists within any year group, all admission authorities, including Voluntary Aided, Foundation and Trust Schools and Academies are required to offer a place. In this instance it will not normally be necessary to convene an Admissions committee.
16. Where an application is received for a year group in which no places exist, or there are more applicants than the number of places available then the Admissions committee would be required to meet. Admissions authorities are therefore recommended to schedule regular meetings of their admission committees so that they avoid meeting the 10 day deadline allowed for consideration of the request(s).

17. Once the school's admission number has been reached a school should not normally admit above that published number unless the school and the Local Authority agree that an additional admission will not adversely affect the school in the longer term and will not have a detrimental affect upon neighbouring schools. In some circumstances, for example, a request to admit a child who is looked after by a local authority, Telford & Wrekin would support an admission above the published Admission number.
18. Once the steps in paragraphs 11 to 13 have been carried out the School Admissions Team will compare the results received for each of the school preferences expressed by the parents.
19. Where a child can be offered a place at more than one of the preferred schools the Admissions Team will allocate a place at the parent's highest ranked preference school.
20. Where the Admissions Team determines that a place should or should not be offered at a school for whom the governing body is the admissions authority then the governing body will be notified of that decision.
21. Similarly, where the Admissions Team determines that a place should or should not be offered at a maintained school within another Local Authority area, the Local Authority will be notified of that decision.
22. The Admissions Team will notify parents living in Telford & Wrekin of the outcome of their application within 15 days of the application being received wherever possible.
23. Offers of places being made to Telford & Wrekin children on behalf of a Voluntary Aided, Foundation, Trust or Academy School or a maintained school in another Local Authority will be sent by Telford & Wrekin Council on behalf of the relevant admission authority.
24. Children resident in other Local Authorities who have expressed a preference for a Telford & Wrekin maintained school will be notified of the outcome of their application by their home authority.
25. Where a Telford & Wrekin child cannot be offered a place at any of the schools requested and is not already on the roll of another school within a reasonable distance of their home address an alternative school will be offered.
26. Parents will be expected to respond to any offer of a school place made within 10 days of notification.
27. Where a place has been offered at a Telford & Wrekin School we would expect it to be taken up within 6 weeks of the offer being made and accepted, otherwise the offer will be withdrawn. Places are not normally held open for more than half a term or allocated more than half a term in advance for in-year admissions.
28. Where refusals are made for Telford & Wrekin schools parents will be given information about the appeals process.
29. Where refusals are made on behalf of other admissions authorities' details about their appeals processes will be passed on.
30. Telford & Wrekin Council operates a waiting list system for oversubscribed community or voluntary controlled schools. Details on how the lists will be set up and kept are provided within the school's admissions policies.
31. Voluntary Aided, Foundation, Trust and Academy schools are responsible for deciding whether to operate a waiting list for in-year admissions and how it will operate.
32. Waiting lists will be operated according to the procedures laid down in the School Admissions Code and should be kept in order of the admissions criteria

and not on other considerations such as on what date the application was received.