

## **Determined Co-ordinated Scheme for Admissions in Telford & Wrekin in 2016/2017**

The Department of Education (DfE) published revised Codes (Admissions & Admission Appeals) in December 2014.

Telford & Wrekin Council's admission arrangements take account of the revisions contained within the new Codes.

Regulations require all Admission Authorities to determine, before the relevant school year, the admission and admission appeal arrangements which are to apply for that year. The co-ordinated arrangements apply to the admission of pupils to all maintained schools and academies in the relevant area, so that parents apply only to their home Local Authority (LA) and receive one offer of a school place.

Any necessary consultation on the co-ordinated scheme must be for a minimum of eight weeks and be completed by 1 March in each year. Arrangements must then be determined by 15 April and published on the LA's website by 1 May.

Telford & Wrekin Council is not proposing any changes to admission arrangements for community and voluntary controlled schools for admission in 2016/2017. There is only one school proposing any significant changes to their admission criteria this is:

- Adams' Grammar School have altered their admission arrangements to give some priority to students living within the Newport attendance area. For more information please visit the school's website [www.adamsqs.org.uk](http://www.adamsqs.org.uk)

There are also some small changes to the Planned Admission Numbers proposed. Please see Appendix A

## **Determined Co-ordinated Scheme for Admissions to Secondary Schools in Telford & Wrekin 2016/2017**

### **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 and academies 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. These arrangements can be viewed on the school's website: <http://www.ttsonline.net/>

Some 'Own Admission Authority' schools (Foundation, Aided, Academy or Trust schools) require additional information from parents to operate their admissions

criteria. Parents should contact the individual schools to request a supplementary information form and should return the form direct to the school concerned. They are also available from the Admissions Team at Telford & Wrekin Council.

The process for applying for a place at the selective schools, Adams Grammar and Newport High School, begins in the 2014/15 academic year. Full details of their application procedure can be found on their websites:

**Adams Grammar:**

<http://www.adamsqs.org.uk/>

**Newport High School:**

<http://www.nghs.co.uk/>

Completed Common Application Forms must be returned to the Local Authority (LA) Admissions Team by 31st October 2015.

Telford & Wrekin operates an equal preference scheme. This means that we offer a place at the highest possible preference. We will try to allocate a place at your first preference school, but if we cannot, we will then consider your second preference alongside other preferences expressed by families for that school. If we cannot 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 within the Borough.

If a Community or Voluntary Controlled school (except Hadley Learning Community) in Telford & Wrekin is oversubscribed the following priority order will be applied:

1. Looked After Children and previously Looked After children,
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 a central point in the 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, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

All admission authorities will apply the following definitions in the case of a Looked After or previously Looked After child and home address:

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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 an 'own admission authority school' within the borough, Ercall Wood Technology College. There are also 5 academies which use these admission criteria Lakeside Academy, Phoenix Academy, Telford Co-operative Academy, Madeley Academy and Abraham Darby Academy.

The Governing Body of each of the following schools is the admission authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

### **Abraham Darby Academy**

**Full details of the admissions policy for Abraham Darby Academy can be viewed on their website: <http://www.abrahamdarbyacademy.org.uk/>**

The Academy follows the same admissions policy as community secondary schools within the borough.

## **Admissions to Adams Grammar School**

### **Boys only in Years 7-11:-**

Adams' Grammar School has amended their admission arrangements to give some priority to students living within the Newport attendance area.

Full details of the admissions policy for Adams Grammar School can be viewed on their website: [www.adamsgs.org.uk](http://www.adamsgs.org.uk)

Parents wishing to apply for a day or boarding place at Adams' Grammar School must indicate this preference on their own (home) Local Authority common application form. They will be asked to complete a registration form, obtainable from the school.

**The registration form, on its own, will not be regarded as a valid application. Parents must also complete and return a common application form to their home authority.**

## **Burton Borough School**

The school is a community school.

Full details of the admissions policy for Burton Borough School can be viewed on their website: <http://www.burtonborough.org.uk/>

## **Charlton School**

The school is a foundation trust school.

Full details of the admissions policy for Charlton School can be viewed on their website: [www.charlton.uk.com](http://www.charlton.uk.com)

Students who wish to transfer to Charlton mid-year please contact the Clerk to the Admissions Committee at the school or the Telford and Wrekin Schools Admissions Team for an 'In Year Application Form'. The form must then be returned to the Schools Admissions Team at Darby House. All applications will be co-ordinated by the Local Authority after consultation with Charlton School's Admissions Committee.

If the year group requested is oversubscribed, a waiting list is kept by the school and any places that become available will be allocated according to the criteria above. If a place is not given the parents have the right to appeal.

## **Ercall Wood Technology College**

The school is a foundation school.

Full details of the admissions policy for Ercall Wood Technology College can be viewed on their website: <http://www.ercall-online.co.uk/>

Ercall Wood Technology College follows the same admissions policy as community secondary schools within the borough.

## **Admissions Policy for the Hadley Learning Community**

Hadley Learning Community is a community school.

Full details of the admission policy can be viewed on their website: <http://hadleylearningcommunity.org.uk/>

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 children who were 'previously looked after' and then;
2. 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 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), half sister(s) living as a family at the same address and who attend the secondary school; and then
  - c) 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;
  - d) 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) above followed by:-
  - d) children of parents who are employees of the Hadley Learning Community
  - e) other children living outside the school's defined attendance area..

If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between a central point in 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 to Holy Trinity Academy (formerly Blessed Robert Johnson Catholic College).**

Blessed Robert Johnson Catholic College will continue until the Holy Trinity Academy opens. Holy Trinity Academy will open in September 2015.

Details of the admission arrangements for Holy Trinity Academy can be found on the schools websites

- <http://www.brj.wrekin.sch.uk/Index.html>
- [www.holytrinityacademypriorslee.info/](http://www.holytrinityacademypriorslee.info/)

### **Lakeside Academy**

Full details of the admissions policy for Lakeside Academy can be viewed on their website: [www.lakesideacademy.co.uk/](http://www.lakesideacademy.co.uk/)

Lakeside Academy follows the same admissions policy as community secondary schools within the borough

### **Madeley Academy**

Full details of the admissions policy for Madeley Academy can be viewed on their website: <http://www.madeleyacademy.com/>

Madeley Academy follows the same admissions policy as community secondary schools within the borough.

### **Newport High School (Academy Trust)**

#### **Girls only.**

Full details of the admissions policy for Newport High School can be viewed on their website: <http://www.nghs.co.uk/>

Parents wishing to apply for a place at Newport High School **must** indicate this preference on their own (home) Local Authority common application form. They will be asked to complete a registration form, obtainable from the school.

**The registration form, on its own, will not be regarded as a valid application. Parents must also complete and return a common application form to their home authority.**

### **Phoenix Academy**

Full details of the admissions policy for Phoenix Academy can be viewed on their website: <http://phoenix-academy.org/>

Phoenix Academy follows the same admissions policy as community secondary schools within the borough.

### **Telford Cooperative Academy (formerly Sutherland Cooperative Academy and Wrockwardine Wood Arts Academy)**

Telford Cooperative Academy will open in September 2015.

The Academy proposes to follow the same admissions policy as community secondary schools within the borough.

### **In Year Fair Access Protocol**

The local authority has developed, with its Headteachers, an in-year fair access protocol (FAP) 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 main principles are:

- That all maintained schools and academies must 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  
(secondary) in 2016-2017 is to be as follows**

**2015**

- March** Letters sent to Year 5 pupils within Telford & Wrekin regarding the application procedure for the selective schools. Open days for selective schools (Adams Grammar, Newport Girls High School).
- 5 June** Deadline for registration for testing for selective schools.
- 1 July** Entrance test date for selective schools.
- August** The LA informs its neighbouring authorities of pupils attending a Telford & Wrekin school but resident in a neighbouring LA.
- Early Sept** Schools distribute admissions information to all Year 6 pupils resident within the borough. Selective schools share information regarding test results.
- Mid September To Mid October** Secondary schools hold open days and/or evenings for year 6 pupils and their parents.
- 31 October** National closing date for receipt of LA common application forms.
- 16 November** LA sends lists of applicants to own admission authorities and other LAs for consideration.

**2016**

- 4 January** Own admission authorities inform LA of pupils who can be offered places.
- 11 January** First exchange of results between neighbouring LAs.
- 18 January** Provisional offers exchanged between LAs.
- 22 January** Last date for changes of address or preference to be taken into account at allocation for those with exceptional circumstances.
- 1 February** Second cycle of results shared between LAs.
- 8 February** Final offers exchanged between LAs.
- 22 February** All Telford & Wrekin secondary schools informed of allocations.

- 1 March** Allocation day for all Yr 6 pupils
- By 18 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.
- By 24 March** Review stage to take place
- 8 April** Deadline for return of appeal forms for initial scheduling.
- May/June** Appeals to take place.

### **Late Applications**

The closing date for applications is the 31 October 2015. We will ensure that all applications received by this date will receive consideration under the co-ordinated scheme.

If an application is 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 application.

Applications received after 31 October 2015 but before 22 January 2016, 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 applications are received after 22 January 2016 those applicants will not have an allocation letter posted on 1 March. Their preferences will, however, 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 catchment school for the home address or, if a place is not available there, 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. Own admission authorities 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 2016-2017. After that the list will be disbanded.

### **In-year admissions and transfer between schools within Telford & Wrekin**

There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2016/2017 however, Telford & Wrekin's policy covering in-year admissions is set out at the end of this document and is available from Telford & Wrekin school admissions team.

### **Fraudulent or Misleading Information**

All applicants must give accurate information about the genuine residential address of the child. If a family own a property and move to live with a relation in order to create an in-area address, the substantive home address will be used for allocation purposes and not that of the relation. Trial separation in order to create an in-area address will also not be accepted as proof of a permanent residence. Addresses are checked as part of the allocation procedure. In the event of a discrepancy the parents/carers will be required to provide written evidence that the address is genuine, by producing at least two utility bills. Where a house move is made applicants will be required to produce a letter from their solicitor confirming exchange of contracts or provide a copy of a signed tenancy agreement. Short-term tenancy agreements in order to create in-area status will not be acceptable where the substantive parental address has not been sold

Where any information regarding the child's home address is found to be fraudulent or misleading the LA has the right to withdraw the offer of a school place even if the child has already been admitted to the school.

## **Determined Co-ordinated Scheme for Admissions to Primary Schools in Telford & Wrekin for 2016-2017**

All children within Telford & Wrekin are entitled to start school in the term after their 4<sup>th</sup> birthday. Parents may defer entry to school until later in the academic year or until a child reaches compulsory school age (the beginning of the term after their 5<sup>th</sup> birthday), or may request for their child to attend part-time. Where summer-born children defer entry until September they will have to re-apply for a place in Year 1 (not Reception).

An application must be made to transfer from a nursery class to primary school even within the same campus; there is no automatic allocation of a place.

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 in September 2015 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 when transferring from an infant to a junior school.

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

Telford & Wrekin Council operates an equal preference scheme within the primary phase.

Some Own Admission Authority Schools require additional information from parents to operate their admissions criteria. Forms seeking this supplementary information will be sent out by individual schools and should be returned direct to the school concerned.

Completed common application forms should be returned to the LA Admissions Team by 15 January 2016.

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.

1. Looked After Children, and previously Looked After Children 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 a central point in the 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 Council'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 Looked After Children, previously Looked After children and home address. These definitions also apply for all own admission authority schools within the borough of Telford & Wrekin unless stated otherwise in their individual policies.

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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; 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 children who were 'looked after' but ceased to be so because they were adopted; 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 a central point in the home and a central point in the school 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 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.

Part of **Hadley Learning Community Primary School's** attendance area is shared with **Teagues Bridge Primary School**. If one of these schools is oversubscribed with in-area applications the places will be allocated up to the admission number in accordance with the priority order 1 to 2c) as for Lilleshall and Muxton Primary Schools.

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 Any applicant from within the shared area will be considered in accordance with the priority order.

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

1. Children in public care.
2. Those who live within the boundaries of the ecclesiastical parishes of Ironbridge, Coalbrookdale, Little Wenlock, and that part of the ecclesiastical parish of Benthall that lies within the Borough of Telford & Wrekin.
3. Those having brothers or sisters at the school on the day of admission. This criterion will apply not only to natural brothers and sisters but also to stepbrothers, stepsisters and children legally adopted. 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 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. This will continue until such time as the

number in the year group reaches the admission number of 30 (KS1) or 32 (KS2). Due to Government Regulations, class sizes in Key Stage 1 may not exceed 30 pupils.

Children with a statement of SEN or an Education Health and Care Plan will be admitted if the school is named following consultation with the appropriate authority.

If admission requests exceed the places available in any category, priority for admission will be given to requests that include subsequent categories. The shortest distance from the school, in a straight line, as measured by the Geographical Information System, will be the final deciding factor.

Children will be eligible to start school full time in the Reception Class at the beginning of the Autumn Term following their fourth birthday.

Confirmation of places in the Reception Class will be given during April of the academic year before the children are due for admission. Applications for Reception admission after the Governors' Admission Committee meet will normally be refused unless the admission limit has not been reached.

All decisions on admission will be made by the Admissions Committee of the school's governing body.

Any appeal against refusal of admission is to be made to an independent appeals committee organised by the Local Authority (Telford & Wrekin Council, Darby House, Telford TF3 4JA).

Children who attend Coalbrookdale and Ironbridge C.E. School will take a full part in the religious life (religious education, assemblies etc.) of the school unless exempted by the governors.

Information is available on <http://coalbrookdaleschool.org.uk/>

**At Dawley CE (Aided) Primary School is due to become a sponsored Academy in July 2015.** When there are too few places the following criteria will determine the allocation of places.

1<sup>st</sup> priority Children who are in public care looked after by Telford & Wrekin or any other local authority.

2nd priority Children who live in the schools defined attendance area, if places are unavailable for ALL those local children then places will be given first to;

2a 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

2b Children with older siblings already in 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; and then

2c Children whose parents are active members of a local Church by participating in regular Acts of Worship. (A member of the local clergy will be asked to confirm this information for families in this group via the Diocese C of E supplementary information form and 'active membership' is defined as one where worship is undertaken a minimum of twice monthly); and then

2d All other children

Any places which remain available will then be allocated to applicants from outside the schools defined attendance area in the following priority order:

2i 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

2ii Children with older siblings already in 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; and then

2iii Children whose parents are active members of a local Church by participating in regular Acts of Worship. (A member of the local clergy will be asked to confirm this information for families in this group via the Diocese C of E supplementary information form and 'active membership' is defined as one where worship is undertaken a minimum of twice monthly); and then

2iv All other children

Consideration may also be given to children with Special Education Needs, referred to the school by the Local Education Authority.

The offer of a nursery place does not signify the offer of a place in the Main school. Parents will have to apply separately for admission to the Main School and all applications will be dealt with during the Spring term prior to the start of the new reception year in September. The Admissions Committee will use the same criteria to determine allocation of main school places as for the nursery.

The standard number for admission to each year in Key Stage 1 is 30, a maximum of 30 children per class in Reception and 34 in Key Stage 2. Parents who are not offered a place at the main school have the right of appeal.

Information can be found at <https://dawleyce.taw.org.uk/SitePages/Home.aspx>

### **Lawley Village Academy**

Lawley Village Academy is a new Academy which will be opening in September 2015 more information will follow on the schools website.

### **Moorfield Primary, Newport**

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.

Information can be found at <https://moorfield.taw.org.uk/SitePages/Home.aspx>

## **Priorslee Academy**

Full details of the admissions policy for Priorslee Academy can be viewed on their website: <http://www.priorsleeprimaryacademy.com/>

**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:

The standard number should remain at 40 other than in exceptional circumstances for the school admission year 2015/16.

The priority order will be:-

1. Children in public care;
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 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) Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's 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.

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

- 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) or half sister(s) living as a family at the same address and who attend the school; and then
- d) Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's 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

- e) 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 a central point in the home and a central point in the school as measured by straight line distance with those closest having priority. Distances are measured using the borough of Telford and Wrekin’s computerised mapping system.

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

Whilst St Matthew’s is a Church of England voluntary aided school, the governors are happy to receive applications from all parents regardless of their faith or religious beliefs.

Information can be found at <http://www.stmatthewscofe.co.uk/index.html>

**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.

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 admission 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 from 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

## 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 a central point in the home address (including the community entrance to flats) to a central point in the school using the Local Authority's computerised measuring system with those living nearer to the school having priority.
- 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.

Information can be found at <https://stlukes.taw.org.uk/SitePages/Home.aspx>

**St Mary's is a Roman Catholic Primary 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 are undertaken by the Local Authority. For the school's year commencing September 2016, 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 admission criteria forming a priority order where there are more applications for admissions than the school has places available.

- 1) Cared for children who are in the care of the Local Authority; Looked After Children and previously Looked After Children; baptised Catholic Looked After Children; non-Catholic Looked After Children and previously Looked After Children.
- 2) Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 3) Other children who have a sibling in the school at the time of admission
- 4) Baptised Roman Catholic children resident in the parishes of The Good Shepherd
- 5) Baptised Roman Catholic children resident in other parishes
- 6) Other children.

#### 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) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

- c) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance is measured in a straight line from a central point of the family's home address to a central point of the school. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) 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.
- h) 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.
- i) In-year applications will be treated as per the co-ordinated arrangements published by the LA, as published in the 2014/2015 Primary Information booklet.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) 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.

All applicants will be required to fill in a supplementary form provided by the school.

Information can be found on the school's website:

<https://stmarystelford.taw.org.uk/SitePages/Home.aspx>

**St Patrick's is a Roman Catholic Primary School** under the trusteeship of the Diocese of Shrewsbury. It is maintained by Telford and Wrekin Local 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 2016, 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 admission criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Roman Catholic Looked After Children and previously 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 St Patrick
4. Baptised Catholic children from other parishes
5. Children who are in care of the Local Authority (Looked After Children) and previously 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 15 January 2016.
- 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.
- 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 a central point of the child's home address (including the community entrance to flats) to central point in 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.
- 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 October half-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 and processed 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. 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.
- j. 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.

Information can be found on the school's website:

<http://www.stpatricksschool.co.uk/>

**SS Peter & Paul Catholic Primary School** is a Roman Catholic Primary 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 2016, 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.

- 1) Baptised Roman Catholic Looked After Children and previously Looked After Children
- 2) Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Roman Catholic children resident in the parish of SS Peter & Paul
- 4) Baptised Roman Catholic children resident in other parishes
- 5) Other Looked After Children and previously Looked After Children
- 6) Other children who have a sibling in the school at the time of admission
- 7) Other children.

#### NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2016.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30<sup>th</sup> child admitted.
- e) If in any 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 a central point of the child's home address (including the community entrance to flats) to a central point in the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) 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.
- h) 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.

- i) 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. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

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.

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. Looked After Children; previously Looked After children 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 a distance basis as measured by the straight line distance between a central point in the home and a central point in the school, 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. Information regarding admissions can be found on the schools website:

<https://stpeterandpaulcatholicprimary.taw.org.uk/SitePages/Home.aspx>

### **Other own admission primary schools**

The following schools are own admission authority schools who adhere to the LA's published admission policy for community schools (details above). Further information can be found on the websites below:-

Apley Wood	<a href="https://apleywoodprimary.taw.org.uk/SitePages/Home.aspx">https://apleywoodprimary.taw.org.uk/SitePages/Home.aspx</a>
Crudgington	<a href="https://crudgington.taw.org.uk/SitePages/Home.aspx">https://crudgington.taw.org.uk/SitePages/Home.aspx</a>
Dothill	<a href="https://dothillprimary.taw.org.uk/SitePages/FrontPage.aspx">https://dothillprimary.taw.org.uk/SitePages/FrontPage.aspx</a>
Grange Park	<a href="http://www.grangeparkprimaryschool.co.uk/">http://www.grangeparkprimaryschool.co.uk/</a>
High Ercall	<a href="https://highercallprimaryschool.taw.org.uk/SitePages/Home.aspx">https://highercallprimaryschool.taw.org.uk/SitePages/Home.aspx</a>
Short Wood	<a href="http://shortwoodprimaryschool.co.uk/">http://shortwoodprimaryschool.co.uk/</a>
Wrekin View	<a href="http://www.wrekinviewprimary.co.uk/page/default.asp?title=Home&amp;pid=1">http://www.wrekinviewprimary.co.uk/page/default.asp?title=Home&amp;pid=1</a>
Queenswood	<a href="https://queenswood.taw.org.uk/SitePages/Home.aspx">https://queenswood.taw.org.uk/SitePages/Home.aspx</a>

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

Donnington Wood Infant	Donnington Wood CE Junior
Newport Infant	Newport Junior
Wrockwardine Wood Infant	Wrockwardine Wood CE 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.

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 applicants for Reception places:-**

<b>Late September/October 2015</b>	Information for parents to be posted to the home address of parents and guardians whose details are known.
<b>15 January 2016</b>	Closing date for Reception and Year 3 (Junior School) applications.
<b>22 January 2016</b>	LA sends applications to Foundation/Aided schools and Academies for consideration.
<b>February 2016</b>	Provisional allocation lists to be sent to all primary schools
<b>12 February 2016</b>	LA receives information on provisional allocations from Foundation/Aided schools.
<b>26 February 2016</b>	After this date no late applications can be included in the process for oversubscribed schools.
<b>11 April 2016</b>	Final allocation lists sent to schools for checking.
<b>15 April 2016</b>	(as 16 April falls on a weekend) Allocation letters posted to parents.
<b>By noon 5 May 2016</b>	Unsuccessful applicants can request a review of their allocation and an appeal if they wish to do so. At this point late applications can also be considered
<b>By 13 May 2016</b>	Review stage to take place.
<b>June 2016</b>	Appeals to take place.

The above dates apply to the Infant/Junior transfer process

**Late Applications**

The closing date for the return of the return of LA common application form is the 15 January 2016. 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 26 February 2016 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 26 February 2016 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation letter posted on 15 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 LA 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/ Please see individual school websites for further details.

### **Determined scheme for in-year admissions 2016/17**

There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2016/17. Telford & Wrekin School Admission Team will, however, co-ordinate all admissions into all maintained schools in the borough, including all voluntary aided, foundation, trust and academy schools for the academic year 2016/17 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

This scheme applies to applications made by parents for schools at points other than the normal age of entry.

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 within the borough. It is also intended to ensure that children can be safeguarded as they move between schools.

Parents must complete a Telford & Wrekin In-Year Admission form to apply for any school within Telford & Wrekin.

The In-Year application form can be obtained from any of the following sources

- Childs current Telford & Wrekin school
- Telford & Wrekin school being applied for
- Family Connect 01952 385 385
- Telford & Wrekin School Admissions Team 01952 380901/03/04
- From the School Admissions webpage  
[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

The application form will allow parents to apply for 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.

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.

Parents do not have to provide supplementary information unless it is required to enable the Governing Body to apply the school's oversubscription criteria.

A supplementary form is not on its own regarded as a valid application for a school. An In-Year Application form must also be completed.

The School Admissions Team may 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).

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 Council website.

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.

Where preferences are expressed on the application form for schools who are their own admissions the Admissions team will forward the application together with any supporting information to the relevant admission authority.

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.

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.

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 in order to process applications as quickly as possible.

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.

The School Admissions Team will compare the results received for each of the school preferences expressed by the parents.

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.

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.

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.

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.

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.

Parents will be expected to respond to any offer of a school place made within 10 days of notification.

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.

Where refusals are made for Telford & Wrekin schools parents will be given information about the appeals process.

Where refusals are made on behalf of other admissions authorities' details about their appeals processes will be passed on.

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.

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.

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.

## Appendix A

### Published Admission Numbers for 2016/17

<b>Primary School</b>	<b>Admission Number 2016/17</b>
Apley Wood	60
Aqueduct	40
Bratton, St Peter's CE	60
Captain Webb	60
Church Aston Infant	20
Coalbrookdale & Ironbridge CE	30/32
Crudgington	20/24
Dawley CE	30/34
Donnington Wood Infant	60
Donnington Wood Junior	60
Donnington St Matthews	40
Dothill Primary	70
Edgmond , St Peter's	30
Grange Park	60/64
Hadley Learning Community	60
High Ercall	20/24
Hollinswood Infant/Junior	60
Holmer Lake	40
John Fletcher of Madeley	60
John Randall	30
Ladygrove	40
Lawley Village Academy	30
Lawley Primary	60
Lightmoor	30
Lilleshall	30/31
Meadows	60
Millbrook	50
Moorfield	30/47
Muxton	60
Newdale	60
Newport Infant	80
Newport Junior	90
Newport SS Peter & Paul's RC	30
Old Park	75
Preston, St Lawrence CE	12
Priorslee	60
Queenswood	20
Randlay	50
Redhill	60
Short Wood	70

<b>Sir Alexander Fleming</b>	<b>60</b>
<b>St Georges CE</b>	<b>70</b>
<b>St Luke's RC</b>	<b>20/25</b>
<b>St Mary's RC</b>	<b>30</b>
<b>St Patrick's RC ,Wellington</b>	<b>30/32</b>
<b>Teagues Bridge</b>	<b>40</b>
<b>Tibberton CE</b>	<b>20/24</b>
<b>William Reynolds Primary</b>	<b>60</b>
<b>Windmill</b>	<b>60</b>
<b>Wombridge</b>	<b>50</b>
<b>Woodlands</b>	<b>60</b>
<b>Wrekin View</b>	<b>60</b>
<b>Wrockwardine Wood Infant</b>	<b>70</b>
<b>Wrockwardine Wood Junior</b>	<b>70</b>

<b>Secondary School</b>	<b>Admission Number</b>
<b>Abraham Darby</b>	<b>180</b>
<b>Adams Grammar</b>	<b>112</b>
<b>Holy Trinity Academy</b>	<b>150</b>
<b>Burton Borough</b>	<b>225</b>
<b>Charlton</b>	<b>240</b>
<b>Ercall Wood</b>	<b>180</b>
<b>Hadley Learning Community</b>	<b>180</b>
<b>Lakeside Academy</b>	<b>120</b>
<b>Madeley Academy</b>	<b>180</b>
<b>Newport High</b>	<b>84</b>
<b>Phoenix Academy</b>	<b>180</b>
<b>Telford Cooperative Academy</b>	<b>240*</b>
<b>* During the academic year 2014/15</b>	
<b>Sutherland Co-operative Academy and Wrockwardine Arts Academy merged to form Telford Co-operative</b>	