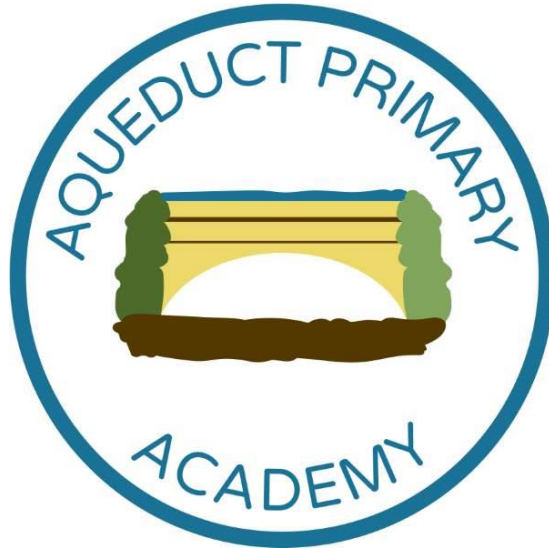


# Admissions Policy



2024 - 2025

## *Our Strapline*

*Building tomorrow, Leading the way ...*

## *Our Values*

*Positivity, happiness, learning, kindness, safety, and respect.*

## *Introduction*

*Aqueduct Primary Academy is part of the Reach2 Academy Trust*

*The Trust is the admission authority for all schools within the REAch2 family. The arrangements, set by the Trust are in accordance with the School Admissions Code and the school admission appeals code.*

*The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.*

*The Trust has developed this policy in full compliance with the Equality Act 2010. The Trust recognises and adheres to its responsibilities under the Equality Act 2010, especially in relation to children with protected characteristics.*

*More information about the Trust is available on its website:*

*[www.reach2.org](http://www.reach2.org)*

*The Admissions Authority for our school is Telford and Wrekin Council. The Department of Education (DfE) published revised Codes (Admissions 2014 & Admission Appeals 2012). Telford & Wrekin Council's admission arrangements take account of the revisions contained within the new Codes. For full details of Telford and Wrekin's Determined Admission Arrangements please visit*

*[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)*

*This policy aims to show how Aqueduct Primary Academy works in conjunction with Telford and Wrekin's admissions team to allocate places.*

## *Before applying for a place at Aqueduct Primary School*

*Whilst all admissions are administered centrally by Telford and Wrekin's admissions team, we always encourage parents and carers who are looking for a primary Academy place for their child to visit us here at Aqueduct primary Academy.*

*To arrange a visit please contact the school office on 01952 386210.*

*How to apply for a Reception Place at Aqueduct Primary Academy*  
The Local Authority operates a co-ordinated scheme for admissions in Reception. The coordinated scheme of admissions into Reception is designed to ensure that all children applying for Reception places receive only one offer of a place in a Telford & Wrekin school.

In Telford & Wrekin, there is one admission date per year - September. As you can see from the table below, the application process will begin around twelve months before your child is eligible to start school.

<i>Date of birth</i>	<i>Apply between</i>	<i>Can start school</i>
<i>1 September 2020 - 31 August 2021</i>	<i>October 2024 - 15 January 2025</i>	<i>September 2025</i>
<i>1 September 2021 - 31 August 2022</i>	<i>October 2025 - 15 January 2026</i>	<i>September 2026</i>

Telford and Wrekin publish a 'Guide to primary school admission in Telford and Wrekin' a copy can be found here [https://www.telford.gov.uk/downloads/file/7540/school\\_admissions\\_primary\\_school\\_booklet\\_2025\\_2026](https://www.telford.gov.uk/downloads/file/7540/school_admissions_primary_school_booklet_2025_2026)

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

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that particular school. To apply for a school place Parents/Carers will need to register for a 'My Telford' or 'Everyday Telford' account via the Telford & Wrekin Council Website. Once registered Parents/Carers apply for a school place on-line, once completed you will receive an acknowledgement email.

Telford & Wrekin will notify parents of places allocated in March of the following year via email. Applications must be made by 15th January 2025.

Applications will be considered and in the case of oversubscribed schools the oversubscription criteria would be applied, details of which can be found by visiting [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

### *Applying for a place at Aqueduct Primary Academy during the academic year*

To apply for a school place Parents/Carers will need to register for a 'My Telford' or 'Everyday Telford' account via the Telford & Wrekin Council Website. Once registered Parents/Carers apply for a school place on-line, and when the application is completed, you will receive an acknowledgement email.

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).

Once you have applied online for a place at Aqueduct Primary Academy, the School Admissions Team at Telford and Wrekin will assess the application against the Council's Admissions Policy to see if a place can be offered.

The School Admissions Team will check to see if we have space in the appropriate year group here at Aqueduct Primary Where a space exists the Admissions Team will offer you the place.

The School Admissions Team will aim to notify parents / carers of the outcome of their application within 15 days of the application being received wherever possible.

## The PAN - Published Admission Number

The 'published admission number' is the number of children the LA considers the school can accommodate. Governors have agreed to set the Aqueduct Primary Academy PAN at 40 for each year group. We keep this number under review and the Governors will apply to change the number if circumstances change.

There is a consultation in place to change the PAN for Aqueduct Primary Academy - more information can be found on our website. <https://www.aqueductprimary.co.uk/statutory-information/admissions/>

Once the school's planned 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.

## Admission appeals - for entry during the academic year

If the Local Authority has not offered you a place at our school, this will be because of the number of children already attending our school.

If parents wish to appeal against a decision to not offer a place, they can do so by applying to the Local Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned.

## Transition to Secondary School - Year 7

When your child reaches Year 6 you will need to apply online for a place at Secondary School. Applications must be completed online at <https://www.telford.gov.uk/admissions> by the 31st October 2024. Telford & Wrekin parents / guardians can list up to four school preferences on their application form. Parents / guardians 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/>

The process for applying for a place at the selective schools, Haberdashers' Adams Grammar and Newport Girls' High School, begins in the 2024/25 academic year. Full details of their application procedure can be found on their websites.

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

Some 'Own Admission Authority' schools (foundation, voluntary aided, academy or trust schools) require additional information from parents / guardians to operate their admissions criteria. Parents / guardians should contact the individual schools to request a supplementary information form and should return the form directly to the school concerned.

Once places are allocated, usually on the first of March. Aqueduct Primary Academy will work with the secondary schools to ensure your child's transition, from Primary to Secondary is as smooth as possible. The secondary schools usually come and visit us here at Aqueduct to meet the new pupils, and they have transition days in July when your child will attend their new school for a couple of days.

### **Monitoring and review**

This policy will be monitored by the Governing Body and reviewed annually in the light of any changed circumstances, either in our school or in the local area. The policy will always follow the Telford and Wrekin Determined Admission Arrangements.

### **Safeguarding**

Aqueduct School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have an up-to-date Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers, and governors) must

*ensure that they are aware of these procedures. Families are welcome to read the Policy on the school website.*

*Our Designated Safeguard Leads (DSLs) are: Tammy Lockley (HEAD), Jo Clarke, (Deputy) Cara Duppa, (EYFS lead) Ash Palin, (Assistant Head) and Lisa Batchelor (Inclusion Support Manager).*

*Our safeguarding governor is Miss Claire Freestone.*