

# SCHOOL ADMISSION NEWS

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## The team –starters & leavers

Welcome back and a warm welcome to all new headteachers. Here is an overview of who we are in the admissions team & school organisation team at the council.

The school admission team & school organisation team is managed by Liz Smith, the Service Delivery Manager for School Performance & Development.

Lisa Crossley is the Team Leader for admissions & transport with Admission Officers, Jo Doody, Mandi Kyte and Ian Hirst. Each officer covers a patch of schools. Lucy Cooper is our business support officer. For the new Headteachers we look forward to working with you and meeting you soon.

Jules Millington, School Organisation Officer and Eileen Finnegan, Data Officer.

Annie Freeman is about to leave us to go off on maternity leave.

We are really pleased to welcome Jo Gallagher who will be covering the maternity leave secondment.

For those that may not know, Rob Thomas has left Telford LA for new adventures with one of our neighbouring LA.'s

## Good news

The DFE have launched a consultation on a revised school admissions code. Closing date 16/10/2020.

This is long overdue as it was last updated in 2014. Lots of other issues have been getting in the way of this, Brexit and COVID-19. Do take a look or complete it.

<https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/>

## Applying for Reception, Junior & Secondary school places for September 2021

**Secondary** closing date **31 October 2020**

**Reception & junior** closing date **15 January 2021**

If a child has an EHCP closing date is 31 October for all applications.

Thank you for all your support over the years. As we are still in the COVID-19 crisis and facilities are still not fully open, eg libraries, we would be grateful if you can continue to support and remind parents to apply for school places by the closing date. If a family has an exceptional reason for applying late please contact the admissions team as soon as possible.

Parents can submit four school preferences. We encourage them to do this. If not, there is the possibility that we won't be able to offer any of their school preferences and will offer a school which is either their catchment or a school with places available. This is the same for any late applications, all the places will be potentially be filled on national offer day and so parents may not get what they hope for.

It has been business as usual since the COVID-19 outbreak. We are working remotely but always contactable on [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)—please email and we will ring you back.



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## Useful links

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

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/admission-appeals-for-school-places>

[Summer born link to information to request a formal delayed entry](#)

## Selective school assessment & faith criteria

[Reminder of the DFE guidance regarding selective school assessment and faith criteria during COVID-19](#)

[New home to school transport policy for mainstream/SEND/post 16](#)

## In year applications

We will have a spike with in year applications over the summer holiday period.

Parents are advised that they will not get an outcome of their application until the schools return. To help us respond to parents can you please return your school proformas within 5 working days of the school starting back in. In previous years we have had 300-400 children wanting school places in the first week of September across both primary and secondary phases.

## School Appeals

Changes in legislation have meant that school appeals cannot be held in the usual way. For appeals organised by Telford & Wrekin Legal & Democratic Team we have been holding appeals via telephone conferencing and will continue to do this in line with the legislation until at least January 2021 or in line with any further government updates. This has been a major overhaul in the day to day running of appeals for both the admissions and the legal teams.

The legal clerk to the school appeal will inform schools by email/letter to update you of the appeal outcomes. The school admissions team have no jurisdiction over the appeal decision making. Panel members are trained and independent.

Some schools have opted for video conferencing school appeals/paper based appeals.

## School websites

Reminder to keep your websites up to date with school admissions information.

Admission authorities must publish on their website admission arrangements for:

2020/2021 for in year applications

2021/2022 for the allocation round

2022/2023 for any proposed admission arrangements you may be consulting upon

Determined arrangements must set/detail admission number (PAN).

For any schools where Telford LA is the admission authority then you can add a link to your webpage signposting customers [https:// www.telford.gov.uk/admissions](https://www.telford.gov.uk/admissions) which will have the admission arrangements detailed.

## School Organisation

The team may be small but it oversees the building extensions and pupil place planning for all of the Borough. Telford has undergone considerable changes over the last few years and the Council work with developers to look at the long term plans for housing and birth rates.

We are currently working on two secondary school expansions and working with the DFE to open two new primary Free Schools, one in Priorslee and one in Allscott, both for future opening.

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## The window of admissions consultation and reminder of what to do

**The LA is the admissions authority for community and voluntary controlled schools and must set an admission number for the normal year of entry.**

The Governing Body or Academy Trust is the admissions authority for voluntary aided, foundation, trust and academy schools. If schools which are their own admission authorities wish to alter their admissions number they must notify the LA of their intention in time to allow the LA to deliver its co-ordination responsibilities effectively, and reference to the changes should be made on the school's website.

Governing bodies or Academy Trusts are requested to:

**agree their school admissions number for 2022/23 proposed by the LA (for community/voluntary controlled schools)**

Or

confirm the proposed school admissions number for 2022/23 (for own admission authority schools).

### **For own admission authority schools only.**

Consultation on a Proposed Admission Policy for entry in 2022/23

Where own admission authorities are proposing changes to their admission arrangements, they must consult by 31 January in the determination year. This consultation must last for a minimum of 6 weeks between October 1 and January 31.

All admission authorities are required to consult every 7 years or when they propose changes to their admission arrangements.

The LA is seeking to help schools who are their own admission authorities with this requirement by collecting all the proposed arrangements and displaying them in one place.

Governing bodies are invited to send copies of their school's proposed admissions arrangements for entry in 2022/23 to Lisa Crossley, Transport & Admissions Team Leader by 20 November 2020 at the latest.  
[lisa.crossley@telford.gov.uk](mailto:lisa.crossley@telford.gov.uk)

All admission authorities must determine (formally agree) admission arrangements every year by 28 February, even if they have not changed from previous years and a consultation has not been required.

Admission arrangements must be published on your school website by 15 March 2021. This information should also include your PAN.

- Schools must determine their admission arrangements by 28 February
- Admission authorities send this information to the LA by 15 March
- Admission authorities send all other admission authorities in the area
- Religious admission authorities must send to their religious denominations

If a PAN is set higher, this must be notified to the LA and displayed on website.

Also to make you aware that the deadline for objections to the Schools Adjudicator is by 15 May 2021.

**Please contact us with any queries**

**[admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)**

**Have a good start to the term**