

School applications for overseas children

Applications from UK crown servants or military families

As set out in paragraph 2.18 of the [School Admissions Code](#), admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning to the area ahead of any move. We will accept any posting or quartering address as a 'home' address in the absence of any actual home address.

For more information please refer to www.telford.gov.uk/admissions or contact the school admissions team on admissions@telford.gov.uk

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Please see the [latest guidance from Department for Education](#).

In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

The Department for Education advises that overseas nationals entering the UK who wish to apply for a state-funded school, check that they have a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

If you will live in your own property

If you are returning to live in a property that you already own we will require evidence of this. This includes evidence of ownership and proof that the property will be available for the family to live in before the time of hopeful admission.

If you will live in a rented property

If you are returning to live in a property that you are renting, we will require evidence of this. This includes evidence of a rental agreement and proof that the property will be available for the family to live in before the time of hopeful admission.

What happens after I have applied for an in year application?

Your application will be processed and a place allocated based on the information that you have provided. If a place is allocated at a school in advance of your arrival then it will be expected that your child will take up the offer. You should be aware that schools within Telford & Wrekin will only hold a place for half a term. Failure to attend will result in the withdrawal of the school offer and offered to another pupil.

What if I do not have the documentation required?

If you are unable to provide address evidence then your child's application will be considered on the basis of your current address and in the event of the school being oversubscribed it is unlikely that a place will be offered due to the distance concerned, in this circumstance, your child will not receive an offer of an alternative school place until you are actually resident in the UK.

Applying in the transition round – year reception and secondary

When you are ready to make your application you should email school admissions at admissions@telford.gov.uk with your child's full name, date of birth, the school they are attending now and the schools you would like to apply for. You can apply for up to 4 schools. You will need to tell us where you are now and, if you know it, the address you are moving to and also the date you plan to move to Telford. We will ask for proof of your new home address. We recommend that you apply before the closing date. You can email us for advice.

You should check that you have [right of abode](#) or the conditions of your visa before making an application for a school place.

Children recently arrived in the UK

If your child has recently arrived in the UK and is living in Telford & Wrekin without a school place you will need to complete the in year application form

www.telford.gov.uk/admissions