

A parent's introduction to  
**primary education**  
including arrangements  
for admission

**2018-2019**



# Primary school

## Mini information booklet

Full information can be found in the:  
**Primary school information booklet**  
on our website [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)  
or in schools, nurseries and libraries



Telford & Wrekin  
COUNCIL

## How do I apply?

### **You must apply to your home Local Authority (LA) for a school place**

If you pay your council tax to Telford & Wrekin Council you must make your application for a school place to Telford & Wrekin Council. This applies even if your preference is for a school outside of Telford & Wrekin Local Authority. For example a school in Shropshire, Staffordshire, or Wolverhampton.

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

Once the application has been completed you will receive a confirmation email with a summary of your application details. **Please check your confirmation to make sure it shows the correct details.**

If you **do not have access to a computer** you can go to **your local library** and use their computer facilities.

**\*You must apply to the LA for a place by the closing date 15 January 2018 or the 31 October 2017 for children with an Education, Health and Care Plan or Statement of SEN.**

Information is correct at the time of going to press.  
For up to date individual school information please refer to schools own website for details.

## What happens if I move house?

If you move house you must inform the Admissions Team immediately. If we have received proof of your new address **by 23 February 2018** (exchange of contracts or a signed tenancy agreement) we will use your new address when we allocate places. Failure to do so could result in a school place offer being withdrawn.

If you move house after this date we shall not be able to use your new address until the Review Stage.

If your child moves into the home of a friend or relative or you change address temporarily to improve your priority for a school place, we will not use that address.

## Military Families

Telford and Wrekin Local Authority understands that the families of UK service personnel often have to move at short notice. If we receive an application along with an official letter from the MOD, FCO or GCHQ stating a relocation date, we will then be able to begin the process in advance of the relocation, based on the address of quarters that the family have been allocated.

## Can I change my application?

You can change your preferences up to the **closing date of 15 January 2018**.

If you have moved house, or a sibling has transferred schools, we will accept changes up to **23 February 2018**. After this we cannot process changes until the Review Stage.

## What happens if the information I give is not correct?

It is important that the information you provide is accurate and honest. If we find that any information on your application is false, and you are not entitled to the place you have been offered, the place will be withdrawn.

## **What happens if my application is late?**

Applications received after the closing date are late. Your chances of being offered a place at your preferred school will be much lower if you apply late.

Your application will then not be considered until the Review Stage when some schools will already be full.

If we cannot offer a place at any of your preferred schools, you will be offered a place at your catchment school if there are still places available, or the nearest school with a place available. If you are unhappy with this allocation please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the link for Review.

## **Applying for a place in Reception**

If your child was born between **1 September 2013 and 31 August 2014** you **must apply** for a place in school. This first year is called 'Reception'.

You can apply for up to four schools, including faith schools and academies. We recommend that you apply for at least two schools in case we cannot offer your first preference. They can be in Telford & Wrekin or in another council area. You must rank the schools in order of preference. The school you name first should be the one you would most like your child to go to.

If a school receives more applications than places available, we use the oversubscription criteria to decide who is offered a place. You can find out more about the process, the schools and their admissions criteria in the **Primary School Information Booklet** on our website [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

The LA will offer a place at the highest preference possible. The LA may not be able to offer a place at your local catchment school unless you include it as one of your preferences.

If we cannot offer you a place at any of your preferred schools, you will be offered a place at your catchment school if a place is available, or if not, the nearest school with a place available after all other applications have been considered.

**By being in a residence in a designated catchment area, does not automatically guarantee a place at a given school.**

## Accuracy of applications

The information that you put on your application form is very important. The Local Authority (LA) will use this during the admissions process and it is essential that it is accurate and correct. We want the application process to go as smoothly as possible for you, so please keep us updated about any changes to your details which may affect your application. **Failure to do so may result in a school place offer being withdrawn.**

The details you put on the application will be checked. If you move house between September 2017 and 16 April 2018 you **must** contact the Admissions Team to let us know your new address. Any place offered maybe withdrawn if your application is found to be fraudulent or intentionally misleading. We may ask you to provide proof of your address.

If you apply after the closing date, your application **will be late** and **will not be considered** until the Review stage, after the initial allocations have been completed. **Some schools will be full.**

If you are **applying for a faith school** you should check with the school whether you need to complete a **supplementary information form**. The supplementary forms should be obtained from, completed and returned to the school.

If your child has **a place in a nursery it is not a guarantee** of a place in the school.

Getting a place in a Telford & Wrekin primary school does not guarantee a place in a particular Telford & Wrekin secondary school. We only have a feeder school system in the learning communities of Charlton and Hadley and at Holy Trinity Academy.

All Reception allocations will be based on the child's home address and the admissions criteria of the preferred schools.

You **must** apply to the LA for a place by the **closing date 15 January 2018 or 31 October 2017 for children with an Education, Health and Care Plan or a statement of SEN.**

## When will I find out what school my child has been offered?

For all on time applicants who applied online, you will receive an email on **16 April 2018**. If for any reason you were unable to complete an online application you will be

notified of the allocated school by 1st class post sent on **16 April 2018**. We will not be able to advise you of your child's allocation over the phone **before 16 April 2018**.

## Review Stage

If you are unhappy with the school place we have offered, you can request a Review by logging onto **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** and follow the link for Review to pursue your preferred schools **by 27 April 2018**.

Both late applications and review requests are considered at the review.

At the review stage the LA will allocate all available places according to parental preference and published admission policies. You will be informed of the outcome by email.

## Waiting lists

You can only be added to the waiting list if you have already applied for a school. Please log onto **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** if you wish your child's name to be added to the waiting list and to be considered if a place becomes available at the school. Your child's name can remain on the waiting list for the remainder of the academic year 2018/19. If a place arises at a school before or after the bulk appeal hearings they will be offered to children on the waiting list in priority order.

## Your right of appeal

If we are not able to offer your preferred school at Review, your child will remain on the waiting list and you can also appeal for a place by logging onto **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** and follow the link for Appeals **The deadline to return the appeal is 11 May 2018**.

For children with an Education, Health and Care plan or statement of SEN there is a separate appeals process outlined in the Primary information booklet, section 8.

## Transport

If you express a preference for a school which is some distance from your home address you will be responsible for the transport arrangements and associated costs (in accordance with the criteria in the Home to School Transport Policy)

Please note that there will be a consultation taking place on aspects of this policy during the Autumn Term 2017.

## Newport schools

School	Area	Tel no	Places available 2017/18	Places: a) available* b) allocated as of 18.4.17	If oversubscribed, furthest place allocated (metres)
Church Aston Infant	Church Aston	01952 386390	20	20 11	-
Edgmond St Peter's C.E Primary	Edgmond	01952 811692	30	30 30	3256
Lilleshall Primary	Lilleshall	01952 388430	30	30 30	2376
Moorfield (Foundation) Primary	Newport	01952 386470	30	30 30	5246
Muxton Primary	Muxton	01952 387690	60	60 60	2657
Newport Infant	Newport	01952 386610	90	90 76	-
St Peter & St Paul Catholic (Aided) Primary	Newport	01952 386450	30	30 27	-
Tibberton C.E Primary	Tibberton	01952 387790	20	20 17	-

\* This data shows how many places are available in a school and how many places were offered on National Offer Day in April 2017

## North Telford schools

School	Area	Tel no	Places available 2017/18	Places: a) available* b) allocated as of 18.4.17	If oversubscribed, furthest place allocated (metres)
Apley Wood Primary	Apley	01952 386180	60	60 60	640
St Peter's C.E. Primary	Bratton	01952 387980	60	58 57	-
Crudgington Primary	Crudgington	01952 386910	20	20 16	-
Donnington Wood Infant	Donnington	01952 386640	60	60 43	-
Donnington St Matthew's C.E. (Aided) Primary	Donnington Wood	01952 386260	40	40 38	-
Dothill Primary	Wellington	01952 386870	70	70 53	-
Hadley Learning Community	Hadley	01952 387088	90	90 90	3865
High Ercall Primary	High Ercall	01952 387570	20	20 15	-
Meadows Primary	Ketley	01952 386230	60	60 59	-
Millbrook Primary	Leegomery	01952 387640	50	50 47	-
Preston St Lawrence C.E. Primary	Preston-upon-the-Weald Moors	01952 387780	13	13 9	-
Priorslee Academy	Priorslee	01952 387927	60	60 60	3490

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# Primary

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School	Area	Tel no	Places available 2017/18	Places: a) available* b) allocated as of 18.4.17	If oversubscribed, furthest place allocated (metres)
Queenswood Primary	Ketley Bank	01952 386961	20	20 18	-
Redhill Primary	Priorslee	01952 387979	60	60 60	1610
Short Wood Primary	Wellington	01952 387361	70	70 70	2500
St George's C.E Primary	St George's	01952 387750	70	70 70	1325
Teagues Bridge Primary	Trench	01952 388450	40	40 35	-
St Luke's Catholic (Aided) Primary	Trench	01952 388222	20	20 17	-
St Patricks Catholic (Aided) Primary	Wellington	01952 386160	30	30 30	1694
Wombridge Primary	Oakengates	01952 388040	50	50 27	-
Wrekin View Primary	Wellington	01952 388088	60	60 36	-
Wrockwardine Wood Infant	Wrockwardine Wood	01952 387860	70	70 54	-

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## South Telford schools

School	Area	Tel no	Places available 2017/18	Places: a) available* b) allocated as of 18.4.17	If oversubscribed, furthest place allocated (metres)
Aqueduct Primary	Aqueduct	01952 386210	40	40 40	770
Captain Webb Primary	Dawley	01952 386770	60	60 49	-
Coalbrookdale & Ironbridge C.E. (Aided) Primary	Coalbrookdale	01952 386620	30	30 30	1689
Dawley C.E. Academy	Dawley	01952 386280	30	30 19	-
Grange Park Primary	Stirchley	01952 387490	60	60 46	-
Hollinswood Primary	Hollinswood	01952 386920	60	60 50	-
Holmer Lake Primary	Brookside	01952 387580	40	40 31	-
John Fletcher of Madeley Primary	Madeley	01952 388188	60	60 43	-
John Randall Primary	Madeley	01952 388390	30	30 30	1726
* This data shows how many places are available in a school and how many places were offered on National Offer Day in April 2017					
Ladygrove Primary	Dawley	01952 388370	40	40 40	1464
Lawley Primary	Lawley	01952 388410	60	60 60	296 (out of area sibling)
Lawley Village Academy	Lawley	01952 951200	30	30	605 (in area)

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School	Area	Tel no	Places available 2017/18	Places: a) available* b) allocated as of 18.4.17	If oversubscribed, furthest place allocated (metres)
Lightmoor Primary	Lightmoor	01952 387620	30	30 30	1020
St Mary's Catholic (Aided) Primary	Madeley	01952 388255	30	30 29	-
Newdale Primary	Newdale	01952 387720	60	60 60	678
Old Park Primary	Malinslee	01952 387250	80	80 81	5492
Randlay Primary	Randlay	01952 386986	50	50 36	-
Sir Alexander Fleming Primary	Sutton Hill	01952 388010	60	60 36	-
William Reynolds Primary	Woodside	01952 388280	60	60 60	2012
Windmill Primary	Brookside	01952 386360	60	60 60	1995
Woodlands Primary	Madeley	01952 386070	60	60 42	-

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## Contact us...

For further information about school admissions please contact

**Family Connect**

Telford & Wrekin Council, Darby House,  
Telford TF3 4JA

telephone: **01952 385385**

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