

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

**2018-2019**



# Secondary school

## Mini information booklet

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



## 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**  
**31 October 2017.**

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 January 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 Failure to do so could result in a school place offer being withdrawn.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 31 October 2017**.

If you have moved house, or a sibling has transferred schools, we will accept changes up to **23 January 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 Year 7

You can apply for up to **four** schools.

You must rank the schools in order of preference. The school you name first should be the one where you would most like your child to go to.

We recommend that you visit secondary school open evenings to find out more about each school. This will help you to rank the schools in order of preference on your application form.

You can apply for any Local Authority school. It may be in Telford & Wrekin or in another council area.

Apply online at **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)**. If you do not have access to a computer you can go to your local library and use their computer facilities.

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

- To apply for a place at **Thomas Telford** you must contact the school directly on (01952) 200 000. The closing date for applications to Thomas Telford is **4pm, Monday 25 September 2017**.
- To apply for a place at an **independent (fee paying) school** you must contact the school directly.

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Apply online by **31 October 2017**  
[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

- **Do not include** Thomas Telford or any independent school on your Telford & Wrekin application form.

**Adams' Grammar School, Newport Girls' High School and Holy Trinity Academy** require parents to complete either a registration or a supplementary form. These are available directly from the individual schools.

Please be aware that by applying for a place at **Thomas Telford School**, should your child be offered a place at **Thomas Telford School**, this offer **will supersede a local authority school offer**.

Your child will need to sit a test if you apply for either of the Newport Grammar Schools or Thomas Telford School. You must register with the individual schools concerned to arrange to take the entrance test(s). All queries regarding entrance tests should be made directly to the school.

If we cannot offer you a place at any of your preferred schools **you will not automatically be allocated a place at your catchment school**. We strongly recommend that you include your catchment area school among your preferences.

## School open evening dates

**Please note:** These dates are correct as of the time of publication and subject to change. Please check the school website for up to date information.

School	Open evening date	Time	Open day date	Tour available
Abraham Darby Academy	Wednesday 27 September 2017	6.00pm to 8.30pm	Wednesday 27 September 2017 for Year 6 pupils by invitation to primary schools	Tours are available from Monday 2nd to Friday 20 October 2017 by appointment only. Please contact Mrs L Duggan (Transition Manager) on 01952 386063 to visit the Academy.
Adams' Grammar School	Our Open Week will take place during the first half of the Autumn Term 2017.		Please visit the website: <a href="http://www.adamsgs.uk">www.adamsgs.uk</a> from 1 September 2017 for full details.	
Burton Borough	Tuesday 3 October	6.30pm to 8.30pm	Wednesday 4 and Thursday 5 October 2017	9.30am to 1pm
Charlton	Wednesday 11 October 2017	5pm to 8pm	Thursday 12 October	Guided tours 9.10am to 11am 11.30am to 1.20pm
Erroll Wood Technology College	Thursday 5 October	6.30pm to 8.30pm	Monday 2 October to Friday 6 October	Tours available throughout the week 9.30am to 3.00pm. Please telephone the school on 01952 387300 to book a suitable time.

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School	Open evening date	Time	Open day date	Tour available
Hadley Learning Community	Tuesday 26 September 2017	6.00pm to 9.00pm	Wednesday 27 September, Thursday 28 September, Friday 29 September	All days 9am to 11am
Holy Trinity Academy	Wednesday 4 October 2017	6.00pm to 8.30pm		Tours will be available at set times during the school day throughout October
Telford Park	Tuesday 10 October 2017	6.30pm to 9pm		Open Week. Tours with the Head between 8.30am and 10.15am, 9/10/17 to 13/10/17 Please phone to book a tour
Telford Langley	Thursday 12 October	6.30pm to 9pm		Open Week. Tours with the Head between 8.30am and 10.15am, 9/10/17 to 13/10/17 Please phone to book a tour
Madeley Academy	Monday 9 October 2017	4.30pm to 8.00pm Presentation and Tours 5pm, 6pm and 7pm	Monday 16 to Thursday 19 October (inclusive) 4.00pm to 5.00pm	Presentation and Tours 5pm, 6pm and 7pm
Newport Girls' High School	10 May 2017	9.30am to 12noon 4.00pm to 7.00pm	10 May 2017	

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School	Open evening date	Time	Open day date	Tour available
Telford Priory	Monday 2 October 2017	6.00pm to 8.00pm		We will offer guided tours of the school as follows:  Tuesday 10 October 2017 9am to 10am 11.15am to 12noon  Wednesday 11 October 2017 9am to 10am 11.15am to 12 noon  Thursday 12 October 2017 9am to 10am 11.15am to 12 noon

**Please note:** Newport Girls High School held open evenings /days earlier in the year and their entrance tests take place 18 September 2017.

**Note:** Some schools also hold open days. For more details please refer to page 18 of the **Secondary School Information Booklet** which is available from schools, libraries and online at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)



## 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 23 January 2018 you **must** contact the Admissions Team to let us know your new address. Any place offered may be withdrawn if your application is found to be fraudulent or intentionally misleading. We may ask you to provide proof of your address.

## Timescales for grammar schools

Dates	Actions
April 2017 onwards	Test registration form available from the school
June/July 2017	Deadline for submitting completed registration forms direct to school
18 September 2017	Entrance test taken at Adams' Grammar (boys) or Newport High School (girls)
October 2017	Result of entrance test sent direct from school
	Open week at Adams' Grammar/Newport Girls' High School. Refer to school website.
10 May 2017	Open day at Newport High School 9.30am to 12noon and 4pm to 7pm
31 October 2017	Deadline for submitting the LA secondary school application form

**Note:** Completing the online registration form for the tests is not an application for a place. It is still necessary to complete the LA application form.

\* Please refer to the website for dates.

## What happens if a school has more applicants than places?

If a school has more applications than places available then all of the applications are put in priority order, according to the over-subscription criteria.

This section will help you to understand the way in which applications are prioritised.

For **most** Telford & Wrekin schools the priority order is as follows:

- 1 Those children who are or were previously looked after by any Local Authority. (Child in Care)
- 2 Children living within the schools catchment area with an older brother or sister attending the school. (In Area Sibling)
- 3 Children living within the schools catchment area. (In Area)
- 4 Children living outside of the schools catchment area with an older brother or sister attending the school. (Out Of Area Sibling)
- 5 Children living outside the schools catchment area. (Out Of Area)

There are some schools where the criteria are a little different. These schools are Charlton School, Holy Trinity Academy, Hadley Learning Community, Newport High School, Adams' Grammar School, Madeley Academy and Abraham Darby Academy.

There is a complete section on school's admissions policies and oversubscription criteria between pages 4 – 9 of the full **Secondary School Information Booklet** which can be found on our website [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

## How places were offered last year

This section will help you to find out if your application would have been successful last year. This **does not** mean that you will definitely be offered a place this year, but it will give you a good indication.

This information shows how places were offered on **1 March 2017** to those children starting secondary school in **September 2017** who applied on time. After the offer day some remaining places were offered at review (including late applicants) and appeal.

## **Abraham Darby Academy**

The application of the last person offered a place was **out of area (3,631 metres)**.

## **Adams Grammar School (Boys only)**

This is a selective school which uses different criteria to offer places. You must register your child to sit a test and places are offered to boys with the highest test scores. Usually significantly oversubscribed.

## **Burton Borough School**

The application of the last person offered a place was **out of area (8,729 metres)**.

## **Charlton School**

Everyone who applied on time was offered a place regardless of where they lived.

## **Ercall Wood Technology College**

Everyone who applied on time was offered a place regardless of where they lived.

## **Hadley Learning Community Secondary**

The application of the last person offered a place was **out of area (1,908 metres)**.

## **Holy Trinity Academy**

The application of the last person offered a place was **out of area (2,570 metres)**.

## **Madeley Academy**

The application of the last person offered a place was **out of area (1,255 metres)**.

## **Newport High School (Girls only)**

This is a selective school which uses different criteria to offer places. You must register for your child to sit a test. Usually significantly oversubscribed.

## **Telford Langley School**

Everyone who applied on time was offered a place regardless of where they lived.

## **Telford Park School**

Everyone who applied on time was offered a place regardless of where they lived.

## **Telford Priory School**

Everyone who applied on time was offered a place regardless of where they lived.

**Note:** All distances are measured in a straight line between a central point in the child's home and a central point in the school buildings using the borough's computerised mapping systems. Distances are used as a tie breaker with children living nearest given priority.

## **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 **1 March 2018** with your school allocation or 15th February 2017 for children with an Education, Health and Care plan or statement of SEN.

**Please note:** Because applications to Thomas Telford could not be made via the online application process, your email will not show any offer of a place at Thomas Telford.

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 **1st March 2018**.

We **will not** be able to advise you of your child's allocation over the phone **before 1 March 2018**.

## Review stage

If you wish to pursue a place at a selective school, you should contact that school directly for further information.

If you are unhappy with the school place (non-selective) 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 school by **16 March 2018**.

At the Review stage the LA will reallocate all available places according to the published admissions policy. Both late applications and review requests are considered at the Review.

## Your right of appeal

If we are not able to offer your preferred school at the Review stage you have a right of appeal. To lodge an appeal please log onto **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** and follow the link for Appeal.

The deadline to return your appeal form is **6 April 2018**, and appeals will be heard during May 2018.

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

## Waiting Lists

You can only be added to the waiting list if you have already applied. 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 child's name will go on a waiting list at this stage and will remain on the list for the remainder of the academic year 2017/18.

## **Induction days**

Year 6 pupils will be invited to attend induction days at their new Telford & Wrekin secondary school on **9 and 10 July 2018**.

## **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.



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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)**