

## Applying for a school place

- 1) Firstly, you will need to visit the admissions website. [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

**School admissions**

- Applying for a school place
- Changing schools
- Junior school admissions
- School admission appeals
- School admission arrangements
- School admission review panel members
- School catchment area maps
- Secondary school admissions
- Starting school

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**School admissions**

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**Apply for a school place**  
Complete our online application form to apply for school placements in 2017/18.

**Starting school**  
Find out how to get your child started at an infant or primary school.

**Junior schools**  
What to do when your child finishes infant school.

**Secondary schools**  
View details of the application process for secondary schools.

**School admission appeals**  
Information about how to appeal.

**Changing schools**  
If you have moved to the borough you need to get your child a school place.

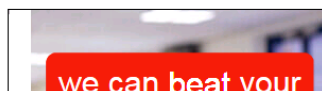
- 2) If you would like information in regards to schools please visit the webpage that applies to you. Each website will contain an information booklet and mini guide.

## SCHOOL ADMISSIONS

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- 3) When you come to applying you can apply via the 'Apply for a school place' page. Alternatively, while you are visiting the webpage's (Starting school, Infant to Junior, Secondary schools) you can go via 'How do I apply'.

### Applying for a school place

Apply for **school placements in 2018/19** for the following year groups.

YEAR GROUP	CLOSING DATE FOR APPLICATIONS
Reception (born between 1 September 2013 - 31 August 2014)	15 January 2018
Infant/Junior (Year 2 into Year 3)	15 January 2018
Secondary (born between 1 September 2006 - 31 August 2007)	31 October 2017

**Apply for a school place**

View a step-by-step guide on [how to apply for school placements in 2018/19](#).

You can apply for a school place on line using a tablet, laptop, computer or smart phone.


If you do not have access to a computer you can go to your local library and ask a member of staff to help you submit an application.

#### Mid-year school transfer

If you are applying for a **mid-year transfer** during the current school year (**2016/17**) please use the following link to view further information on the application process and to access the 'In Year application form'.

**Mid-year school transfer**

- 4) Once you have selected 'Apply for a school place' you will be directed to the My Telford page. You will need an account on My Telford to access the application form. If you haven't done already, you will need to register.



View a history of your requests, track their progress and get local services and information based on your address.

**i** Login with your **MyTelford** or **Everyday Telford** account. If you sign in with your **Everyday Telford** account it will be upgraded to a **MyTelford** account that can be used to sign into both the app and this site.

**Email Address**

Username

**Password**

Password

**Login** **Register** **Forgot Password**

If you are having login or operational issues using My Telford please email the following address for support [mytelfordenquiries@telford.gov.uk](mailto:mytelfordenquiries@telford.gov.uk).

If you are chasing progress about an issue previously logged with Telford and Wrekin please email [contact@telford.gov.uk](mailto:contact@telford.gov.uk) quoting your reference number in the details.

You will then complete the following...

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Email Address	leah.wallage-coyne@telford.gov.uk
Password	<input type="password"/> Password must be at least 8 characters long and contain letters, numbers and 1 special character.
Confirm Password	<input type="password"/>
Memorable word	<input type="text"/> <a href="#">More info.</a> Your memorable word must be between 8 and 20 characters long.

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Title	Mr <input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Home Phone No.	<input type="text"/> Home phone number must contain digits only.
Mobile Phone No.	<input type="text"/> Mobile phone number must contain digits only.

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Please enter your postcode to find your address.

Post Code	<input type="text"/>
	<input type="button" value="Find Address"/>

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5) Once completed you will come to the My Telford homepage. You will see School Admissions on the left hand side. Please select.

The screenshot shows the 'My Dashboard' page. On the left is a navigation menu with the following items: My Dashboard, My Profile, My History, My Nearest, Report It, Request It, Pay For It, **School Admissions** (circled in red), FAQ, and Logout. The main content area is titled 'My Dashboard' and includes a welcome message, 'My Alerts' (no notifications), 'My Service Requests' (no requests since 19/09/2016), and support contact information.

- 6) My Telford will ask you to log in again to go into the online application system. To create your application you will need to select 'Add application' on the left hand side.

School Admissions

- View Applications
- + Add Application**
- My Profile
- Logout

Hello,

Welcome to the Telford & Wrekin schools admission system where you are able to apply for and view your application(s) for school places.

Do not include Thomas Telford or any independent school on your Telford and Wrekin application form.

If your family is part of the British Armed Forces you must provide confirmation from the Commanding Officer regarding your posting. [Email Commanding Officer letter to the Admissions Team.](#)

**After you have completed and submitted your admissions application.**  
You will receive a confirmation email, within 24 hours. If you do not receive an email, please check your 'junk mail' folder first. If still have not received an email you must [Contact the Admissions Team](#) directly.

You do not currently have any applications, to begin the process of school admissions please [click here](#).

- 7) The system will then ask you to update your profile before you can make the application. When you click on the 'click [here](#) to update your profile' it will ask the following:

**Before You Apply**

Please answer the following question before you start the schools admission process.

Who Do You Pay Council Tax To?

Please select which one applies to continue. You wont be able to continue this application if you do not pay council tax to Telford & Wrekin. Select save then continue to 'add application'.

- 8) The application will question your parental responsibility. If you do not have parental responsibility you will need to ask the guardian that does to complete the application. If you have joint responsibility you will need to state that yourself and person you share responsibility with are happy for the application to go ahead. After selecting which applies

School Admissions

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**Apply for School Admission**

You must have parental responsibility for the child you are completing the Schools Admission application on behalf of.

What is your parental responsibility?

to you, the system will ask you whether the child is looked after by the authority (child in care). Please answer Yes if this applies to you.

- 9) Child detail section asks for the child's details and what type of school place are you applying for.

### Child Detail

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**Gender**

**Child's date of birth**

**What type of school place are you applying for**

Enter the Full Legal Name of the Child below.

**Child's forename**

**Child's middle name(s)**

**Child's surname**

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- 10) The address selection asks for your current address.

### Address

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Please enter your postcode to find your address.

**Post Code**

**Select Property**

- 11) Current school or setting asks where your child currently attends whether it be nursery or school.

### School Related

#### Current School or Setting

Please enter the provision your child currently receives (if any).

**Current school/setting**

**Local authority**

**School child currently attends**

- 12) The next section asks whether the child has a statement of Special Education Needs or an Education health care plan. Please select.

#### Education Health Care Plan/Statement of Special Education Needs

An Education Health Care Plan or a Statement of Special Education Needs (EHC Plan or SEN) is for a child or young person aged up to 25 who needs more support than is available through special education needs support.

Does your child have an EHC Plan/SEN?

No

#### Same Year Siblings

Please complete if your child has a sibling born in the same school year. You need to complete a separate application for each individual child in the same year group.

Will you be applying for another child in the same year group?

No

The section below asks if you will be applying for another child in the same year group so that we are aware of the sibling connection. If you are applying for more than one child you will need to complete separate applications for each one.

- 13) The next part is to select your school preferences. To note, in the banner you will see your catchment school. You can have up to three school preferences, to add more preferences please select the button '+ add next preference'.

#### School Preferences

The Child's address is in the catchment area for the following schools

#### Local and Neighbouring Schools

To choose from a list of frequently selected schools within Telford and Wrekin (and neighbouring areas) use the two fields below.

#### Local Schools

Local authority

Select school

Can't find school in list above?

Reasons for Preference - select all options that are relevant to this school

- Sibling at school
- Medical
- Parent employed at school
- Other reason

You must select at least one school before you may continue.

- 14) On the next screen you can see which schools you've selected for example, Charlton and Hadley learning community have been selected here. If you want to change the preference order you can use the up and down arrows on the left side of the boxes. When you save this page you are saying you want those schools you have chosen and that you want them allocated in that order. Please make sure you also read the terms and conditions and tick agree to continue.

### Data Protection

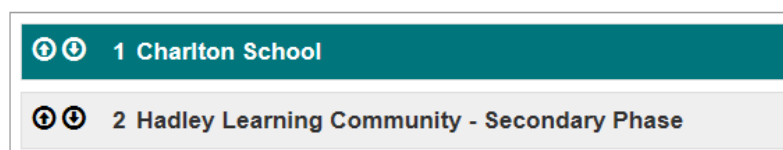
Information you provide is collected in compliance with the Data Protection Act 1998. It will be used to allocate school places, and may be shared with other Local Authorities and Schools with whom the child may become associated, the DCSF and other officers in the Education Service. For further details please read this [Information](#).

### School Preferences

If you wish to change the order of your school preferences, simply click the arrow buttons to the left of the schools to reorder on the list below. If you are happy with the order of your school preferences click Finish.

### Altering Your Preferences/Details

If you wish to edit your application and change your preferences while the round is displayed as open, please click the 'back' button below. Once the round status shows as closed you will be unable to change your preferences unless there is a substantial change of circumstances and you will need to contact the admissions team directly. [Contact the Admissions Team](#).



The screenshot shows a list of school preferences. The first preference is '1 Charlton School' in a dark teal box with up and down arrow icons on the left. The second preference is '2 Hadley Learning Community - Secondary Phase' in a light grey box with up and down arrow icons on the left.

### Terms and Conditions

Details that you give on this application form may affect the outcome of your application. Details of your child's home address are particularly important, and all information may be checked by the LA. Any place offered may be withdrawn by the LA if your application is found to be fraudulent or intentionally misleading.

For further information regarding Telford & Wrekin sharing your/your family's personal information please click [here](#).

### Change of address

I undertake to notify the Admissions Team if I change my address before the 23 January 2017.

### Certify that

I understand that Telford and Wrekin Council (T&WC) collect personal information on me/my family to enable T&WC to provide support services which will benefit me as an individual and/or my family.

- 15) On clicking finish your application will be submitted. You will have an acknowledgment email and also you can see your submission via your My Telford profile.