

## **Determined Co-ordinated Scheme for Admissions in Telford & Wrekin in 2019/2020**

The Department of Education (DfE) published revised Codes (Admissions & Admission Appeals) in December 2014.

Telford & Wrekin Council's admission arrangements take account of the revisions contained within the new Codes.

Regulations require all Admission Authorities to determine, before the relevant school year, the admission and admission appeal arrangements which are to apply for that year. The co-ordinated arrangements apply to the admission of pupils to all maintained schools and academies in the relevant area, so that parents apply only to their home Local Authority (LA) and receive one offer of a school place.

Any necessary consultation on the co-ordinated scheme must be for a minimum of six weeks and be completed by 31 January in each year.

The governing bodies of voluntary aided, foundations schools and academies are their own admission authorities and therefore are responsible for consulting on their admission arrangements.

Telford & Wrekin council are required to consult on their own community and voluntary aided controlled schools for admission arrangements.

Telford & Wrekin Council are not proposing any significant changes to admission arrangements for community and voluntary controlled schools for 2019/2020.

There is one small change to the Planed Admission Numbers – see Appendix A for Ladygrove Primary School and Burton Borough Secondary School.

Details of admission arrangements for own authority schools for 2019/2020 please see web links below:

Charlton School	<p>To view full details of the Determined admission arrangements please refer to website:  <a href="http://www.charlton.uk.com/page/Default.asp?title=Admissions+Consultation&amp;pid=67">www.charlton.uk.com/page/Default.asp?title=Admissions+Consultation&amp;pid=67</a></p> <ul style="list-style-type: none"> <li>•</li> </ul>
St Peter & St Pauls Catholic Primary School	<p><a href="http://sspeterandpaulcatholicprimary.org.uk/">http://sspeterandpaulcatholicprimary.org.uk/</a></p>
St Luke's Catholic Primary School	<p><a href="https://stlukes.taw.org.uk/parentscarers/SitePages/Home.aspx">https://stlukes.taw.org.uk/parentscarers/SitePages/Home.aspx</a></p>
St Patricks Catholic Primary School	<p><a href="http://www.stpatricksschool.co.uk">www.stpatricksschool.co.uk</a></p>
St Mary's Catholic Primary School	<p><a href="https://stmarystelford.taw.org.uk/SitePages/Contact%20Us.aspx">https://stmarystelford.taw.org.uk/SitePages/Contact%20Us.aspx</a></p>

## **Determined Co-ordinated Scheme for Admissions to Secondary Schools in Telford & Wrekin 2019/20**

### **For Admission to Year 7 at a Secondary School**

All secondary school applications for entry in September 2019 are being co-ordinated across Local Authority boundaries.

Parents of pupil's resident within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any school within the borough or in any other local authority area. Pupils of Telford & Wrekin primary schools who live outside the borough will receive their application form from their home authority.

Telford & Wrekin parents can list up to 4 school preferences on their application form. Parents should list, in order of preference, all the maintained schools and academies at which they wish their child to be considered for a place including those in neighbouring authorities. The one exception to this is Thomas Telford School which is the local City Technology College and which operates its own independent admissions arrangements. These arrangements can be viewed on the school's website: <http://www.ttsonline.net/>

Some 'Own Admission Authority' schools (Foundation, Aided, Academy or Trust schools) require additional information from parents to operate their admissions criteria. Parents should contact the individual schools to request a supplementary information form and should return the form direct to the school concerned.

The process for applying for a place at the selective schools, Haberdashers' Adams and Newport Girls' High School, begins in the 2018/19 academic year. Full details of their application procedure can be found on their websites:

**Haberdashers' Adams :** <http://www.adamsqs.org.uk/>  
**Newport Girls' High School:** <http://www.nghs.co.uk/>

Completed Common Application Forms must be returned to the Local Authority (LA) Admissions Team by 31st October 2018.

Telford & Wrekin operates an equal preference scheme. This means that we offer a place at the highest possible preference. We will try to allocate a place at your first preference school, but if we cannot, we will then consider your second preference alongside other preferences expressed by families for that school. If we cannot allocate this we will then consider your third preference in the same way and so on.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied for all Community and Voluntary Controlled schools within the Borough.

1. Looked After Children and previously Looked After children,
2. Children who live in the school's defined attendance area.

If places are unavailable for all these local children, then places will be given first to:

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well-being; and then
  - b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) and half sister(s) living as a family at the same address and who attend the school; and then
  - c) other children living in the school's defined attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between a central point in the home and a central point within the school buildings, as measured by a straight line with those children living closest to the school having priority. The distance is measured on the borough's computerised mapping system. If there are a limited number of places available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

These criteria are also used by an 'own admission authority school' within the borough, Ercall Wood Technology College. There are also 3 academies which use these admission criteria Telford Langley School, Telford Park School, Telford Priory School.

All admission authorities will apply the following definitions in the case of a Looked After or previously Looked After child and home address:

Looked After Children are those children who are the subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent. Looked after children will include those children who were previously looked after, but ceased to be so, because they were adopted from care (or became subject to a residence order or special guardianship order).

A child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared parental responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

This is the child's home address; it is where the parent and child live together, unless they can show that the child lives elsewhere with someone with legal care and control of the child. For admission purposes, this must be a residential property that is the child's only or main residence. It cannot be an address at which the child may sometimes stay or sleep due to their domestic arrangements. The child's address should be that of the child's permanent home. A business address, work place address or childminders address will not be accepted. A relative or carers address can only be considered if those person/s have legal custody of the child. Evidence of legal custody or parental responsibility such as a court order is needed. The property must be owned, leased or rented by the child's parent(s) or person with legal responsibility for the child. A child's normal home address is where he or she spends most of the week, unless it is accommodation at a boarding school. Parents are asked to inform the School Admissions Team if they move house after making the application. In deciding which is the Normal Home Address we would not usually accept an address if:

- If parent or family has a second home elsewhere as a main residence. We expect that parents have sold, or leased, through an agency, their previous property or that a lease agreement on a property they previously rented has expired and that they have no other residence.
- Only part of a family has moved out of the normal home address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence.
- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.

We can refuse to accept where a parent says their child lives if we have any doubts, in which case we will continue to ask for evidence to show that the parents and family actually live where they say they live. We may ask our legal team to

investigate or ask that parents provide legal confirmation of their address. We may check the evidence parents have provided with other agencies, including the child's current school, council tax, benefits, including free school meals. If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, the offer of that place will be withdrawn by the admission authority for the school. This has happened in previous years.

Where the Governing Body is the admission authority they are responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority. These schools and information relating to the schools, and also for HLC Secondary Phase can be found in Appendix B.

### **Fraudulent or Misleading Information**

All applicants must give accurate information about the genuine residential address of the child. If a family own a property and move to live with a relation in order to create an in-area address, the substantive home address will be used for allocation purposes and not that of the relation. Trial separation in order to create an in-area address will also not be accepted as proof of a permanent residence. Addresses are checked as part of the allocation procedure. In the event of a discrepancy the parents/carers will be required to provide written evidence that the address is genuine, by producing at least two utility bills. Where a house move is made applicants will be required to produce a letter from their solicitor confirming exchange of contracts or provide a copy of a signed tenancy agreement. Short-term tenancy agreements in order to create in-area status will not be acceptable where the substantive parental address has not been sold.

Where any information regarding the child's home address is found to be fraudulent or misleading the LA has the right to withdraw the offer of a school place even if the child has already been admitted to the school

### **Pupils with an Education Health & Care Plan**

The admission of children with an Educational Health & Care Plan will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA.

**The timetable for co-ordinated admission arrangements (secondary) in 2019/2020 is to be as follows**

**August 2018**

The LA informs its neighbouring authorities of pupils attending a Telford & Wrekin school but resident in neighbouring LA.

**Early Sept 2018**

School distribute admissions information to all Year 6 pupils resident within the borough.

**Mid September to mid October 2018**

Secondary Schools hold open days and / or evenings for Year 6 pupils and their parents.

**31 October 2018**

National closing date for receipt of LA common application forms.

**w/c 5 november 2018**

LA sends lists of applicants to own admissions authorities and other LAs for consideration.

**w/c 17 December 2018**

Academies, Aided & Foundation schools forward lists of all preferences ranked.

**w/c 7 January 2019**

First exchange of results between neighbouring LAs.

**w/c 21 January 2019**

Provisional offers exchanged between LAs.

**w/c 4 February 2019**

Second cycle of results shared between LAs.

**w/c 11 February 2019**

Final offers exchanged between LAs.

**w/c 18 February 2019**

All Telford & Wrekin secondary schools informed of preliminary allocations.

**1 March 2019**

Offers communicated to parents by email or by letter 2<sup>nd</sup> Class post.

**By 15 March 2019**

Unsuccessful applicants can request a review of their allocation. At this point late applicants who could not be considered in the initial allocation can also be included.

**By 22 March 2019**

Results of the review process to be notified to parents or guardians.

**5 April 2019**

Deadline for return of appeal forms for initial scheduling.

**May/June 2019**

Appeals to take place.

**Late Applications**

The closing date for applications is the 31 October 2018. We will ensure that all applications received by this date will receive consideration under the coordinated scheme.

If an application is late for a good reason e.g. where a single parent has been ill for some time, or the family has just moved into the area, this should be explained on the application.

Applications received after 31 October 2018 but before 22 January 2019, with good reason for lateness, will be processed. For example, those where there has been a change of circumstances such as a house move.

If applications are received after 22 January 2019 those applicants will not receive an allocation on 1 March. Their preferences will, however, be considered at the review stage.

If the LA is not able to meet any of the preferences expressed then a place will be allocated at the catchment school for the home address or, if a place is not available there, at the nearest school to the applicant's home address with places available.

**Independent Appeals**

Parents who are still dissatisfied after having requested a review of their allocation will have a right of appeal to an independent appeal panel.

**Waiting Lists**

For over-subscribed Community and Voluntary Controlled Schools a waiting list system will be operated by the admissions team. Own admission authorities operate their own waiting lists.

Any places becoming available will be allocated according to the published oversubscription criteria.

In line with the School Admissions Code a child's name will be kept on the list until the 31<sup>st</sup> December 2019. After that the list will be disbanded.



## **Determined Co-ordinated Scheme for Admissions to Primary Schools in Telford & Wrekin for 2019/2020**

### **For admission to Year R and Year 3 primary/infant to junior school**

All children within Telford & Wrekin are entitled to start school in the term after their 4<sup>th</sup> birthday. Parents may defer entry to school until later in the academic year or until a child reaches compulsory school age (the beginning of the term after their 5<sup>th</sup> birthday), or may request for their child to attend part-time. Where summer-born children defer entry until September they will have to re-apply for a place in the following year's admission round.

An application must be made to transfer from a nursery class to primary school even within the same campus; there is no automatic allocation of a place.

In exceptional circumstances a LA may agree that a child can be admitted to a school outside their normal age group. Parents of summer born children may apply not to send their child to school in the September following their 5<sup>th</sup> birthday. These decisions will be based on each individual case.

The scheme is designed to ensure that all children applying for Reception places in infant and primary schools and Year 3 places in junior schools receive only one offer of a place in a Telford & Wrekin School.

All primary school applications for entry in September 2019 are being co-ordinated across Local Authority boundaries.

Parents of pupil's resident within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any school within the borough or in any other local authority area. Pupils of Telford & Wrekin primary schools who live outside the borough will receive their application form from their home authority.

Telford & Wrekin parents can list up to 4 school preferences on their application form. Parents should list, in order of preference, all the maintained schools and academies at which they wish their child to be considered for a place including those in neighbouring authorities

Telford & Wrekin operates an equal preference scheme. This means that we offer a place at the highest possible preference. We will try to allocate a place at your first preference school, but if we cannot, we will then consider your second preference

alongside other preferences expressed by families for that school. If we cannot allocate this we will then consider your third preference in the same way and so on.

Some own Admission Authority Schools require additional information from parents to operate their admissions criteria. Forms seeking this supplementary information will be sent out by individual schools and should be returned direct to the school concerned.

Completed common application forms should be returned to the LA Admissions Team by 15 January 2019.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied for all Community and Voluntary Controlled schools within the Borough. Please note that Hadley Learning Primary Phase and Teagues Bridge Primary School have a shared catchment area.

St Peter's Bratton also has a shared catchment area with Dothill Primary School.

1. Looked After Children, and previously Looked After Children and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all of these local children, then places will be given first to:

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical wellbeing; and then
  - b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
  - c) other children living in the school's attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between a central point in the home and a central point within the school as measured by straight line distance with those children closest having priority. Distances are measured using the Council's computerised mapping system. If there are a limited number of places available and we cannot distinguish between applicants using the criteria listed, such as in the

case of children who live in the same block of flats or who are the result of a multiple birth, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

### **Other own admission primary schools**

The following schools are their own admission authority schools who adhere to the LA's published admission policy for community schools (details above). Further information can be found on the websites below:-

Apley Wood	<a href="https://apleywoodprimary.taw.org.uk/SitePages/Policies.aspx">https://apleywoodprimary.taw.org.uk/SitePages/Policies.aspx</a>
Crudgington	<a href="https://crudgington.taw.org.uk/SitePages/Admissions.aspx">https://crudgington.taw.org.uk/SitePages/Admissions.aspx</a>
Dothill	<a href="https://dothillprimary.taw.org.uk/Admissions/Forms/AllItems.aspx">https://dothillprimary.taw.org.uk/Admissions/Forms/AllItems.aspx</a>
Grange Park	<a href="http://www.grangeparkprimaryschool.co.uk/school-policies-and-forms.aspx">http://www.grangeparkprimaryschool.co.uk/school-policies-and-forms.aspx</a>
High Ercall	<a href="https://highercallprimaryschool.taw.org.uk/SitePages/Admissions.aspx">https://highercallprimaryschool.taw.org.uk/SitePages/Admissions.aspx</a>
Short Wood	<a href="http://shortwoodprimaryschool.co.uk/">http://shortwoodprimaryschool.co.uk/</a>
Wrekin View	<a href="http://www.wrekinviewprimary.co.uk/page/?title=Admissions&amp;pid=1309">http://www.wrekinviewprimary.co.uk/page/?title=Admissions&amp;pid=1309</a>
Queenswood	<a href="https://queenswood.taw.org.uk">https://queenswood.taw.org.uk</a>

**Linked infant and junior schools** in Telford & Wrekin where the above rules apply are:

Donnington Wood Infant	Donnington Wood Junior
Newport Infant	Newport Junior
Wrockwardine Wood Infant	Wrockwardine Wood Junior

Church Aston Infant School does not have a linked Junior School. Most Year 2 pupils transfer to Moorfield Primary School. Moorfield has 17 additional places in Year 3.

### **Admission to junior school**

For admission to Junior Schools priority is given to children who have attended the linked infant school. Thus, if a Junior school has more applications than places available, places will be allocated up to the admission number in the following priority order:

1. Looked After Children; previously Looked After children and then
2. Those children who have attended the linked infant school.

If places are unavailable for all these children, places will be given first to:

- a) children who live in the school's defined attendance area; and then
- b) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- c) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) and half sister(s) living as a family at the same address and who attend the school; and then
- d) other children who live in the school's defined attendance area; and then

3a) children who live outside the school's attendance area on health grounds where there is written medical evidence that admission to the school is essential for the medical well being of the child; and then

- b) children who live outside the school's defined attendance area and who will have on the day of admission a brother(s) or sister(s) at the school; and then
- c) other children who live outside the school's defined attendance area

If there are insufficient places for all children in any category, places will be allocated on a distance basis as measured by the straight line distance between a central point in the home and a central point in the school, using the Borough's Geographical Information System.

Any places which remain available will then be allocated to children who have not been attending the linked infant school in Year 2 in the priority order as detailed above.

The following definitions apply in the case of Looked After Children, previously Looked After children and home address. These definitions also apply for all own admission authority schools within the borough of Telford & Wrekin unless stated otherwise in their individual policies.

Looked After Children are those children who are subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parents.

Looked after children also include those children who were 'previously looked after' but ceased to be so because they were adopted under the terms of the Adoption

and Children Act 2002 (or became subject to a residence order or special guardianship order).

A child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared parental responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

This is the child's home address; it is where the parent and child live together, unless they can show that the child lives elsewhere with someone with legal care and control of the child. For admission purposes, this must be a residential property that is the child's only or main residence. It cannot be an address at which the child may sometimes stay or sleep due to their domestic arrangements. The child's address should be that of the child's permanent home. A business address, work place address or childminders address will not be accepted. A relative or carers address can only be considered if those person/s have legal custody of the child. Evidence of legal custody or parental responsibility such as a court order is needed. The property must be owned, leased or rented by the child's parent(s) or person with legal responsibility for the child. A child's normal home address is where he or she spends most of the week, unless it is accommodation at a boarding school. Parents are asked to inform the School Admissions Team if they move house after making the application. In deciding which is the Normal Home Address we would not usually accept an address if:

- If parent or family has a second home elsewhere as a main residence. We expect that parents have sold, or leased, through an agency, their previous property or that a lease agreement on a property they previously rented has expired and that they have no other residence.
- Only part of a family has moved out of the normal home address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence.
- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.

We can refuse to accept where a parent says their child lives if we have any doubts, in which case we will continue to ask for evidence to show that the parents and family actually live where they say they live. We may ask our legal team to investigate or ask that parents provide legal confirmation of their address.

We may check the evidence parents have provided with other agencies, including the child's current school, council tax, benefits, including free school meals. If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a

catchment area), and this denied a place to another child, the offer of that place will be withdrawn by the admission authority for the school. This has happened in previous years.

### **Fraudulent or Misleading Information**

All applicants must give accurate information about the genuine residential address of the child. If a family own a property and move to live with a relation in order to create an in-area address, the substantive home address will be used for allocation purposes and not that of the relation. Trial separation in order to create an in-area address will also not be accepted as proof of a permanent residence. Addresses are checked as part of the allocation procedure. In the event of a discrepancy the parents/carers will be required to provide written evidence that the address is genuine, by producing at least two utility bills. Where a house move is made applicants will be required to produce a letter from their solicitor confirming exchange of contracts or provide a copy of a signed tenancy agreement. Short-term tenancy agreements in order to create in-area status will not be acceptable where the substantive parental address has not been sold.

Where any information regarding the child's home address is found to be fraudulent or misleading the LA has the right to withdraw the offer of a school place even if the child has already been admitted to the school

Where the Governing Body is the admission authority they are also responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

The schools which are their own admission authority and information relating to the schools, and also for HLC Primary Phase can be found in Appendix C.

### **Pupils with an Education Health & Care Plan**

The admission of children with an Educational Health & Care Plan will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA.

**The following dates apply to applicants for Reception places: -**

**September/October 2018**

Information for parents to be posted to the home address for parents and guardians whose details are known.

**w/c 15<sup>th</sup> January 2019**

Closing date for Reception and Year 3 (Junior School) applications.

**w/c 4 February 2019**

Applications sent to and received from other LA's

**w/c 18 February 2019**

LA sends applications to Foundation / Aided / Academies for consideration.

**By 1 March 2019**

Foundation / Aided / Academies forward lists of all preferences ranked in accordance with criteria to school admissions team.

**12 March 2019**

Provisional offers shared between LA's

**29 March 2019**

Final offers shared between LA's

**16 April 2019**

Parents informed of school allocation

**3 May 2019**

Unsuccessful applicants can request a review of their allocation and an appeal if they wish to do so. At this point late applications can also be considered.

**10 May 2019**

Results to the review process to be notified to parents or guardians.

**June 2019**

Appeals to take place.

The above dates apply to the Infant/Junior transfer process

**Late Applications**

The closing date for the return of the return of LA common application form is the 15 January 2019. We will ensure that all applications received by this date will receive due consideration under the co-ordinated scheme.

If a preference form is submitted late for a good reason e.g. where a single parent has been ill for some time, or the family has just moved into the area, this should be explained on the form.

Between 15 January and mid February 2019 late applications and changes of preference will only be accepted where there is good reason, such as a house move or the severe illness of a parent. Some proof will be required.

If there is no exceptional reason for a late application then your request will not be able to be considered at the initial allocation stage.

All applications and changes of preference received after mid February 2019 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation letter posted on 16 April 2019.

### **Independent Appeals**

Parents who are still dissatisfied after having requested a review of their allocation will have a right of appeal to an independent appeal panel.

### **Waiting Lists**

For over-subscribed Community and Voluntary Controlled Schools a waiting list system will be operated by the LA admissions team. Voluntary Aided and Foundation Schools operate their own waiting lists.

Any places becoming available will be allocated according to the published oversubscription criteria.

In line with the School Admissions Code a child's name will be kept on the list until the 31<sup>st</sup> December 2019. After that the list will be disbanded.

### **The In-Year Admissions Scheme**

This scheme applies to applications made by parents for schools at points other than the normal age of entry.

The purpose of the scheme is to ensure, so far as is reasonably practicable, each parent/carer who applies for a school place during the course of an academic year receives only one single offer of a school place at a maintained school within the borough. It is also intended to ensure that children can be safeguarded as they move between schools.



Parents must complete a Telford & Wrekin In-Year Admission form to apply for any school within Telford & Wrekin.

The In-Year application form can be available online at website: [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

In line with the School Admissions Code, the application will allow parents to apply for schools of their preference, and to provide their name and address, and the name, address and date of birth of their child and also to include any documentary evidence in support of their application. The form will also allow parents to rank schools in order of preference and give reasons for those preferences. Parents will have to name all schools for which they wish their child to be considered on the form.

Where the application is for a school for which the governing body are the admission authority, the details of the application will be forwarded to the school together with any supporting information supplied by the parent. The Governing bodies of some foundation, voluntary aided, trust or academy school may require parents applying also to complete a supplementary information form to collect additional information needed to operate their own admissions policy.

Parents do not have to provide supplementary information unless it is required to enable the Governing Body to apply the school's oversubscription criteria.

A supplementary form is not on its own regarded as a valid application for a school. An In-Year Application form must also be completed.

The School Admissions Team may undertake to verify address details and for any family moving house, to request proof of exchange of contracts or a tenancy agreement (where the families previous house has been sold or another tenancy agreement has come to an end).

All applications received by the Schools Admissions Team will be looked at to determine whether or not they meet the criteria for consideration under the Borough's Fair Access Protocol.

In the case of electively home educated pupils seeking a school place, the application is made known to the Advisory Teacher for electively home educated children before the application is shared with schools. This enables the Local Authority to identify pupil that may meet the criteria for consideration under the Fair Access Panel protocol.

Where preferences are expressed on the application form for community or voluntary controlled schools for which the Council is the admissions authority the admissions team will assess the application against the council's admissions policy to see if a place can be offered within 15 days of the application being received.

Where preferences are expressed on the application form for schools who are their own admissions, the Admissions team will forward the application onto the school.

The Governing Bodies of Foundation, Voluntary Aided, Trust or Academy Schools will be responsible for applying their own oversubscription criteria and determining whether or not a place can be offered to the applicant. They will communicate their decision to the Schools Admissions team within 5 days of the application being received.

Where a space exists within any year group, all admission authorities, including Voluntary Aided, Foundation and Trust Schools and Academies are required to offer a place. In this instance it will not normally be necessary to convene an Admissions committee.

Where an application is received for a year group in which no places exist, or there are more applicants than the number of places available then the Admissions committee would be required to meet. Admissions authorities are therefore recommended to schedule regular meetings of their admission committees in order to process applications as quickly as possible.

Once the school's planned admission number has been reached a school should not normally admit above that published number unless the school and the Local Authority agree that an additional admission will not adversely affect the school in the longer term and will not have a detrimental effect upon neighbouring schools. In some circumstances, for example, a request to admit a child who is looked after by a local authority, Telford & Wrekin would support an admission above the published admission number.

The School Admissions Team will compare the results received for each of the school preferences expressed by the parents.

Where a child can be offered a place at more than one of the preferred schools the Admissions Team will allocate a place at the parent's highest ranked preference school.

Where the Admissions Team determines that a place should or should not be offered at a school for whom the governing body is the admissions authority then the governing body will be notified of that decision.

The Admissions Team will notify parents living in Telford & Wrekin of the outcome of their application within 15 days of the application being received wherever possible.

Where a Telford & Wrekin child cannot be offered a place at any of the schools requested and is not already on the roll of another school within a reasonable distance of their home address an alternative school will be offered.

Parents will be expected to respond to any offer of a school place made within 15 days of notification.

Where a place has been offered at a Telford & Wrekin School we would expect it to be taken up within 6 weeks of the offer being made and accepted, otherwise the offer will be withdrawn. Places are not normally held open for more than half a term or allocated more than half a term in advance for in-year admissions.

Where refusals are made for Telford & Wrekin schools parents will be given information about the appeals process.

Where refusals are made on behalf of other admissions authorities' details about their appeals processes will be passed on.

Telford & Wrekin Council operates a waiting list system for oversubscribed community or voluntary controlled schools. Details on how the lists will be set up and kept are provided within the school's admissions policies.

Voluntary Aided, Foundation, Trust and Academy schools are responsible for deciding whether to operate a waiting list for in-year admissions and how it will operate.

Waiting lists will be operated according to the procedures laid down in the School Admissions Code and should be kept in order of the admissions criteria and not on other considerations such as on what date the application was received.

### **In Year Fair Access Protocol**

The local authority has developed, with its Headteachers, an in-year fair access protocol (FAP) to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

The main principles are:

That all maintained schools and academies must participate.

Schools and academies will continue to admit the large majority of pupils who apply for an available place under normal admission arrangements.

A panel composed of Headteachers and LA officers will meet approximately every 3 weeks to consider cases referred to it and make recommendations.

Arrangements for admission through the protocol will be outside the normal operation of the admissions policy and oversubscription will not be regarded as a reason not to admit a pupil.

Pupils referred to a school or academy via the in-year fair access panel will take priority over any other children on a waiting list for a place.

Parents will still have a right to appeal to an independent panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for that pupil under the terms of the protocol.

## Appendix A

### Determined Published Admission Numbers for 2019/20

Primary School	Admission
	Number 2019/20
Apley Wood	60
Aqueduct	40
Bratton, St Peter's CE	60
Captain Webb	60
Church Aston Infant	20
Coalbrookdale & Ironbridge CE	30/32
Crudgington	20/24
Dawley CE	30/34
Donnington Wood Infant	60
Donnington Wood Junior	60
Donnington St Matthews	40
Dothill Primary	70
Edgmond , St Peter's	30
Grange Park	60/64
Hadley Learning Community	90
High Ercall	20/24
Hollinswood Primary	60
Holmer Lake	40
John Fletcher of Madeley	60
John Randall	30
Ladygrove	60
Lawley Primary	60
Lawley Village Academy	30
Lightmoor	30
Lilleshall	30/31
Meadows	60
Millbrook	50
Moorfield	30/47
Muxton	60
Newdale	60
Newport Infant	90
Newport Junior	90
Newport SS Peter & Paul's RC	30

<b>Old Park</b>	<b>80</b>
<b>Preston, St Lawrence CE</b>	<b>13</b>
<b>Priorslee</b>	<b>60</b>
<b>Queenswood</b>	<b>20</b>
<b>Randlay</b>	<b>50</b>
<b>Redhill</b>	<b>60</b>
<b>Short Wood</b>	<b>70</b>
<b>Sir Alexander Fleming</b>	<b>60</b>
<b>St Georges CE</b>	<b>70</b>
<b>St Luke's RC</b>	<b>20/25</b>
<b>St Mary's RC</b>	<b>30</b>
<b>St Patrick's RC ,Wellington</b>	<b>30/32</b>
<b>Teagues Bridge</b>	<b>40</b>
<b>Tibberton CE</b>	<b>20/30</b>
<b>William Reynolds Primary</b>	<b>60</b>
<b>Windmill</b>	<b>60</b>
<b>Wombridge</b>	<b>50</b>
<b>Woodlands</b>	<b>60</b>
<b>Wrekin View</b>	<b>60</b>
<b>Wrockwardine Wood Infant</b>	<b>70</b>
<b>Wrockwardine Wood Junior</b>	<b>70</b>

<b>Secondary School</b>	<b>Admission</b>
	<b>Number</b>
<b>Haberdashers' Abraham Darby</b>	<b>180</b>
<b>Haberdashers' Adams</b>	<b>120</b>
<b>Holy Trinity Academy</b>	<b>150</b>
<b>Burton Borough</b>	<b>242</b>
<b>Charlton</b>	<b>240</b>
<b>Ercall Wood Technology College</b>	<b>180</b>
<b>Hadley Learning Community</b>	<b>180</b>
<b>Madeley Academy</b>	<b>180</b>
<b>Newport High</b>	<b>84</b>
<b>Telford Langley</b>	<b>180</b>
<b>Telford Park</b>	<b>120</b>
<b>Telford Priory</b>	<b>240</b>

## Appendix B

The Governing Body of each of the following schools is the admission authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

### **Haberdashers' Abraham Darby**

**Full details of the admissions policy for Haberdashers' Abraham Darby can be viewed on their website: <http://www.abrahamdarbyacademy.org.uk/>**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans (EHCP) where the Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Looked after children and all previously looked after children
2. 10% of the agreed admission number of the pupils will be admitted on the basis of aptitude in music, using a specified assessment process, which will be published on the Academy's website (this includes pupils living both inside and outside the designated admissions area)
3. Children who live in the Academy's defined attendance area. If places are unavailable for all these local children then they will be allocated first to:
  - a) Those children who have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being; and then
  - b) Those children who will have on the day of admission, a brother, sister, step brother, step sister, half brother or half sister living as a family at the same address and who attend the Academy and then;
  - c) Other children living in the Academy's defined attendance area.
4. Children of staff at the Academy (living both inside and outside the designated admissions area, including peripatetic staff):
  - a) Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Any places which remain available will then be allocated to applicants from outside the Academy's defined attendance area in the priority order 1 to 4 as above. If there are insufficient places for all children in any of the above categories, we will give places on the basis of straight line distance between a central point in the Academy buildings and a central point in the child's home. The distances will be

measured using the Telford & Wrekin's computerised mapping system which is Geographical Information System. The defined area is published on Telford & Wrekin's website [www.telford.gov.uk](http://www.telford.gov.uk) and is set out in Telford & Wrekin's composite prospectus.

If there are insufficient places for all applicants and we cannot distinguish between two or more applicants using these criteria (such as children who live in the same block of flats or who are the result of a multiple birth) available places will be allocated randomly by drawing lots.

### **Admissions to Haberdashers' Adams**

**Boys only in Years 7-11:-**

**Full details of the admissions policy for Haberdashers' Adams can be viewed on their website: [www.adamsqs.org.uk](http://www.adamsqs.org.uk)**

Parents wishing to apply for a day or boarding place at Haberdashers' Adams must indicate this preference on their own (home) Local Authority common application form. They will be asked to complete a registration form, obtainable from the school.

**The registration form, on its own, will not be regarded as a valid application. Parents must also complete and return a common application form to their home authority.**

### **Charlton School**

[www.charlton.uk.com/page/Default.asp?title=Admissions+Consultation&pid=67](http://www.charlton.uk.com/page/Default.asp?title=Admissions+Consultation&pid=67)

Full details of their current admissions policy for Charlton School can be viewed on their website and below:

Charlton School has a designated admissions area. Where the school is oversubscribed, the following priority order will be applied to allocate the available places:

- 1) Looked after children or children who were previously looked after \*;
- 2) Children living in a rural community entitled to transport provided by the LA specifically for the school. Namely the villages of Roden, Poynton, High Ercall, Walton, Cotwall, Osbaston, Ellerdine, Ellerdine Heath, Eyton upon the Weald Moors, Cold Hatton, Cold Hatton Heath, Waters Upton, Great Bolas, Bolas Heath, Shirlowe, Rodington Heath, Rodington, Rodway, Crudgington, Longdon-on-Tern, Kynnersley, Preston-upon-the-Weald-Moors, Wrockwardine and Walcot, encompassing parts of the civil parishes of Bolas Magna and Ercall Magna.
- 3) Health Reasons; in exceptional circumstances, where there is written medical evidence concerning the child that admission to the school is essential for the well-being of the child;



- 4) Children living in the designated admissions area with an older sibling who will be attending the school at the time of admission;
- 5) Other children living in the designated admissions area;
- 6) Children living outside the designated admissions area with an older sibling who will be attending the school at the time of admission;
- 7) *Children of staff members living outside the designated admissions area #;*
- 8) Other children living outside the designated admissions area.

*\* Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)*

*# Definition: Children of staff*

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or*
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

*'Staff' is any member of staff who is classified as permanent at Charlton School.*

### **Ercall Wood Technology College**

Full details of the admissions policy for Ercall Wood Technology College can be viewed on their website: <http://www.ercall-online.co.uk/>

Ercall Wood Technology College follows the same admissions policy as community secondary schools within the borough.

### **Admissions Policy for the Hadley Learning Community**

Hadley Learning Community is an Academy.

Full details of the admission policy can be viewed on their website: <http://hadleylearningcommunity.org.uk/>

If the secondary school within the Learning Community is oversubscribed the following priority order will be applied:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority and children who were 'previously looked after' and then;

2. Children who live within the school's defined attendance area.

If places are unavailable for all of these children then places will be given first to:

- a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well-being, and then
- b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s), half sister(s) living as a family at the same address and who attend the secondary school; and then
- c) those children who have attended the primary school within the Learning Community for at least one academic year prior to the end of year 6;
- d) other children living in the school's defined attendance area.

3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) above followed by:-

- e) children of parents who are employees of the Hadley Learning Community
- f) other children living outside the school's defined attendance area.

If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between a central point in the home and the middle of the school's forum as measured by straight line distance. The distance is measured using a computerised mapping system.

### **Admissions to Holy Trinity Academy**

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Full details of the admissions policy for Holy Trinity Academy can be viewed on their website- <http://holytrinity.acadmev>

Out of the 150 places, the Governing Body intends to allocate up to 90 "Foundation Places" (for baptised Catholics and practising members of the Anglican and other Christian Churches); and at least 60 "Open Places" for the whole community (with precedence given within this category to students who attend certain designated "feeder" primary schools).

### **Foundation Places**

The Governing Body has designated **up to 90 places** to be offered to pupils who are baptised Catholics and to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or

the Evangelical Alliance. For baptised Catholics, a baptismal certificate will be required. For practising Anglicans or members of other Christian denominations, written evidence of applicants' commitment to their place of worship (in the form of the Holy Trinity Academy Supplementary Information Form) will be required at the time of application. If there are more than 90 applicants for Foundation Places, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Children in public care (looked after children) who are of Christian faith;
- (ii) Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
- (iii) Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- (iv) Baptised Catholic children from our designated Catholic Partner Primary Schools and from Catholic Primary Schools within the Catholic Deanery of Shropshire, as set out in Appendix A.
- (v) Baptised Catholic children from other Catholic Primary Schools.
- (vi) Baptised Catholic children from non-Catholic Primary Schools
- (vii) Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated Church of England Partner Primary Schools, as set out in Appendix A;
- (viii) Children whose families are faithful and regular worshippers in a Church of

England Parish Church or other place of worship or other Christian Church;

In the event that two or more applicants have equal right to a place under criteria (ii) – (viii) above, the Governing Body will use as a “tie-break” the nearness of the home to the Academy, measured in a straight line from a central point of the home to a central point of the academy. (see Note 3).]

If there are fewer than 90 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

### **Open Places**

The Governing Body has designated **at least 60 places** each year as Open places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen the Academy.

If there are more applicants than the available number of Open Places, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Children in public care (looked after children or previously looked after children);
- (ii) Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
- (iii) Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- (iv) Children who have attended one of the designated Partner Primary schools set out in Appendix A. **NB** This applies to all these schools, whether Catholic, Church of England or other Partner Primary schools;
- (v) Children who live within the primary attendance areas of Priorslee Primary Academy, Redhill Primary School or St George's Primary School;
- (vi) All other children.

In the event that two or more applicants have equal right to a place under criteria (ii)(vi) above, the Governing Body will use the distance criterion (see above) as a tiebreak.

### **Designated Partner Primary Schools**

#### **Designated Catholic Partner Primary Schools**

**Bridgnorth St John's Catholic Primary School**

**Madeley St Mary's Catholic Primary School**

**Newport St Peter & St Paul Catholic Primary School**

**Oswestry Our Lady and St Oswald's Catholic Primary School**

**Shrewsbury Cathedral Catholic Primary School**

**Trench St Luke's Catholic Primary School**

**Wellington St Patrick's Catholic Primary School**

#### **Designated Church of England Partner Primary Schools**

**Bratton St Peter's CE(C) Primary School**

**Coalbrookdale & Ironbridge CE(A) Primary School**

**Dawley CE(A) Primary School**

**Donnington Wood CE(C) Junior School**

**Donnington Wood St Matthew's CE(A) Primary School**

**Edgmond St Peter's CE(C) Primary School**

**Madeley John Fletcher of Madeley CE and Methodist (C) Primary School**

**Newport CE(C) Junior School**

**Preston-On-Wealdmoors St Lawrence CE(C) Primary School**

**St George's CE(C) Primary School**

**Tibberton CE(C) Primary School**

**Wrockwardine Wood CE(C) Junior School**

### **Madeley Academy**

Full details of the admissions policy for Madeley Academy can be viewed on their website: <http://www.madeleyacademy.com/page/Policies.aspx>

#### **Admission: Banding**

If oversubscribed all children who apply for a place at the Academy will be invited to attend a non-verbal reasoning assessment which will last one hour and will be held at Madeley Academy. Children cannot "fail" the assessment and therefore any request to re-sit will be refused.

Following the assessment, your child will be placed in one of five ability bands. The assessment results will be used to ensure that the Academy admits the full range of ability of applicants. Parents will be advised of the results of the assessment and the Academy will take all reasonable steps to advise parents of the outcome in accordance with the Statutory Code.

#### **Admission of Students**

Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) will be admitted where the Academy is named as the appropriate placement. The admission of children in this category is dealt with by a separate procedure in collaboration with the Local Authority.

#### **Admissions Oversubscription Criteria**

If the Academy does not receive 180 applications, every applicant will be offered a place. When the number of applications for admission is greater than the published number (180 total), the Academy will be oversubscribed and all applications will be considered against the criteria set out below. Following the allocation of children to the bands these criteria will be applied;

## 1. Looked After Children and Previously Looked After Children

Children in Public Care (Looked after Children) will be given first priority for admission within each band. Looked after Children are children who are in the care of a Local Authority or provided with accommodation by a Local Authority. This also includes looked after children who were previously looked after, but ceased to be so because they were adopted, became subject to a child arrangement order or special guardianship order.

## 2. Siblings

Next priority will be given to siblings. These are children that who will have on the day of admission, a brother, sister, step brother, step sister, half-brother or half-sister living as a family at the same address who attend the Academy.

## 3. Exceptional Health Reasons

Next priority will be those children that have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being will also be given priority.

## 4. Remaining Places

All remaining places will be offered to those who live closest to the Academy from within each of the five ability bands until 36 applicants in each band is reached.

## Banding of Applicants

If the Academy is oversubscribed, all applicants including those in receipt of EHCP, will be placed in one of five ability bands based upon their score in the non-verbal reasoning assessment.

The first children to be placed in the ability bands will be EHCP, looked after or previously looked after, siblings and those with exceptional health reasons. All remaining places will then be filled by those who live closest to the Academy with up to 36 in each band.

The total number of applicants will be divided by five placing 20% of the applicants in each band.

<b>Band</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
Percentage of children allocated to each band	20%	20%	20%	20%	20%	100%
Number of places allocated	36	36	36	36	36	180

There may be unequal numbers in bands if applications are withdrawn, or more than one person has exactly the same assessment score. In cases where the NFER score is the same applicants will be placed in the higher band.

Where there are insufficient children in a particular band, the next nearest child will be selected from the band below, then the band above until the band is full.

### **Distance from the Academy**

If the Academy is oversubscribed and after the allocation of places to students who are EHCP, looked after or previously looked after, siblings and those with exceptional health reasons, **distance** to the Academy will be used combined with **banding**, to decide who will be offered places. **From within each of the five bands, the applicants that live closest to the Academy** (not their ranking within the band) **will then be given priority for admission. Banding will be decided as described above. Distance is calculated in a straight line from the centre point of the home address to the centre point of the Academy.** Home address is classified as the permanent residence where the applicant is living at the time of the offer and there must be evidence it is not temporary or for the purposes of gaining advantage to seek admission. The Academy may ask for proof in such cases where it may be suspected that unfair advantage is being sought by applicants on the issue of residence. Where a child lives separately with each parent for part of the week the address where the child spends the majority of the week will be classified as the home address for the purposes of admissions.

### **Tie Breaker**

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation by drawing lots supervised by an independent observer

### **Newport Girls' High School (Academy Trust)**

#### **Girls only.**

Full details of the admissions policy for Newport Girls' High School can be viewed on their website: <http://www.nghs.co.uk/admissions/>

Parents wishing to apply for a place at Newport Girls' High School **must** indicate this preference on their own (home) Local Authority common application form. They will be asked to complete a registration form, obtainable from the school.

**The registration form, on its own, will not be regarded as a valid application. Parents must also complete and return a common application form to their home authority.**

### **Telford Langley School**

Full details of the admissions policy for Telford Langley School can be viewed on their website: <http://telfordlangleyschool.co.uk>

Telford Langley School follows the same admissions policy as community secondary schools within the borough.

### **Telford Park School**

Full details of the admissions policy for Telford Park School can be viewed on their website <http://www.telfordparkschool.co.uk>

Telford Park School follows the same admissions policy as community secondary schools within the borough

### **Telford Priory School**

Full details of the admissions policy for Telford Priory School can be viewed on their website : <http://www.telfordprioryschool.co.uk>

Telford Priory follows the same admissions policy as community secondary schools within the borough.

## **Appendix C**

### **St Peter's CE Primary School, Bratton**

Full details of the admissions policy for St Peter's CE Primary School, Bratton on their website: <http://www.brattonstpeters.org.uk/>

If there are more applications for places than places available, places will be allocated up to the admission number in the following priority order:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority and children who were 'looked after' but ceased to be so because they were adopted; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all those local children, then places will be given first to:

- a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then



b) those children in the attendance area who will have the day of admission a brother(s) or sister(s), stepbrother(s), stepsister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school;

and then

c) those children who live in the rural part of the attendance area outside the

Telford boundary i.e. part of the civil parishes of Wrockwardine and Eyton-upon-the-Weald-Moors (including Allscott, Eyton-upon-the-Weald Moors, Rushmoor, Walcott and Wrockwardine); and then d) other children in the attendance area .

e) Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order 2a), b), c), d) as with other Community or Voluntary Controlled Infant or Primary Schools.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between a central point in the home and a central point in the school as measured by straight line distance with those children closest to the school having priority.

Distances are measured using the Borough's computerised mapping system.

### **Part of St Peter's attendance area is shared with Dothill Primary School.**

If one of these schools is oversubscribed from within the shared area the places will be allocated up to the admission number in accordance with the priority order 1 to 2d) above.

Any parents living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area if that is their second preference.

Once all applicants from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out of area applicants in accordance with the priority order.

Part of **Hadley Learning Primary School's** attendance area is shared with **Teagues Bridge Primary School**. If one of these schools is oversubscribed with in-area applications the places will be allocated up to the admission number in accordance with the priority order 1 to 2c).

Any parents living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area, if that is their second preference.

Once all applicants from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out of area applicants in Any applicant from within the shared area will be considered in accordance with the priority order.

### **Own Admission Authority Schools:**

#### **Coalbrookdale & Ironbridge CE (Aided) Primary School**

**Full details of the admissions policy for Coalbrookdale & Ironbridge CE (Aided) Primary School can be viewed on their website:**

<http://www.coalbrookdaleschool.org.uk/admissions.php>

When the number of applications exceeds the number of places available, priority for admission will be given to:

1. Children in public care or children who were previously looked after.
2. Those who live within the boundaries of the ecclesiastical parishes of Ironbridge, Coalbrookdale, Little Wenlock, and that part of the ecclesiastical parish of Benthall that lies within the Borough of Telford & Wrekin.
3. Those having brothers or sisters at the school on the day of admission. This criterion will apply not only to natural brothers and sisters but also to stepbrothers, stepsisters and children legally adopted. Applications for children of partners or children being fostered at the same home address as a child already at the school will be considered in special circumstances in order to maintain daily family life.
4. Those who are at the heart of Ironbridge, Coalbrookdale or Little Wenlock Churches (regular members of the congregation).
5. Those who are at the heart of a Christian Church elsewhere (regular members of the congregation). Such a church should be a member of Telford Christian Council, Churches Together in England or The Evangelical Alliance.
6. Those who live outside the ecclesiastical parish boundaries but would like their children to be educated at this faith-based school.

Children will be admitted to the school in the order set out in the list 1 to 6 above. In each category, first priority will be given to those having specific health reasons where there is written medical evidence that admission to this school is essential to the medical well-being of the child. This will continue until such time as the number in the year group reaches the admission number of 30 (KS1) or 32 (KS2). Due to Government Regulations, class sizes in Key Stage 1 may not exceed 30 pupils.

If admission requests exceed the places available in any category, priority for admission will be given to requests that include subsequent categories. The shortest distance from the school, in a straight line, as measured by the Geographical Information System, will be the final deciding factor.

### **Dawley Academy**

**Full details of the admissions policy for Dawley Academy can be viewed on their website: <http://www.dawley.academy/>**

After the admission of pupils with an Education, Health and Care Plan that names the Academy, priority will be given to the following order of criteria

.

#### 1st priority Children

1 Those who are in public care looked after or previously looked after by Telford & Wrekin or any other local authority.

#### 2nd priority

2 Children with older siblings already in the Academy, i.e. children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then

#### 3rd priority

3 Children whose parents are active members of a local Church by participating in regular Acts of Worship. (A member of the local clergy will be asked to confirm this information).

#### 4th priority

4 All other children

### **Lawley Academy**

**Full details of the admissions policy for Lawley Academy can be viewed on their website: [www.lawleyvillageacademy.co.uk](http://www.lawleyvillageacademy.co.uk)**

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Children living in the designated catchment area

5. Home-to-school distance – meaning that the remaining places are allocated to applicants from outside the catchment area in order of each child's proximity to the school

### **Moorfield Primary, Newport**

**Full details of the admissions policy for Moorfield Primary School can be viewed on their website: <https://moorfield.taw.org.uk/Policies/Forms/AllItems.aspx>**

Admission arrangements to the Reception class at Moorfield Primary school, Newport are prioritised as follows:

1. Children in public care. Or who were previously in public care
2. Children living in the defined attendance area who have a brother or sister already attending Moorfield.
3. Other children living in the defined attendance area.
4. Children living out of the defined attendance area who already have a brother or sister already at the school
5. Other children living outside the defined area (allocated on the basis of proximity and ease of access to the school as measured by the straight line distance between home and school).
6. In exceptional circumstances, a medical condition may mean a child being given a higher priority after consultation with the family doctor.

Admission arrangements to the Year 3 cohort are prioritised as follows:

1. Children in public care or who were previously in public care
2. Children living in the defined attendance area who have previously attended Church Aston Infant School.
3. Other children in the defined attendance area
4. Brothers or sisters of present pupils who have attended another infant school.

5. Children living outside the defined attendance area who have attended Church Aston Infant School. (allocated on the basis of proximity to the school measured by the straight line distance between home and school).

6. Children living outside the defined attendance area (allocated on the basis of proximity to the school measured by the straight line distance between home and school).

The definitions of brother and sister and the detailed description of how distances between home and school are measured are the same as those detailed by Telford & Wrekin Council.

## **Priorslee Academy**

**Full details of the admissions policy for Priorslee Academy can be viewed on their website:**

**<http://priorsleeprimaryacademy.com/schoolinformation/prospectus/admissions-policy>**

- 'Looked after children' in public care that are in the care of the Local Authority will be given priority
- Pupils who have a parent employed within the Academy
- Pupils living in the identified catchment area
- Pupils out of catchment with the presence of a sibling at Priorslee Academy, at the start date of admittance
- Pupils out of catchment but living nearest to the Academy as measured by a straight line distance between a central point in the home address and a central point to the Academy. This will be confirmed using the LA computerised system, with those living closest being given priority

Children with a statement of Special Educational Needs which names Priorslee Academy will be admitted to the Academy, even if the admissions number has been reached.

## St Matthew's CE (Aided) Primary School

Full details of the admission policy for St Matthew's CE aided primary school can be viewed on their website -

[www.stmatthewscofe.co.uk/index.html](http://www.stmatthewscofe.co.uk/index.html)

1 Children in public care, or who were previously in Public Care will be given priority.  
2 Children who live in the school's defined attendance area. If places are unavailable for all those local children, then places will be given first to:

a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then b) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then

c) Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular worshippers" shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then

d) Other children living in the school's attendance area. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the following priority order:

e) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then

f) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then

g) Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular worshippers" shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then

h) All other children

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between home and a central point in the school as measured by straight line distance with those closest having priority. Distances are measured using Telford and Wrekin Council's computerised mapping system

## **St Luke's Catholic Primary School**

Information can be found at <https://stlukes.taw.org.uk/parentscarers/SitePages/Home.aspx>

Full details of their current admissions policy for St Luke's Catholic Primary School can be viewed here:

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of Our Lady of the Rosary and St. Luke (see notes 3&7)
3. Catholic children who are resident in the parish(es) of Our Lady of the Rosary and St. Luke [for whom **St. Luke's Catholic Primary** is the nearest Catholic school]. (see notes 3&7)
4. Other Catholic children. (see note 3)
5. Any other non-Catholic children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

## **St Mary's Catholic Primary School**

**Full details of the admissions policy can be found on their website:**

<https://stmarystelford.taw.org.uk/SitePages/Contact%20Us.aspx>

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Please refer to our Admissions Policy alongside the priorities below:*

1. Catholic looked after, previously looked after children and other looked after and previously looked after children.
2. Catholic children who are resident in the parish of The Good Shepherd.
3. Other Catholic children. (see note 3)

4. Catechumens and members of an Eastern Christian Church.
5. Children of other Christian denominations whose membership is evidenced by a minister of religion.
6. Children of other faiths whose membership is evidenced by a religious leader.
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- i. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- ii. The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

## **St Patrick's Catholic Primary School**

**Full details of the admissions policy can be found on their website:**

[www.stpatricksschool.co.uk](http://www.stpatricksschool.co.uk)

### **Oversubscription Criteria**

1. Looked after and previously looked after children. (See note a)
2. Catholic children who are resident in the parish of St Patrick's, Wellington, Telford, Shropshire. (See note b)
3. Catholic children who are resident in other parishes. (See note b)
4. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order:*

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note d).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above



**Notes:**

- a) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) For a child to be considered as a Catholic evidence of a Catholic Baptism is required at time of application. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be

required at time of application. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

c) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

d) 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

e) This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**St Peter & St Paul Catholic Primary School**

**Full details of the admissions policy can be found on their website:**

**<http://sspeterandpaulcatholicprimary.org.uk/>**

*Oversubscription Criteria*

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

6. Looked after and previously looked after children. (see notes 2&3)
7. Catholic children who are resident in the parish(es) of SS Peter and Paul, Newport. (see notes 3&7)

8. Catholic children who are resident in the parish(es) of SS Peter and Paul [for whom **SS Peter and Paul Catholic Primary** is the nearest Catholic school]. (see notes 3&7)
9. Other Catholic children. (see note 3)
10. Any other non-Catholic children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (iii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 4).
- (iv) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).