



# Admission Arrangements 27/28

## Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body in January 2026

It is due for review in January 2027 (up to 12 months from the above date).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Headteacher

Signature \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors

## **1. POLICY INTRODUCTION**

At Lantern Academy, we are committed to helping every child achieve their full potential. We work collaboratively as a community, staff, pupils, and families, to ensure that every child shines.

### **Aim of our Academy – Inclusion for all**

Lantern Academy proudly welcomes children from all backgrounds, cultures, faiths, and those with no faith. As part of the Learning Community Trust, our academy sponsors are dedicated to fostering an inclusive environment that reflects the rich diversity of Telford and the wider West Midlands. We believe that every child has a unique contribution to make, and we strive to create a school where all pupils feel valued, supported, and empowered.

### **General Principles**

For the academic year 2026/27, Lantern Academy has a Pupil Admission Number (PAN) of 15. This reduction follows a consultation process involving the Learning Community Trust, our local community, and Telford & Wrekin Council. Admission to our academy is not based on ability, nor does it require any voluntary financial contribution.

Children with a Statement of Educational Need, or an Education, Health and Care Plan (EHCP) that names Lantern Academy, must be admitted. Where this information is available prior to the offer date, these places will count towards our PAN.

Lantern Academy participates fully in the Local Authority's co-ordinated admissions scheme, and all relevant deadlines and procedures within that scheme must be followed. For full details, please refer to the **Telford & Wrekin Council Admission Arrangements 2027/28**.

### **Reception Places**

Parents should submit an online application through Telford & Wrekin Council using the following website: [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions). All parents of children currently in nursery provision within Telford & Wrekin, and who are residents of the borough, must apply online if they wish their child to join a Reception class in a Telford & Wrekin primary school.

Online applications must be completed and submitted by **15 January 2027**. Please note that preferences cannot be changed after the closing date unless there has been a significant change in circumstances, such as a recent house move. Parents are strongly encouraged to use all available preference options and name more than one school.

Proof of residence will be required as part of the application process. A separate application must be submitted for each child, including for children from multiple births.

When considering applications from twins, triplets, or other siblings from a multiple birth, if there are fewer available places than the number of siblings, the Academy will exceed its

published admission number to ensure that all children from the same family can attend the school together.

purposes of this Admissions Policy, the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and either owned by the child's parent(s) or guardian or leased to or rented by the child's parent(s) or guardian under lease or written rental agreement of not less than six months duration.

**PLEASE SEE TELFORD AND WREKIN COUNCIL'S ADMISSION ARRANGEMENTS 2027/28 FOR FULL DETAILS [https://www.telford.gov.uk/info/20026/school\\_admissions](https://www.telford.gov.uk/info/20026/school_admissions)**

### **Oversubscription Criteria and Definitions**

In line with statutory requirements, Lantern Academy must admit any child with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names the academy. If the number of applications exceeds the number of available places, the following oversubscription criteria will be applied in order of priority:

#### **1. Children in Public Care (Looked After Children and Previously Looked After Children)**

*See note below.*

This includes children who are currently looked after by a local authority, as well as those who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This also applies to children who appear to the admission authority to have been in state care outside of England and who ceased to be in that care as a result of being adopted.

#### **2. Children with Exceptional Medical or Social Needs**

Applications must be supported by written evidence from an appropriate professional, such as a medical practitioner or social worker, confirming that attendance at Lantern Academy is essential for the child. All applications will be subject to verification.

#### **3. Siblings**

Children who have an older sibling attending the academy at the time of application, and who will still be on roll at the proposed date of admission.

*See note below.*

#### **4. Children with Identified Special Medical or Social Needs (Non-EHCP)**

Where a child has recognised medical or social needs that do not meet the threshold for an EHCP, written supporting evidence should be provided at the time of application. Evidence must come from a relevant professional such as a doctor, social worker, or educational psychologist.

#### **5. Distance from the School**

Priority will be given to children who live closest to the academy. Distances are measured in a straight line from the main High Street entrance of the school to the front door of the child's home address, using the Local Authority's computerised mapping system.

*See note below.*

### **Notes**

\* **Looked After Children (Regulations 2012)**

The academy gives highest priority to applications for children who are in public care (Looked After Children), in accordance with statutory definitions. A "looked after child" is one who is:

- in the care of a local authority, or
- provided with accommodation by a local authority in the exercise of its social services functions,  
in accordance with Section 22 of the Children Act 1989.

This priority also applies to previously looked after children who were placed into adoption, special guardianship, or child arrangement orders immediately after leaving the care system. This includes any child who became subject to an adoption order, residence order, or special guardianship order.

A *looked after child* is defined as 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 its social services functions  
(as set out in Section 22(1) of the Children Act 1989).

### **\*\* Definition of a Sibling**

For the purpose of admissions, a **sibling** is defined as:

- Children living at the same address who share one or both natural parents.
- Children living at the same address who are related through a parent's marriage.
- Children living at the same address whose parents are living together as partners.
- Fostered children living at the same address.

Adopted siblings are included within this definition. Cousins are not regarded as siblings for admissions purposes.

### **\*\*\* Proof of Residence**

Proof of residence is required under the Local Authority's co-ordinated admissions scheme. The offer of a school place may be withdrawn if the required proof of residency is not provided.

Where a child lives part of the week with one parent and part with another family member, the home address will be considered the address at which the child spends *at least three nights of the school week*.

### **Tie-breaker: Distance**

If an oversubscription criterion is met by more applicants than there are places available, proximity to the school will be used as a tie-breaker.

Distance is measured in a straight line from the Yates Way entrance of Lantern Academy to the front door of the child's home address, using the Local Authority's computerised measuring system. Those living closer to the school will receive the higher priority.

For families living in flats, all flats within the same block will be treated equally, with distance measured to the main entrance of the block.

If, after applying the distance tie-breaker, there are still more applications than available places from the furthest apartment block, a further tie-breaker, Random Allocation, will be used for applicants from that block.

### **Late Applications**

Late applications will only be considered alongside those received by the published closing date in the following circumstances:

1. The family has moved into the area after the application deadline.
2. Exceptional circumstances, supported by written evidence, prevented the application from being submitted on time.
3. An administrative error occurred on the part of the school.
4. The application was received before Own Admission Authority Schools had completed the ranking of their applications.

These situations are exceptional. In all other cases, late applications will be processed after all on-time applications have been allocated places.

### **Waiting Lists**

In accordance with the School Admissions Code, Lantern Academy will maintain a waiting list until 31st December of the year of transition into Reception.

- Families must apply using the academy's designated waiting list form.
- Children who are allocated a place through a successful appeal or via the Local Authority Fair Access Protocol will be admitted immediately.
- These admissions will take priority over any child already on the waiting list.

### **In-Year Admissions**

Applications for places during the school year (in-year admissions) will be considered under the same criteria as those used for normal admissions. These applications are administered directly by the academy.

Proof of residence and date of birth must be provided for all applicants.

Parents seeking an in-year place should contact the school office to request an admission application form.

### **Appeals**

If a child is not offered a place, parents have the right to appeal to an independent appeals panel.

Appeals must be submitted within 20 days of receiving notification that an application has been unsuccessful.

Guidance on the appeals process can be found on the Telford & Wrekin Council website:

[https://www.telford.gov.uk/info/20026/school\\_admissions/12/appeal\\_against\\_a\\_school\\_decision](https://www.telford.gov.uk/info/20026/school_admissions/12/appeal_against_a_school_decision)

### **Further Information**

All parents are advised to read the Local Authority booklet for parents on primary admissions. Admissions and Pupil Place Planning is available to answer any questions or if you require advice and can be reached at:

Telford & Wrekin Council

Darby House

Telford

TF3 4JA

Email: [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

Or visit the website:

<https://www.google.com/search?q=telford+and+wrekin+admissions+24+to+25&safe=active&ssui=on>