



# Admission Policy

## 2027-2028

### St Lawrence CE Primary School

A handwritten signature in black ink, appearing to be "J. M.", written over a white rectangular background.

CEO SIGNATURE

A handwritten signature in black ink, appearing to be "J. T. H.", written over a white rectangular background.

CHAIR OF TRUST BOARD SIGNATURE

15/12/2025

DATE

Annual review with consultation at least every 7 years

NEXT REVIEW DATE



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## Introduction

As a school within the locality of Telford & Wrekin, the Local Authority is the admission authority for our school. Whilst our ethos, curriculum and vision reflect the Anglican Christian values of our foundation, St Lawrence CE Primary School is an inclusive setting and we welcome all children regardless of ethnic background, gender or ability.

## Nursery Admissions

We have our own school-based nursery at St Lawrence. From the term after they reach three, children can attend under the universal offer of 15 hours per week. They may also be eligible for 30 hours funding.

We manage admission arrangements for Nursery ourselves (as the children attending are not of statutory school age) following guidelines set out by Telford & Wrekin Council.

If you would like your child to be allocated a place with our Nursery or require any further information, please contact our School Office on 01952 387780 or [stlawrencetaw@stbartsmat.co.uk](mailto:stlawrencetaw@stbartsmat.co.uk). Our Nursery has capacity for 8 children at any one time.

## Reception Admissions

To apply for a school place, you must use the online application portal at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions). If you need any assistance or support in completing your application, please email [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk).

The admission number for St Lawrence CE Primary School is currently 15. If our school receives more applications than places available, it may not be possible for the Local Authority to offer every child a place.

Places will be filled in the priority order below:

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.
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 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) 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 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 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.

The following definitions apply in the case of looked after and home address. These definitions also apply for all aided and foundation schools within the borough of Telford & Wrekin unless stated otherwise in their individual policies.

1. Children who are looked after (in public care) 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 were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

2. 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 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 normally 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.

### **For children with an Education Health Care Plan**

The admission of children with an Education Health Care Plan (EHCP) is considered outside the above criteria which apply specifically to the admission of non-EHCP pupils. Such admissions will be the subject of negotiation between the LA and school, taking into account parental preference and the ability of the school to meet the child's needs. The LA is required to issue an EHCP which names the school where the child is to be admitted. The named school is required to admit the child and does not have the right to refuse admission (this applies to those schools where the governing body is the admission authority). These admissions will be taken into account when applying the school's admission number.



## Tiebreaker

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

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

## In-Year Admissions

In-year admission is where a child starts primary school at a time other than the normal point of entry in reception. This is often when a child has moved into the Telford and Wrekin area from another part of the UK or overseas.

To apply for in-year admission to St Lawrence CE Primary, you must also apply online through [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions). This includes families who live outside of the borough and want to apply for a place at our school. We would encourage you to come and have a look around our school and meet some of our staff either before or during the application process.

Telford & Wrekin School Admissions Team will normally let parents know whether a place can be offered within 15 school days of receiving an in-year application. Where a child is offered a place at our school, they will be admitted as soon as possible.

If there are no places available at St Lawrence CE Primary School, you can request for your child to be placed on our waiting list, which is managed by the school. Waiting lists are held in line with the oversubscription criteria above.

## Appeals

You have the right to appeal for a place at St Lawrence in the event that a place cannot be offered to your child. To lodge an appeal, you will need to log into your school admissions parent portal account.

Government legislation limits the number of children where there are Reception, Year 1 and Year 2 in a class to 30 per teacher. Only in very limited circumstances can admission over the limit be permitted. Appeals to challenge admission decisions where infant class size legislation applies are therefore rarely successful.



Your appeal will normally be heard within 40 school days of the appeal closing date and before your child is due to start Reception in September.

An independent panel made up of three people with knowledge of education will hear your appeal. None of the panel members will have any connection with the school or admissions authority. They are served by an independent clerk who will contact you to confirm the date, time and venue for the hearing and invite you to attend. The appeal panel's decision is final and both you and the local authority are required to accept it.

This policy will be reviewed annually by the Local Governing Board or as required by changes to legislation or Trust policy.

## **Late Applications**

We will ensure that all applications received by the closing date will receive due consideration under the coordinated 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.

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. Please check all specific dates on the application forms and with the Admissions Team.

## **Waiting Lists**

St Lawrence operates its own waiting lists. Any places becoming available will be allocated according to the published oversubscription criteria.

A child's name will normally be kept on the list until the end of the academic year in which he/she is due to start school. After that the list will be disbanded.