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# **Reception, Junior and Secondary Admissions 2022-2023**

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# School admissions

## information booklet 2022-2023

A parent's introduction to:

- Applying for a school place
- Starting school for the first time (Reception)
- Transferring from an infant school to junior school (Year 3)
- Transferring from primary school to secondary school (Year 7)
- Transferring from school to school (In Year)

### Closing dates:

Reception	15 January 2022
Infant to Junior	15 January 2022
Secondary	31 October 2021

If your child has an Education, Health and Care Plan the closing date for the age groups listed above is **31 October 2021**.

Information is correct at the time of going to press.

For up to date individual school information please refer to schools own website for details.

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## Applying for a school place

This section contains all the information you will need to help you apply for a school place and what you need to consider.

It sets out how you can access the application form and what happens when you submit it.

It tells you what to do if you wish to consider a school in another Local Authority.

There is information about the closing dates and applications for applying for school places in Reception, Junior and Secondary School.

It tells you if you will need a supplementary form for a faith school. There is information about deciding which school you prefer.

We explain what is meant by a school preference, how places are allocated and what is meant by parental responsibility.

There is important information on the rules about which address we can accept for your child and what to do if you are moving house.

We make you aware of the importance of making sure that your application is accurate and that you do not provide fraudulent or misleading information.

There is an explanation about how we support military families wanting school places.

We explain about what happens if you are late in applying or need to change your preference after the closing date.

There is information about transport.

And finally we explain what happens on National Offer Day and beyond.

# 01 | Applying for a school place

**If you pay your council tax to Telford & Wrekin Council you must make your application for a school place to Telford & Wrekin Council.** This applies even if your preference is for a school outside of Telford & Wrekin Local Authority, for example a school in Shropshire/Staffordshire/Wolverhampton.

If you pay your Council Tax to another authority you should apply to your home council even if you want to apply for a place in a Telford & Wrekin school.

You make your application online at **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** on the page '**Applying for a school place 2022/23**'. You should only use the school admissions portal, accounts of friends or relatives should not be used to make the application.

If you do not have access to the internet you can go to your local library and use their computer facilities.

**Once the application has been completed and submitted you will receive a confirmation email with a summary of your application details. Please check your email to make sure it shows the correct details. If you have not received an email please check your junk folders.**

If you want to apply for a school in another Local Authority area, such as Shropshire, Staffordshire or further afield, you should include that school as one of the preferences on your Telford & Wrekin form. We operate a co-ordinated system of admissions for primary and secondary school and will make the appropriate local authority aware of your application.

If you are **applying for a faith or grammar school**, you should check with the school whether you need to complete a **supplementary information form**. The supplementary forms should be obtained from, completed and returned to the school.

## Important notice

### Coronavirus (COVID-19) faith schools. Admissions for September 2022

Some faith schools have amended their admissions arrangements regarding church membership and worship to reflect the coronavirus. Please refer to individual schools for their up to date information.

Full list of all schools are contained within sections 3, 4 and 5 of this booklet.

## Closing dates:

Reception	15 January 2022
Infant to Junior	15 January 2022
Secondary	31 October 2021

If your child has an Education, Health and Care Plan the closing date for the age groups listed above is **31 October 2021**.

## The school you want your child to attend

Naturally, you will want your child to attend a school where you believe he/she will be happy and receive a good education. Most families feel that their local school can provide this. However, you may prefer your child to attend another school.

If the school is some distance from your home address you should consider how your child will get to and from that school. It is unlikely that there will be any transport assistance available.

The law gives you a right to express a preference for a school that you would like your child to attend. Parental “choice” does not exist in law.

The Local Authority co-ordinates all admissions into all schools for children who live within the Local Authority.

If your preference is for either a Community or Voluntary Controlled school, we will try our best to meet your wishes. If the school you would prefer is either Voluntary Aided, Academy, Trust, or Foundation, it will be the school's governors who will decide whether a place can be offered.

In most cases families who apply on time will get a place at a school they prefer. However, there are some circumstances which may mean that this is not possible.

## School preferences

You can apply for up to four schools, including faith schools and academies. We recommend that you submit four different school preferences to maximise the possibility of being offered a place at one of your preferred schools.

You can apply for schools in Telford & Wrekin or in another council area. You must rank the schools you have indicated in order of preference. The school you name first should be the one you would most like your child to go to.

If your child does not have an Education, Health and Care Plan, please do not list a special school as one of your preferences as this will be removed.

Once we have received all the required information, we then liaise with the neighbouring admissions authorities to determine where children can be allocated places.

If a school receives more applications than places available, oversubscription criteria is used to decide who is offered a place.

The Local Authority will offer a place at the highest preference possible. The Local Authority may not be able to offer a place at your local catchment school unless you include it as one of your preferences.

If we cannot offer you a place at any of your preferred schools, you will be offered a place at your catchment school if a place is available, or if not, the nearest school with a place available after all other applications have been considered.

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

## How school places are allocated

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



## Normal home address

**This is your child's home address;** it is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child's only or main residence. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements.

The child's address should be that of the child's permanent home. A business address, workplace 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.

**You must tell us if you move house after you have made your application by emailing [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)** to alert us of the change, otherwise we will use the child address supplied when you submitted your application.

### In deciding which is your Normal Home Address we would not usually accept an address if:

- You or your family have a second home elsewhere as a main residence. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you 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 will check this information.**

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family actually live where you say you live.

We may ask our legal team to investigate or ask that you provide legal confirmation of your address.

We may check the evidence you have provided with other agencies, including your 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.

In accordance with the School Admissions Code (2014), the Local Authority may only offer one school place per child. An application can only be made from a single address and only one application can be made for each child.

For the avoidance of doubt, 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 as 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.

Parents should agree before completing the application which parent has the main responsibility. If parents are separated and share custody, the parent who the child spends most of the school week with (the address where child benefit is payable) should make the application.

If child benefit is not payable in respect of the child for whom the school application is being made, then the address the child is registered at their GP may be used. If the parent making the application does not live with the child, a letter explaining why should be provided to the Local Authority and signed by both parents. Custody issues cannot be resolved by the Local Authority.

The Local Authority may require evidence of parental agreement in the form of either, written confirmation from each parent or a Court Order. If an agreement has not been reached before National Offer Day all preferences will be suspended and the Local Authority will seek to offer a place at the nearest school, with places available, to the child's principle permanent residence. Telford & Wrekin Council cannot arbitrate when parents cannot agree.

## **Moving house when your child is due to start school in Reception or Junior School in September 2022**

If you move house or are planning to move house between **September 2021 and 18 February 2022** please email the Admissions Team ([admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)) with your moving date, new address and address evidence.

If you can prove your new address by providing an exchange of contract or a signed tenancy agreement by **18 February 2022** we will use your new address when we allocate places.

**Failure to notify the Admissions Team of any change of address could result in a school place offer being withdrawn.**

**Please note:** Temporary moves to live with relatives or friends, or short-term tenancy agreements which are deemed to have been made to gain 'in-area' status for a particular school, will not be accepted.

## **Moving house when your child is due to start in Secondary School in September 2022**

If you move house or are planning to move house between **September 2021 and 22 January 2022** please email the Admissions Team ([admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)) with your moving date, new address and address evidence.

If you can prove your new address by providing an exchange of contract or a signed tenancy agreement, by **22 January 2022** we will use your new address when we allocate places.

**Failure to notify the Admissions Team of any change of address could result in a school place offer being withdrawn.**

**Please note:** Temporary moves to live with relatives or friends, or short-term tenancy agreements which are deemed to have been made to gain 'in-area' status for a particular school, will not be accepted.

## **Parental responsibility**

You will be asked by your child's school to provide details of all those with parental responsibility for your child. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a Residence Order;
- being appointed a guardian;
- being named in an Emergency Protection Order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote a child's welfare);
- adopting a child;

Or in addition,

- a Local Authority can acquire parental responsibility if it is named in the care order for a child.

**You will also be asked how you can be contacted in an emergency in case your child becomes ill or has an accident in school. Please remember that it is important that all these details are kept up-to-date and you must, therefore, notify the school of any changes, most especially changes of address.**

## **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 Local Authority has the right to withdraw the offer of a school place even if the child has already been admitted to the school.

## **Military families**

Telford & Wrekin Local Authority understands that the families of UK service personnel must often move at short notice. In such cases if we receive an application along with an official letter from the MOD, FCO or GCHQ stating a relocation date we will then begin to process in advance of the relocation, based on the address of quarters that the family have been allocated.

## **Medical reason**

Because all our schools have similar facilities, there are very few exceptional reasons that mean that a child can only attend one particular school. For example, all schools can cope with common childhood complaints such as asthma or diabetes.

The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if the child attended the school. Parents/carers need to provide medical evidence in the form of a letter or report to support their case. It will need to be established that the school is the only school to serve the child's needs. It will also need to state why other schools could not provide the appropriate support for their family's needs.

## **Multiple birth – twin/triplets**

If you have twins or triplets, you must make an individual application for each child. Failure to do so will mean that the child who you did not make an application for will not be given a school place.

## Supplementary form

If you are applying for a **faith school or grammar school**, you should check with the school whether you need to complete a supplementary information form. The supplementary forms should be obtained from, completed and returned to the school.

A supplementary form is not an application for a school place.

## Accuracy of applications

The information that you put on your application form is very important. The Local Authority will use this during the admissions process, and it is essential that it is accurate and correct.

We want the application process to go as smoothly as possible for you, so please keep us updated about any changes to your details which may affect your application.

**Failure to do so may result in a school place offer being withdrawn.**

## Late applications and changes of preference – for Reception and Junior Places

The **closing date for application is 15 January 2022 or 31 October 2021 for children with an Education, Health and Care Plan.**

Between **15 January and 18 February 2022** late applications and changes of preference will only be accepted where there is a good reason, such as a house move or the severe illness of a single parent. Some proof will be required.

If you have no exceptional reason for a late application, then we will not be able to consider your request at the initial allocation stage.

All applications and changes of preference received **after 18 February 2022** will not be considered until after national offer day during the ongoing review places stage. This means you will not receive an allocation letter in April 2022.

Your chances of being offered a place at your preferred school will be much lower if you apply late. Your application will not be considered until the ongoing review of places stage when some schools will already be full.

If we cannot offer a place at any of your preferred schools, you will be offered a place at your catchment school if there are still places available, or the nearest school with a place available. If you are unhappy with this allocation, please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the links.

## Late applications and changes of preference – for Secondary Places

The **closing date for application is 31 October 2021**. Between **31 October 2021 and 22 January 2022** late applications and changes of preference will only be accepted where there is a good reason, such as a house move or the severe illness of a single parent. Some proof will be required.

If you have no exceptional reason for a late application, then we will not be able to consider your request at the initial allocation stage.

All applications and changes of preference received **after 22 January 2022** will not be considered until after national offer day during the ongoing review of places stage. This means you will not receive an allocation letter in March 2022.

Your chances of being offered a place at your preferred school will be much lower if you apply late. Your application will not be considered until the ongoing review of places stage when some schools will already be full.

If we cannot offer a place at any of your preferred schools, you will be offered a place at your catchment school if there are still places available, or the nearest school with a place available. If you are unhappy with this allocation, please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the instructions.

## Getting to school

Another important thing that you should consider before filling in your application form is how your child will get to and from school. If you are applying for a faith school, the Local Authority no longer provides transport and you will have to make your own arrangements even if you have a child already attending that school. More information can be found by reading the transport policy below around exact criteria for home to school transport eligibility. We would advise you consider transport arrangement prior to making your school preferences. If you have any queries email the transport team before the closing date of the application process by contacting transport [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

The Local Authority undertook a consultation on the home to school transport policy. The new policy can be found here: [https://www.telford.gov.uk/downloads/file/14856/home\\_to\\_school\\_transport\\_policy\\_september\\_2020](https://www.telford.gov.uk/downloads/file/14856/home_to_school_transport_policy_september_2020)

If you express a preference for a school which is some distance away, you will normally be responsible for the transport arrangements and costs.

Pupils who may be eligible to qualify for transport assistance will be:

- **children under the age of 8** who attend their nearest suitable school where it is **more than two miles** from their home
- **children aged 8 and over** who attend their nearest suitable school where it is **more than three miles** from their home
- Assistance may also be provided on extended rights.

Extended rights (Children from low income families):

We will provide travel assistance for children who are entitled to free school meals, or if a parent with whom they live receives the maximum amount of Working Tax Credit/ Universal Credit, if:

- they are aged 8 to 10, attend their nearest suitable school and it is more than 2 miles from their home; or
- they are aged 11 to 16, attend one of the 3 nearest suitable schools and it is between 2 and 6 miles from their home and there are fewer than three suitable schools nearer to their home; or
- they are aged 11 to 16 and attend a school that is between 2 and 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no nearer suitable school to their home.

For more information please refer to [https://www.telford.gov.uk/downloads/file/14856/home\\_to\\_school\\_transport\\_policy\\_september\\_2020](https://www.telford.gov.uk/downloads/file/14856/home_to_school_transport_policy_september_2020)

## Grammar Schools

Children assessed suitable for a grammar school do not automatically secure eligibility for transport assistance to a grammar school. All mainstream schools are required to be able to meet the educational needs of children across the mainstream eligibility range.

Just as a grammar school assessment does not guarantee entry into a grammar school, an offer of a place at a grammar school does not determine that transport will be provided if an alternative mainstream school or academy is closer to the home address.

A grammar school is a parental preference and where it is not the nearest school, there may be no eligibility to receive transport.

## Faith Schools

You should consider before filling in your application form is how your child will get to and from school. If you are applying for a faith school, the Local Authority no longer provides transport and you will have to make your own arrangements even if you have a child already attending that school. More information can be found by reading the transport policy below around exact criteria for home to school transport eligibility. We would advise you consider transport arrangement prior to making your school preferences. If you have any queries email the transport team before the closing date of the application process by contacting transport [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

The Local Authority undertook a consultation on the home to school transport policy. The new policy can be found here: [https://www.telford.gov.uk/downloads/file/14856/home\\_to\\_school\\_transport\\_policy\\_september\\_2020](https://www.telford.gov.uk/downloads/file/14856/home_to_school_transport_policy_september_2020)

## National Offer Day

National offer day is the day when all children applying for either Reception, Junior or Secondary places learn of the school place that has been allocated.

All Reception and Junior applicants who applied on time will receive an email on **19 April 2022** with your school allocation.

All Secondary applicants who applied on time will receive an email on **1 March 2022** with your school allocation.

Children with an Education, Health and Care Plan will receive their final plan with the named setting on the **15 February 2022**.

## What happens after school places have been allocated?

In this section you will find everything you need to know about what happens after the school places are allocated.

We give you advice on what you can do if your child has not been offered a place at their first preference school or if you do not wish to accept the place allocated.

We explain how we review places after National Offer Day and how we allocate late applications.

There is information about waiting lists whether you are applying for a Reception, Secondary or an In Year place.

We explain what you need to know about school appeals.

We tell you what an appeal is, when you can do it, how you can do it and what happens at an appeal.

There is information about Infant Class Size appeals, and we explain what is meant by Class Size Prejudice.

## 02 | What happens after school places have been allocated?

### What happens after school places have been offered?

#### Accepting the school place offered

If you are happy with the school place you have been offered for your child there is nothing that you must do when you receive your confirmation. The school will contact you with further information towards the start of the academic year.

#### If your child has not been offered their first preference school

If we can't offer your child a place at your first preference school it will be because we have more applications for that school than there are places available and unfortunately, your child was not of a high enough priority in the oversubscription criteria.

We will try to offer your second preference or, if necessary, your third or fourth preference. If we can't offer a place at any of the schools you have put down as preferences, or if you haven't told us what your alternative preferences are, we will offer your child a place at the catchment school, if places are available, or the nearest school to your home address with a place available.

You can ask us to reconsider your application by adding your child's name to the waiting list or appeal for a place at one or more of your original preference schools.

#### If you do not wish to accept the place offered

If you are not offered a place at your first preference school or are otherwise unhappy about the school you have been offered there is an opportunity to review the place shortly after National Offer Day.

If a place becomes available at one of your higher preferences and there is also an opportunity for you to request an additional preference.

We allocate any places that become available using the same oversubscription criteria as the original allocations. Late applications will also be considered from the waiting lists. If the Local Authority is still not able to offer a place at the school you want then you can appeal and your allocated school will remain in place until an alternative school has been offered.

#### Reception & Junior review of places

If you wish us to amend your Reception or Junior place you must add your child's name to the waiting list.

#### Secondary review of places

If you wish to amend your secondary place you must add your child's name to the waiting list.



## 02 | What happens after school places have been allocated?

### **Waiting lists – Applying for Infant, Junior or Secondary places**

The Local Authority keeps waiting lists for oversubscribed schools.

You can only be added to the waiting list if you have already applied for a place at that school. Please email [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk) to request to join a waiting list.

If you are then offered a higher preference, we shall remove your child from the waiting list of lower preferences unless you tell us otherwise.

If you are applying for a Reception place, you do not have to go through the appeal process in order to be put on the waiting list. Inclusion on a school's waiting list does not guarantee that a place will eventually become available.

A child's position on the waiting list is not fixed and is subject to change as other children join or leave the list. It is kept in oversubscription priority order.

### **Waiting lists - In year applications**

**Being on a waiting list does not guarantee a place at a particular school. A waiting list can also be termed as an expression of interest list.**

Waiting lists are drawn up according to the oversubscription criteria of a school and any places that become available will be allocated according to these.

The waiting lists will normally be kept until the end of the last week of the academic year. They will then be disbanded. If you wish your child to remain on the waiting list, you will need to submit a new application for the following academic year.

## **Your right of appeal**

### **Reception and Junior appeals**

If we are not able to offer a place at your preferred school, you can request to join the waiting list and you can also appeal for a place by logging onto the school admissions portal account. Submitting an appeal form does not alter your child's place on the waiting list.

You should put the reasons for your appeal on the form and you will be invited to attend the appeal hearing.

### **Infant class size appeals (Years Reception, 1 and 2) – Class size prejudice**

Government legislation states that infant classes (5-7 year olds) must not contain more than 30 pupils.

This means that the regulations limit the size of an infant class (Reception, Year 1 and Year 2) with one teacher to 30 pupils. The Admission Authority can refuse to give a child a place if it would take a class over 30 pupils and cause 'class size prejudice'. Only in very limited circumstances can admission over the limit be permitted.

**Infant Class Size Appeals are rarely successful due to class size prejudice.**

## 02 | What happens after school places have been allocated?

### Secondary appeals

If we are not able to offer your preferred school, you can request to join the waiting list and you can also appeal for a place by logging onto the school admissions portal account and selecting 'appeal' which is on the right hand side.

You can only appeal for a place at Burton Borough via the school admissions portal. **If you are appealing for any other school please contact them directly, ensuring that you have added yourself to the waiting list.**

Submitting an appeal form does not alter your child's place on the waiting list.

You must put the reasons for your appeal on the form and you will be invited to attend the appeal hearing.

### The Appeal Hearing

Appeals are heard by a panel of three people who are independent of the Local Authority and the school. They will decide on each case at the end of the appeals for a particular school and you will be notified of the outcome by the legal and democratic team.

If your appeal for a place in a particular school is not successful you cannot appeal for the same school in the same school year unless there has been a significant change in your personal circumstances, such as a medical reason which has arisen after your original application or a house move to within the school's attendance area.

### Children with an EHCP

There is a separate appeal process for parents to follow where there is a disagreement about a school allocated for a child with an EHCP. Please contact the SEND Team on 01952 385399 or email [sendandinclusion@telford.gov.uk](mailto:sendandinclusion@telford.gov.uk)



## Starting Reception in the academic year 2022/23

This section contains all the relevant information and dates if you are applying for a place in Reception.

We provide you with information on when your child will start school and what happens if you decide you would like to delay your child's start into school.

There is an important page of all the key dates you need to know about and a list of every school that has places available in Reception.

Every school has a school website which contains all the information you will want to know about the school, including their policies and information about the curriculum.

## Important notice

### Coronavirus (COVID-19) faith schools. Admissions for September 2022

Some faith schools have amended their admissions arrangements regarding church membership and worship to reflect the coronavirus. Please refer to individual schools for their up to date information.

Full list of all schools are contained within sections 3, 4 and 5 of this booklet.

## Starting Reception in the academic year 2022/23

The online application will be available from September 2021 and closes on 15 January 2022

### Starting school in Telford and Wrekin

Ensuring a successful start to school is a partnership between parents, pre-schools, schools and the Local Authority. All children must, by law, receive full-time education from the start of the term after their fifth birthday. In Telford & Wrekin, children can start school a little earlier than this.

If your child was born **1 September 2017 - 31 August 2018**

Your child may start school full-time in **September 2022**

Infant/Primary schools are only registered to admit children from the September after their 4th birthday.

All children are entitled to start in a Reception class in the September after their 4th birthday. Children do not have to start school in September if it is felt that they are not ready. Occasionally some parents feel this is necessary. In such cases parents can request that their child defers starting school until January or April. **If parents wish to do this, they must still complete an application form and then discuss the matter with the Headteacher of the school allocated**

**The statutory school age, by which a child must start school, will remain as the beginning of the term after their 5th birthday.** For some children this could mean that they do not reach the statutory age for starting school until the September after their 5th birthday. A reception place cannot be held open for a whole school year. If a family decided not to take up a school place they must apply for a place for the following year in Year 1.

### Admission of children outside their normal age group

In exceptional circumstances a Local Authority may agree that a child can be admitted to a school outside their normal age group.

Parents of summer born children may apply to send their child to school in the September following their 5th birthday. However, this would only be agreed upon in certain circumstances, for example if there are relevant medical reasons. Decisions will be based on the circumstances in each individual case. Parents are advised to contact the Admissions Team **before 31 December 2021** if they wish to apply for their child to be admitted outside their normal year group.

They **must** complete an application form for their child's normal year of admission in case their request to defer entry is not agreed. If a request is agreed for the child to be delayed for a year the parent will have to reapply for a school place for the following year. **There is no guarantee that in doing so a parent will gain a place at the same school.**

**Please refer to our Policy for Delayed or Deferred Entry to Reception [https://www.telford.gov.uk/downloads/file/7518/policy\\_for\\_delayed\\_or\\_deferred\\_entry\\_to\\_reception](https://www.telford.gov.uk/downloads/file/7518/policy_for_delayed_or_deferred_entry_to_reception)**

**Admission to Reception and Junior in September 2022 – key dates****September 2021**

On-line portal opens for applications.

**31 October 2021**

Closing date for on-line application ONLY for children with an Education, Health and Care Plan.

**15 January 2022**

Closing date for applications.

**15 February 2022**

Confirmation of school place ONLY issued for children with an Education, Health and Care Plan.

**18 February 2022**

Last date on which late applications and change of preferences for an exceptional reason (eg change of address) can be accepted.

**19 April 2022**

On time applicants receive a school allocation email. All offers must be made on the same primary National Offer Day ie 16 April or the next working day



Ongoing review of places

**June/July 2022**

Appeals heard by independent appeals panel.

**September 2022**

Children start their new school.

## Primary Schools

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Apley Wood Primary School (Foundation School)</b> Pool Farm Avenue, Apley, Telford, Telford, TF1 6FQ	<a href="http://www.apleywoodprimaryschool.org.uk">www.apleywoodprimaryschool.org.uk</a>  01952 386180	4-11	60	Please click <a href="#">here</a>
<b>Aqueduct Primary School (Community School)</b> Castlefields Way, Telford, TF4 3RP	<a href="http://www.aqueductprimary.co.uk">www.aqueductprimary.co.uk</a>  01952 386210	5-11	40	Please click <a href="#">here</a>
<b>Captain Webb Primary School (Community School)</b> Webb Crescent, Pool Hill, Dawley, Telford, TF4 3DU	<a href="http://www.captainwebbprimary.org">www.captainwebbprimary.org</a>  01952 386770	2-11	60	Please click <a href="#">here</a>
<b>Church Aston Infant School (Community School)</b> Church Aston, Newport, TF10 9JN	<a href="http://www.churchastoninfantschool.co.uk">www.churchastoninfantschool.co.uk</a>  01952 386390	5-7	20	Please click <a href="#">here</a>
<b>Coalbrookdale and Ironbridge C of E Primary School (Voluntary Aided School)</b> 6 Dale Road, Coalbrookdale, Telford, TF8 7DS	<a href="http://www.coalbrookdaleschool.org.uk">www.coalbrookdaleschool.org.uk</a>  01952 386620	5-11	30	Please click <a href="#">here</a>
<b>Crudgington Primary School (Foundation School)</b> Crudgington, Telford, TF6 6JF	<a href="http://www.crudgingtonschool.org.uk">www.crudgingtonschool.org.uk</a>  01952 386910	4-11	20	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Dawley Church of England Primary Academy (Academy)</b> Doseley Road North, Dawley, Telford, TF4 3AL	<a href="http://www.dawley.academy/">http://www.dawley.academy/</a>  01952 386280	3-11	30	Please click <a href="#">here</a>
<b>Donnington Wood Infant School and Nursery Centre (Community School)</b> Baldwin Webb Avenue, Donnington, Telford, TF2 8EP	<a href="http://www.donningtonwoodinfants.co.uk">www.donningtonwoodinfants.co.uk</a>  01952 386640	2-7	60	Please click <a href="#">here</a>
<b>Dothill Primary School (Foundation School)</b> Severn Drive, Wellington, Telford, TF1 3JB	<a href="http://www.dothillprimaryschool.co.uk">www.dothillprimaryschool.co.uk</a>  01952 386870	5-11	60	Please click <a href="#">here</a>
<b>Grange Park Primary School (Academy)</b> Grange Avenue, Stirchley, Telford, TF3 1FA	<a href="http://www.grangeparkprimaryschool.co.uk">www.grangeparkprimaryschool.co.uk</a>  01952 387490	3-11	60	Please click <a href="#">here</a>
<b>Hadley Learning Community – Primary Phase (Academy)</b> Crescent Road, Hadley, Telford, TF1 5JU	<a href="https://hadleylearningcommunity.org.uk/primary/">https://hadleylearningcommunity.org.uk/primary/</a>  01952 387088	3-11	90	Please click <a href="#">here</a>
<b>High Ercall Primary School (Foundation School)</b> High Ercall, Telford, TF2 6AF	<a href="http://www.highercallprimary.co.uk">www.highercallprimary.co.uk</a>  01952 387570	4-11	20	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Hollinswood Primary School (Community School)</b> Dale Acre Way, Hollinswood, Telford, TF3 2EP	<a href="http://www.hollinswoodprimary.co.uk">www.hollinswoodprimary.co.uk</a>  01952 386920	3-11	60	Please click <a href="#">here</a>
<b>Holmer Lake Primary School (Community School)</b> Brookside, Telford, TF3 1LD	<a href="http://www.holmerlakeprimary.org">www.holmerlakeprimary.org</a>  01952 387580	4-11	40	Please click <a href="#">here</a>
<b>John Fletcher of Madeley Primary School (Voluntary Controlled School)</b> Upper Road, Madeley, Telford, TF7 5DL	<a href="http://www.johnfletcherofmadeley.co.uk/">www.johnfletcherofmadeley.co.uk/</a>  01952 388188	4-11	60	Please click <a href="#">here</a>
<b>John Randall Primary School (Community School)</b> Queen Street, Madeley, Telford, TF7 4DR	<a href="http://www.johnrandallprimary.co.uk">www.johnrandallprimary.co.uk</a>  01952 388390	3-11	30	Please click <a href="#">here</a>
<b>Ladygrove Primary School (Community School)</b> Old Office Road, Dawley, Telford, TF4 2LF	<a href="http://www.ladygroveprimary.co.uk">www.ladygroveprimary.co.uk</a>  01952 388370	3-11	60	Please click <a href="#">here</a>
<b>Lawley Primary School (Community School)</b> Lawley, Telford, TF4 2PR	<a href="http://www.lawleyprimary.co.uk">www.lawleyprimary.co.uk</a>  01952 388410	5-11	60	Please click <a href="#">here</a>
<b>Lawley Village Academy (Academy)</b> Bryce Way, Lawley, Telford, TF4 2SG	<a href="http://www.lawleyvillageacademy.co.uk">www.lawleyvillageacademy.co.uk</a>  01952 951200	5-11	30	Please click <a href="#">here</a>



School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Lightmoor Village Primary School (Community School)</b> Furnace Avenue, Lightmoor Village, Telford, TF4 3EG	<a href="http://www.lightmoorvillageprimary.co.uk">www.lightmoorvillageprimary.co.uk</a>  01952 387620	5-11	30	Please click <a href="#">here</a>
<b>Lilleshall Primary School (Community School)</b> Limekiln Lane, Lilleshall, Newport, TF10 9EY	<a href="http://www.lilleshallprimaryschool.co.uk">www.lilleshallprimaryschool.co.uk</a>  01952 388430	5-11	30	Please click <a href="#">here</a>
<b>Meadows Primary School (Community School)</b> Riddings Close, Ketley, Telford, TF1 5HF	<a href="http://www.meadowsprimaryschool.co.uk">www.meadowsprimaryschool.co.uk</a>  01952 386230	4-11	60	Please click <a href="#">here</a>
<b>Millbrook Primary School (Community School)</b> Grainger Drive, Leegomery, Telford, TF1 6UJ	<a href="http://www.millbrookprimary.org.uk">www.millbrookprimary.org.uk</a>  01952 386470	3-11	30	Please click <a href="#">here</a>
<b>Moorfield Primary School (Foundation School)</b> Wellington Road, Newport TF10 9QU	<a href="http://www.moorfieldprimaryschool.co.uk">www.moorfieldprimaryschool.co.uk</a>  01952 387780	5-11	30	Please click <a href="#">here</a>
<b>Muxton Primary School (Community School)</b> Marshbrook Way, Muxton, Telford, TF2 8SA	<a href="http://www.muxtonprimary.org.uk">www.muxtonprimary.org.uk</a>  01952 387690	5-11	60	Please click <a href="#">here</a>
<b>Newdale Primary School &amp; Nursery (Community School)</b> Marlborough Way, Newdale, Telford, TF3 5HA	<a href="http://www.newdaleschool.org.uk">www.newdaleschool.org.uk</a>  01952 387720	2-11	60	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Newport Infant School (Community School)</b> Granville Ave, Newport, TF10 7DX	<a href="http://www.newportinfants.co.uk">www.newportinfants.co.uk</a> 01952 386610	5-7	90	Please click <a href="#">here</a>
<b>Old Park Primary School (Community School)</b> Brunel Road, Malinslee, Telford, TF3 2BF	<a href="http://www.oldparkprimary.co.uk">www.oldparkprimary.co.uk</a> 01952 387250	2-11	30	Please click <a href="#">here</a>
<b>Priorslee Academy (Academy)</b> Priorslee Avenue, Telford, TF2 9RS	<a href="http://www.priorsleepprimaryacademy.com">www.priorsleepprimaryacademy.com</a> 01952 387927	3-11	60	Please click <a href="#">here</a>
<b>Queenswood Primary School &amp; Nursery (Foundation School)</b> Yates Way, Ketley Bank, Telford, TF2 0BA	<a href="http://www.queenswood.org.uk">www.queenswood.org.uk</a> 01952 386961	3-11	20	Please click <a href="#">here</a>
<b>Randlay Primary School (Community School)</b> Randlay, Telford, TF3 2LR	<a href="http://www.randlayprimaryschool.co.uk">www.randlayprimaryschool.co.uk</a> 01952 386986	3-11	50	Please click <a href="#">here</a>
<b>Redhill Primary Academy (Academy)</b> Gatcombe Way, Priorslee, Telford, TF2 9GZ	<a href="https://redhill.ttsonline.net/">https://redhill.ttsonline.net/</a> 01952 387979	3-11	60	Please click <a href="#">here</a>
<b>Short Wood Primary School (Foundation School)</b> Limekiln Lane, Wellington, Telford, TF1 2JA	<a href="http://www.shortwoodprimaryschool.com/">www.shortwoodprimaryschool.com/</a> 01952 387360	3-11	70	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Sir Alexander Fleming Primary School (Community School)</b> 109 Southgate, Sutton Hill, Telford, TF7 4HG	<a href="http://www.siralexanderflemingprimaryschool.org.uk">www.siralexanderflemingprimaryschool.org.uk</a> 01952 388010	3-11	60	Please click <a href="#">here</a>
<b>St George's Church of England Primary School (Voluntary Controlled School)</b> London Rd, St George's, Telford, TF2 9LJ	<a href="http://www.stgeorgescofe.education">www.stgeorgescofe.education</a> 01952 387750	3-11	75	Please click <a href="#">here</a>
<b>St Lawrence Church of England Voluntary Controlled Primary School (Voluntary Controlled School)</b> 12 Preston, Telford, TF6 6DH	<a href="http://www.stlawrencecofe.org.uk">www.stlawrencecofe.org.uk</a> 01952 387780	5-11	13	Please click <a href="#">here</a>
<b>St Luke's Catholic Primary School (Voluntary Aided School)</b> Church Rd, Trench, Telford, TF2 7HG	<a href="http://www.stlukescatholicprimary.org.uk">www.stlukescatholicprimary.org.uk</a> 01952 388222	5-11	20	Please click <a href="#">here</a>
<b>St Mary's Catholic Primary School (Voluntary Aided School)</b> Coronation Crescent, Madeley, Telford, TF7 5EJ	<a href="http://www.stmaryscatholicprimarytelford.co.uk">www.stmaryscatholicprimarytelford.co.uk</a> 01952 388255	4-11	30	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>St Matthew's Church of England Aided Primary School and Nursery Centre (Voluntary Aided School)</b> Church Road, Donnington Wood, Telford, TF2 7PZ	<a href="http://www.stmatthewscofe.com">www.stmatthewscofe.com</a>  01952 386260	3-11	40	Please click <a href="#">here</a>
<b>St Patrick's Catholic Primary School (Voluntary Aided School)</b> North Rd, Wellington, Telford, TF1 3ER	<a href="http://www.stpatricksschool.co.uk">www.stpatricksschool.co.uk</a>  01952 386160	3-11	30	Please click <a href="#">here</a>
<b>St Peter and St Paul Catholic Primary School (Voluntary Aided School)</b> Coppice Drive, Off Deerpark Drive, Newport, TF10 0FT	<a href="http://www.sspeterandpaulcatholicprimary.org.uk">www.sspeterandpaulcatholicprimary.org.uk</a>  01952 386450	5-11	30	Please click <a href="#">here</a>
<b>St Peter's Church of England Controlled Primary School, Edgmond (Voluntary Controlled School)</b> Stackyard Lane, Edgmond, Newport, TF10 8JQ	<a href="http://www.stpetersedgmond.org.uk">www.stpetersedgmond.org.uk</a>  01952 811692	5-11	30	Please click <a href="#">here</a>
<b>St Peter's Church of England Controlled Primary School, Bratton (Voluntary Controlled School)</b> Bratton, Telford, TF5 0NT	<a href="http://www.brattonstpeters.org.uk">www.brattonstpeters.org.uk</a>  01952 387980	5-11	60	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Teagues Bridge Primary School (Community School)</b> Teagues Crescent, Trench, TF2 6RE	<a href="http://www.teaguesbridgeprimary.org">www.teaguesbridgeprimary.org</a> 01952 388450	5-11	20	Please click <a href="#">here</a>
<b>Tibberton Church of England Primary School (Voluntary Controlled School)</b> Off Maslan Crescent, Tibberton, Newport, TF10 8NN	<a href="http://www.tibbertonschool.org.uk">www.tibbertonschool.org.uk</a> 01952 387790	5-11	20	Please click <a href="#">here</a>
<b>William Reynolds Primary School (Community School)</b> Westbourne, Woodside, Telford, TF7 5QW	<a href="http://www.williamreynoldsprimary.org">www.williamreynoldsprimary.org</a> 01952 388280	3-11	60	Please click <a href="#">here</a>
<b>Windmill Primary School (Academy)</b> Beaconsfield, Brookside, Telford, TF3 1LG	<a href="http://www.windmillprimaryschool.co.uk">www.windmillprimaryschool.co.uk</a> 01952 386360	3-11	60	Please click <a href="#">here</a>
<b>Wombridge Primary School (Community School)</b> Hartshill, Telford, TF2 6AN	<a href="http://www.wombridgeprimary.co.uk">www.wombridgeprimary.co.uk</a> 01952 388040	4-11	50	Please click <a href="#">here</a>
<b>Woodlands Primary School (Community School)</b> Ironbridge Road, Madeley, Telford, TF7 5HX	<a href="http://www.woodlands-sch.org.uk">www.woodlands-sch.org.uk</a> 01952 386070	3-11	60	Please click <a href="#">here</a>
<b>Wrekin View Primary School (Academy)</b> North Rd, Wellington, Telford, TF1 3ES	<a href="http://www.wrekinviewprimary.co.uk">www.wrekinviewprimary.co.uk</a> 01952 388088	3-11	60	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Wrockwardine Wood Infant School &amp; Nursery (Community School)</b> Church Rd, Wrockwardine Wood, Telford, TF2	<a href="http://www.wrockwardinewoodinfant.org.uk">http://www.wrockwardinewoodinfant.org.uk</a>  01952 387860	2-7	70	Please click <a href="#">here</a>

## Reception allocations (Telford and Wrekin) 2021

### How on time applications were allocated on the 16th April 2021

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Apley Wood Primary School	60	125	63	60	2		13	21	3			11	1	9		2158.22m
Aqueduct Primary School	40	44	26	26		1	3	11	1			5		5		
Captain Webb Primary School	60	66	43	48	1		8	11	2			14	1	7	4	

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Church Aston Infant School	20	38	12	12		1	1	6			1			3		
Coalbrookdale and Ironbridge CofE Primary School	30	69	36	30	Please refer to the school for details on how places were allocated											
Crudgington Primary School	20	52	23	20	1			2				8		9		7909m
Dawley Church of England Primary Academy	30	22	16	15	Please refer to the school for details on how places were allocated											
Donnington Wood Infant School and Nursery Centre	60	43	28	31			7	12	2				2	6	2	
Dothill Primary School	60	68	32	33	1		6	8	1			5	2	10		
Grange Park Primary School	60	83	57	59	1		12	22				11		12	1	
Hadley Learning Community - Primary Phase	90	140	97	90			32	37				10		11		1574.32m
High Ercall Primary School and Nursery	20	45	24	20			7	11				2				9384m

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Hollinswood Primary School	60	46	33	34		1	9	12	1			6	1	4		
Holmer Lake Primary School	40	47	26	26	1		1	2				13	1	8		
John Fletcher of Madeley Primary School	60	79	36	37	1		10	5	2			10	3	6	1	
John Randall Primary School	30	40	29	29			3	7	2			8	1	20	4	
Ladygrove Primary School	60	117	49	59	1	1	10	10	2			10	1	20	4	
Lawley Primary School	60	161	47	60			19	15				7		19		955.2m
Lawley Village Academy	30	141	56	30			7	19				4				901.76m
Lightmoor Village Primary School	30	61	31	30			7	13			1	1		8		1016.49m
Lilleshall Primary School	30	68	25	30			2	4				8	1	15		7754m
Meadows Primary School and Nursery	60	57	25	28			7	6				9		4	2	



School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Millbrook Primary School	50	44	21	22			9	2	3			5		2	1	
Moorfield Primary School	30	99	30	30			3	5				9		13		11907m
Muxton Primary School	60	85	51	52			10	15				13		13		
Newdale Primary School & Nursery	60	135	73	60	1		16	13	1			12		17		1110.92m
Newport Infant School	90	90	49	49			10	25				3		11		
Old Park Primary School	80	82	64	68	1		31	18	3			8		6	2	
Priorslee Academy	60	80	29	32			7	5				11		9		
Queenswood Primary School and Nursery	20	14	11	12			5	4				1		1	1	
Randlay Primary School	50	59	33	33			7	5	5			11		5		1897m (Out)
Redhill Academy	60	106	55	60			12	17		2		10		19		4756m

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Short Wood Primary School	70	81	68	70		1	30	30				3		5	1	4145.73m
Sir Alexander Fleming Primary School	60	44	38	38	1		21	6				3	1	6		
St George's Church of England Primary School	75	132	85	75	4		21	29	4			9	3	5		1581.62m
St Lawrence Church of England Voluntary Controlled Primary School	13	31	20	13			1	8				4				5088m
St Luke's Catholic Primary School	20	31	17	17	Please refer to the school for details on how places were allocated											2088m (Out)
St Mary's Catholic Primary School	30	29	15	15	Please refer to the school for details on how places were allocated											
St Matthew's Church of England Aided Primary School and Nursery Centre	40	41	32	34	1		14	7				4		7	1	

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
St Patrick's Catholic Primary School	30	45	21	24	Please refer to the school for details on how places were allocated											
St Peter and St Paul Catholic Primary School	30	40	28	30	Please refer to the school for details on how places were allocated											
St Peter's (Bratton) Church of England Controlled Primary School	60	91	56	58	1		20	19				10		7	1	
St Peter's (Edgmond) Church of England Controlled Primary School	30	45	21	23			1	5	1			3		13		
Teagues Bridge Primary School	40	53	27	28	1		5	11	1			5		4	1	
Tibberton Church of England Primary School	20	33	18	18	1		6	3				4		4		

School name	Places available	Total on time preferences received	Number of on time 1st preferences received	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children with an Education, Health & Care Plan	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area of the primary school	Children whose home address is within the catchment area of the primary school and received Pupil Premium	Children that have parents employed at the school.	Children who have a medical condition	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area of the primary school and receive Pupil Premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
William Reynolds Primary School	60	75	59	60	1		22	17	2			8	1	9		1200mm
Windmill Primary School	60	52	37	36			12	15				6		3		
Wombridge Primary School	50	45	28	31			7	9	3			8		2	2	
Woodlands Primary School	60	71	41	42			12	4				9	2	15		
Wrekin View Primary School	60	79	54	55			14	15				14		12		
Wrockwardine Wood Infant School and Nursery	60	91	55	58			4	22				3	2	27		

## **Starting Junior School in the academic year 2022/23 (Infant to Junior)**

This section contains all the relevant information and dates if your child attends an Infant school.

We explain about which are the linked Infant and Junior Schools and what happens if the Infant school does not have a linked Junior School.

Every school has a school website which contains all the information you will want to know about the school, including their policies and information about the curriculum.

# 04 | Starting Junior School in the academic year 2022/23 (Infant to Junior)

## Starting Junior School in the academic year 2022/23 (Infant to Junior)

The online application will be available from **September 2021** and closes on **15 January 2022**

### How to apply for a place

If your child is already attending an Infant School you **must** apply online for a Junior School place. The closing date for applying online is **15 January 2022**.

If your child has an Education, Health and Care Plan the closing date for Reception/Infant to Junior & Secondary is **31 October 2021**.

**If you wish to apply for your child to transfer to a primary school instead of a junior school, you will not be able to do this until June 2022 when the portal will open for all in year primary applications for 2022.**

**In the meantime, we strongly recommend that you apply for a junior school place.**

### Linked Infant/Junior Schools

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 Reception and Junior School for September 2022 - key dates****September 2021**

On-line portal opens for applications.

**31 October 2021**

Closing date for on-line application ONLY for children with an Education, Health and Care Plan

**15 January 2022**

Closing date for applications.

**15 February 2022**

Confirmation of school place ONLY issued for children with an Education, Health and Care Plan.

**18 February 2022**

Last date on which late applications or change of preferences for an exceptional reason (e.g. change of address) can be accepted.

**19 April 2022**

On time applicants receive a school allocation email. All offers must be made on the same National Offer Day i.e. 16 April or the next working day.



Ongoing review of places

**June/July 2022**

Appeals heard by independent appeals panel.

**September 2022**

Children start their new School.

## Junior Schools

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Donnington Wood Church of England Junior School (Voluntary Controlled School)</b> Leonard's Close, Off Winifred's Drive, Donnington, Telford, TF2 8BH	<a href="http://www.donningtonwood.com">www.donningtonwood.com</a>  01952 386660	7-11	60	Please click <a href="#">here</a>
<b>Moorfield Primary School (Foundation School)</b> Wellington Road, Newport TF10 9QU	<a href="http://www.moorfieldprimaryschool.co.uk">www.moorfieldprimaryschool.co.uk</a>  01952 386470	5-11	Additional 17 places	Please click <a href="#">here</a>
<b>Newport Church of England Voluntary Controlled Junior School (Voluntary Controlled School)</b> Avenue Road, Newport, TF10 9QU	<a href="http://www.newportjuniorschool.org.uk/">www.newportjuniorschool.org.uk/</a>  01952 386600	7-11	90	Please click <a href="#">here</a>
<b>Wrockwardine Wood Church of England Junior School (Voluntary Controlled School)</b> Church Rd, Trench, Telford, TF2 7HG	<a href="http://www.wrockwardinewoodjunior.org.uk">www.wrockwardinewoodjunior.org.uk</a>  01952 387880	7-11	70	Please click <a href="#">here</a>



## Infant to Juniors Allocations (Telford and Wrekin) 2021

### How on time applications were allocated on the 16th April 2021

School name	Places available	Total on time preferences received	Number of on time 1st preferences	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children that have a statement of special educational needs or an education health care plan	Children who attended a linked infant school	Children whose home address is within the catchment area of the primary school with a sibling at the school	Children whose home address is within the catchment area and receive pupil premium	Children whose home address is within the catchment area of the primary school	Children whose home address is out of the catchment area of the primary school with a sibling at the school	Children whose home address is out of the catchment area and receive pupil premium	Children whose home address is out of the catchment area of the primary school	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Donnington Wood C of E Voluntary Controlled Junior School	60	55	49	49			48	1							
Moorfield Primary School	17	33	12	30				3		4	1		5		
Newport Church of England Voluntary Controlled Junior School	90	67	60	64		4	57					1	2		
Wrockwardine Wood Church of England Junior School	70	69	58	57	2		53				2				

## Starting Secondary School in the academic year 2022/23

This section contains all the relevant information and dates if you are applying for a place at a Secondary school.

We explain about what you need to do if you wish to apply to Thomas Telford and provide information about which schools will require a supplementary form.

There is an important page of all the key dates you need to know about.

Every school has a school website which contains all the information you will want to know about the school, including their policies and information about the curriculum.

## Important notice

### Coronavirus (COVID-19) assessment for selective school admissions for September 2022

Some faith schools have amended their admissions arrangements regarding church membership and worship to reflect the coronavirus. Please refer to individual schools for their up to date information.

Full list of all schools are contained within sections 3, 4 and 5 of this booklet.

## Starting Secondary School in the academic year 2022/23

The application will be available from **September 2021** and closes on **31 October 2021**

### Schools within Telford and Wrekin

From **mid September 2021** you can start making your application for your child's place at secondary school. You must apply online via our website, [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and the application can be found on the page 'Applying for a school place 2022/23'.

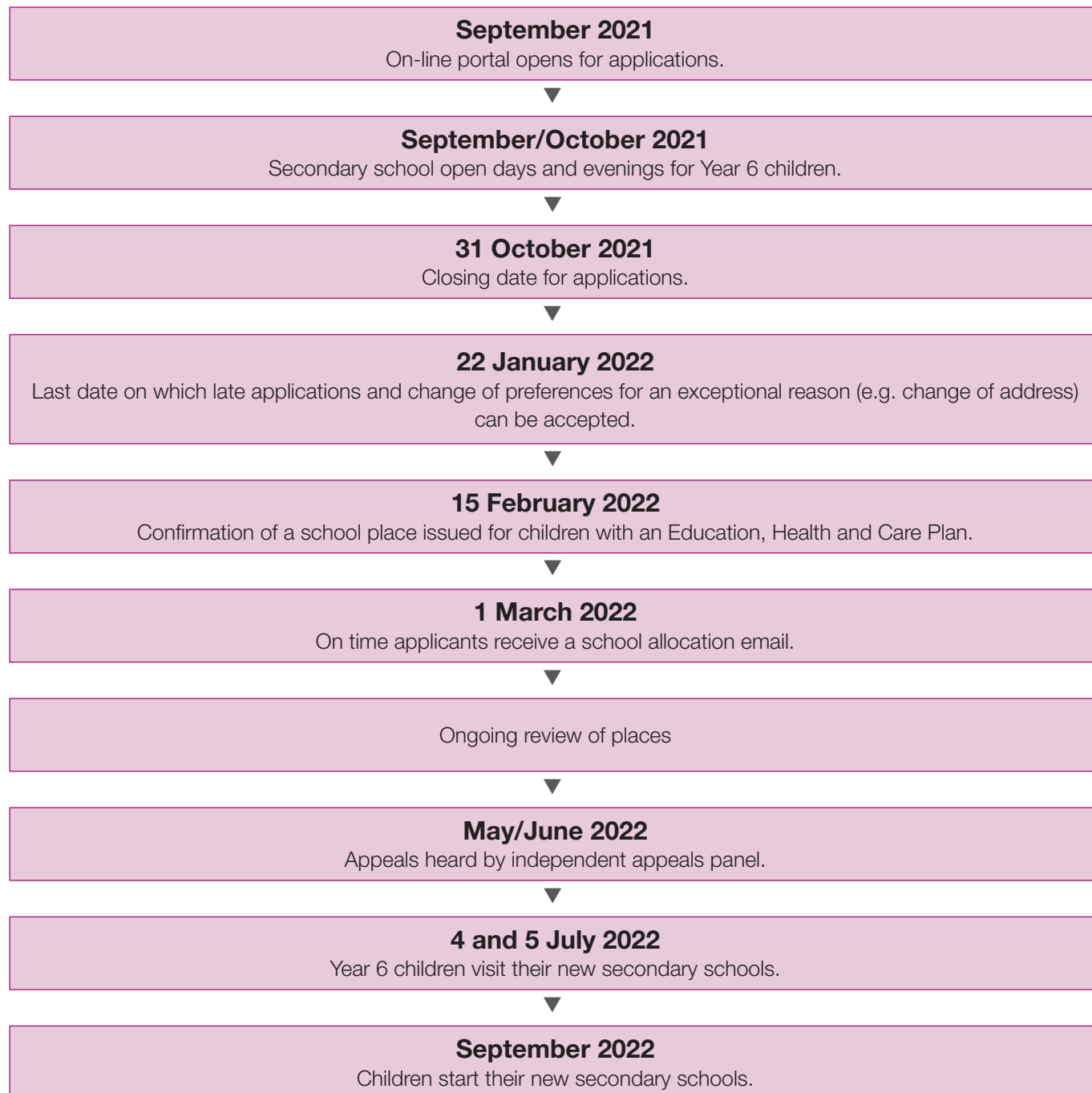
You apply online for places at all secondary schools except for **Thomas Telford School**.

If you wish your child to be considered for a place at Thomas Telford School you must apply directly to the school. As a City Technology College, it operates its own independent admission arrangements. You must apply directly to the school and you should not put Thomas Telford School on your preference form.

**Please be aware that by applying for a place at Thomas Telford School, should your child be offered a place at Thomas Telford School, you will not receive a Local Authority school offer on National Offer Day.**

The Governing Bodies of Holy Trinity Academy, Newport Girls' High School Academy and Haberdashers' Adams Grammar School also ask parents to complete a supplementary information form to provide additional information in order to apply their admissions criteria. You must collect the supplementary form from the school direct and must return it to the school.

This supplementary form on its own will not be regarded as a valid application.

**Admission to Secondary School in September 2022 - key dates**

## Secondary School

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Charlton School (Academy)</b> Apley Avenue, Wellington, Telford, TF1 3FA	<a href="http://www.charlton.uk.com">www.charlton.uk.com</a>  01952 386800	11-16	240	Please click <a href="#">here</a>
<b>Ercall Wood Academy (Academy)</b> Golf Links Lane, Wellington, Telford, TF1 2DT	<a href="http://www.ercallwood.co.uk">www.ercallwood.co.uk</a>  01952 387300	11-16	180	Please click <a href="#">here</a>
<b>Haberdashers' Abraham Darby (Academy)</b> Ironbridge Road, Madeley, Telford, TF7 5HX	<a href="http://www.haberdashersabrahamdarby.co.uk">www.haberdashersabrahamdarby.co.uk</a>  01952 386800	11-18	180	Please click <a href="#">here</a>
<b>Haberdashers' Adams Grammar School (Academy)</b> High Street, Newport, TF10 7BD	<a href="http://www.adamsgs.uk">www.adamsgs.uk</a>  01952 953810	11-18	135	Please click <a href="#">here</a>
<b>Hadley Learning Community – Secondary Phase (Academy)</b> Waterloo Road, Hadley, Telford, TF1 5NU	<a href="https://hadleylearningcommunity.org.uk/secondary/">https://hadleylearningcommunity.org.uk/secondary/</a>  01952 387000	11-16	240	Please click <a href="#">here</a>
<b>Holy Trinity Academy (Voluntary Aided School)</b> Teece Dr, Priorslee, Telford, TF2 9SF	<a href="http://www.holytrinity.academy">www.holytrinity.academy</a>  01952 386100	11-18	150	Please click <a href="#">here</a>
<b>Madeley Academy</b> Castlefields Way, Madeley, Telford, TF7 5FB	<a href="http://www.madeleyacademy.com">www.madeleyacademy.com</a>  01952 527700	11-18	180	Please click <a href="#">here</a>

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
<b>Newport Girls' High School Academy Trust</b> Wellington Rd, Newport, TF10 7HL	<a href="http://www.nghs.org.uk">www.nghs.org.uk</a>  01952 797550	11-18	120	Please click <a href="#">here</a>
<b>The Burton Borough School (Community School)</b> Audley Avenue, Newport, TF10 7DS	<a href="http://www.burtonborough.org.uk">www.burtonborough.org.uk</a>  01952 386500	11-16	242	Please click <a href="#">here</a>
<b>The Telford Langley School (Academy)</b> Duce Drive, Dawley, Telford, TF4 3JS	<a href="http://www.telfordlangleyschool.co.uk">www.telfordlangleyschool.co.uk</a>  01952 386700	11-16	180	Please click <a href="#">here</a>
<b>The Telford Park School (Academy)</b> Grange Avenue, Stirchley, Telford, TF3 1FA	<a href="http://www.telfordparkschool.co.uk">www.telfordparkschool.co.uk</a>  01952 387400	11-16	120	Please click <a href="#">here</a>
<b>The Telford Priory School (Academy)</b> New Rd, Wrockwardine Wood, Telford, TF2 7AB	<a href="http://www.telfordprioryschool.co.uk">www.telfordprioryschool.co.uk</a>  01952 386400	11-16	180	Please click <a href="#">here</a>

## Primary to Secondary allocations (Telford and Wrekin) 2021

## How on time applications were allocated on the 1st March 2021

School name	Places available	Total on time preferences received	Number of on time 1st preferences allocated	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children that have a statement of SEN or an EHCP plan	In Pupil Premium	Musical Ability	Children whose home address is within the catchment area of the secondary school with a sibling at the school	Children who are son/daughters of staff working at the school whose home address is not within the catchment area	Children whose home address is within the catchment area of the secondary school	Children whose home address is out of the catchment area of the secondary school with a sibling at the school	Children whose home address is out of the catchment area of the secondary school	Out Pupil Premium	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
Charlton School	245	403	154	237	2	3			26	1	74	26	61		44	
Ercall Wood Academy	195	381	146	195	1	4			34		82	18	48		8	9206m
Haberdashers' Abraham Darby Academy	180	482	147	180	2	3		7	35	1	51	35	46			2088m
Haberdashers' Adams Grammar School	135	239	125	135							1	5	126			
Hadley Learning Community - Secondary Phase	240	715	223	240	3	7			42	4	132	24	28			1909m
Holy Trinity Academy	150	523	130	150	See below											2341
Madeley Academy	180	788	166	180	See below											
Newport Girls' High School Academy	120	362	118	120		1			4	1	35		79			
The Burton Borough School	242	422	194	242	2	4	14		58		95	23	33	13		6712m

School name	Places available	Total on time preferences received	Number of on time 1st preferences allocated	Number of on time places allocated	Looked after children or previously looked after by a local authority	Children that have a statement of SEN or an EHCP plan	In Pupil Premium	Musical Ability	Children whose home address is within the catchment area of the secondary school with a sibling at the school	Children who are son/daughters of staff working at the school whose home address is not within the catchment area	Children whose home address is within the catchment area of the secondary school	Children whose home address is out of the catchment area of the secondary school with a sibling at the school	Children whose home address is out of the catchment area of the secondary school	Out Pupil Premium	Children allocated school as nearest alternative offer	Straight line distance from school of last place allocated to on-time applications in metres (for over-subscribed schools)
The Telford Langley School	240	341	157	240	2	1			43		107	21	34		32	6738m
The Telford Park School	120	189	88	120		5			25		56	4	23		7	6666m
The Telford Priory School	180	201	111	180	1	7			39		80	7	8	2	36	8008m
<b>Total</b>	2227	5046														

School	Catholic	C of E	SEN	CIC	Siblings	Partner	Catchment	Other	Total
Holy Trinity Academy	20	16	4	1	39	13	57	0	150

School	Band	CIC	EHCP	Sibling	Distance	Total
Madeley Academy	1			9	27	36
Use fair banding for their school allocations	2			10	26	36
	3			11	25	36
	4	4	1	12	19	36
	5	1	1	25	9	36
	Total	5	2	74	99	180



**Secondary school open evenings. These details may change because of the COVID-19 situation. Please confirm with schools in case of changes.**

School name and address	Open Evening Date	Additional date/s (where applicable)	Comments
<b>Charlton School</b>	Wednesday 13 October 2021 5pm till 8pm	<b>Open mornings</b> Thursday 14 October 2021 Guided tours between the following times: 9am - 10am and 11:15am - 12:15pm Booking needed in advance via telephone call to school	Telephone: 01952 386800 Email: <a href="mailto:reception@charlton.uk.com">reception@charlton.uk.com</a> Web: <a href="http://charlton.uk.com/">http://charlton.uk.com/</a>
<b>Ercall Wood Academy</b>	Wednesday 6 October 6pm - 8pm	<b>Open mornings</b> Thursday 7 and Friday 8 October 9am - 11am	Telephone: 01952 387300 Email: <a href="mailto:admin@ercallwood.co.uk">admin@ercallwood.co.uk</a> Web: <a href="http://ercallwood.co.uk">ercallwood.co.uk</a>
<b>Haberdashers Adams</b>	Year 7 - February 2022  Sixth Form - Jan/ Feb 2022  Dates will be confirmed on our website nearer the time.		Telephone: 01952 953810 Email: <a href="mailto:reception@adamsgs.uk">reception@adamsgs.uk</a> Web: <a href="http://www.adamsgs.uk">www.adamsgs.uk</a>
<b>HLC Secondary</b>	Wednesday 22 September 2021  6pm till 9pm	Thursday 23 September 2021 (am) Friday 27 September 2021 (am)  Mornings 9am till 11am	Telephone: 01952 387000 Email: <a href="mailto:hlcadmin@lct.education">hlcadmin@lct.education</a> Web: <a href="http://www.hadleylearningcommunity.org.uk">www.hadleylearningcommunity.org.uk</a>
<b>Holy Trinity Academy</b>	Tuesday 5 October 2021 time TBC		Telephone: 01952 386100 Email: <a href="mailto:sally.benting@taw.org.uk">sally.benting@taw.org.uk</a> / <a href="mailto:enquiries@holytrinity.academy">enquiries@holytrinity.academy</a> Web: <a href="http://holytrinity.academy">holytrinity.academy</a>

School name and address	Open Evening Date	Additional date/s (where applicable)	Comments
<b>Madeley Academy</b>	It is our intention to continue with Digital Open Evenings due to the continued COVID 19 restrictions and the potential for further restrictions in the Autumn	Madeley Academy has a successful history of positive engagement with our families on Open Days. We continue to promote our digital presence for parents and candidates. The Academy adopts a focused digital content strategy, readily accessible by our communities and on demand. Our platform has been very popular in the making of informed decisions.	Telephone: 01952 527700 Email: <a href="mailto:equiries@madeleyacademy.com">equiries@madeleyacademy.com</a> Web: <a href="http://madeleyacademy.com">madeleyacademy.com</a>
<b>Newport Girls High School</b>	Virtual Open Evening available to view via our website and there are a number of Live presentations parents can sign up to at the following times:  6pm, Thursday 29 April 7.30pm, Thursday 13 May 5pm, Monday 17 May 6pm, Friday 21 May		
<b>Burton Borough School</b> <b>Audley Avenue</b> <b>Newport</b> <b>Shropshire</b> <b>TF10 7DS</b>	Wednesday 6 October 2021 5.30pm to 8pm	<b>Open mornings</b> Thursday 7 October Friday 8 October 9:30am to 11:00pm	Telephone: 01952 386500 Email: <a href="mailto:burton.borough@taw.org.uk">burton.borough@taw.org.uk</a> Web: <a href="http://www.burtonborough.org.uk">www.burtonborough.org.uk</a> Instagram: @burtonborough Twitter: @burtonborough

School name and address	Open Evening Date	Additional date/s (where applicable)	Comments
<b>The Telford Langley School</b>  <b>Provisional</b>	Thursday 7 October 6.30pm to 9pm	<b>Open Week</b> Monday 4 October to Friday 8 October 2020 Tours with the Head between 8.30am and 10.15am	Telephone: 01952386700 Email: <a href="mailto:info@telfordlangleyschool.co.uk">info@telfordlangleyschool.co.uk</a> Web: <a href="http://www.telfordlangleyschool.co.uk">www.telfordlangleyschool.co.uk</a>
<b>The Telford Park School</b>	Tuesday 5 October 2021  6pm-9pm	<b>Open week tours</b> 9.00am-10.00am 3.30pm-4.30pm  Monday 4 October Wednesday 6 October Thursday 7 October Friday 8 October	Telephone: 01952 387400 Email: <a href="mailto:info@telfordparkschool.co.uk">info@telfordparkschool.co.uk</a> Web: <a href="http://www.telfordparkschool.co.uk/school-information">http://www.telfordparkschool.co.uk/school-information</a>
<b>Telford Priory School</b>	Monday 4 October 6pm - 8pm	<b>Tours</b> Tuesday 5 October 11.15am Wednesday 6 October 11.15am Thursday 7 October 11.15am (by appointment only)	Telephone: 01952 386400 Email: <a href="mailto:info@telfordprioryschool.co.uk">info@telfordprioryschool.co.uk</a> Web: <a href="http://www.telfordprioryschool.co.uk">www.telfordprioryschool.co.uk</a>

## Applying for a Selective (Grammar) School and Thomas Telford

There are two grammar schools within the borough of Telford & Wrekin and both now have academy status.

- 1 **Haberdashers' Adams** which admits boys only from years 7 to 11 inclusive but has some girls in the sixth form.
- 2 **Newport Girls' High School** which admits girls only from 11 to 18.

Pupils wishing to be considered for a place at either of these schools take an entrance test.

Results of the entrance test are sent to parents directly from the school as soon as possible following the test. This letter should indicate whether your child is of the appropriate ability level.

**Haberdashers' Adams** currently offer a virtual tour of the school which is available on their website: [www.adamsgs.uk](http://www.adamsgs.uk). The open days are planned for February 2022 and full details on how to book will be available from the website from January 2022.

Due to the COVID-19 pandemic, **Newport Girls' High School** is unable to hold traditional Open Evenings at this present time. A Virtual Open Evening is available on their website: <https://www.nghs.org.uk/y7-open-eve/>

The information below is correct at the time of publication but is subject to change. Parents are strongly advised to keep checking each school's website ([www.adamsgs.uk](http://www.adamsgs.uk) and [www.nghs.org.uk](http://www.nghs.org.uk)) for updates:

To apply for a place at **Haberdashers' Adams for a Year 7 place in September 2022** you should have registered for the entrance test by **4pm on 8th July 2021** and the test will take place in September 2021. (Date subject to any changes due to further COVID requirements).

To apply for a place at **Newport Girls' High School for a Year 7 place in September 2022** you must register for the entrance test by **4pm on 8th July 2021**. The Entrance Test will take place between 18-20 October 2021.

**Children assessed suitable for a Grammar School do not automatically secure eligibility for transport assistance to a Grammar School. All mainstream schools are required to be able to meet the educational needs of children across the mainstream eligibility range.**

**Just as a grammar school assessment does not guarantee entry into a Grammar School, an offer of a place at a Grammar School does not determine that transport will be provided if an alternative mainstream school or academy is closer to the home address.**

**A Grammar School is a parental preference and where it is not the nearest school, there may be no eligibility to receive transport.**

**For up to date information on the over subscription criteria for the Grammar schools please refer to the school's own websites.**

## Applying to Thomas Telford School

Thomas Telford School, a City Technology College, is part of the Government's specialist school initiative and the Rules of Admission differ from those of Local Authority schools.

- 1 Parents **must not** include Thomas Telford School on the Local Authority preference form.
- 2 Parents must apply direct to the school either by downloading the form and relevant documentation from the School's website [www.ttsonline.net](http://www.ttsonline.net) or by telephoning the school for an application form.
- 3 Application forms are available from **1 September 2021**.

# 05 | Starting Secondary School in the academic year 2022/23

- 4 The closing date for receipt of completed application forms **4pm on Monday 27 September 2021**. No applications can be accepted after this date.

## Procedures for admission

To apply, parents of prospective students will be asked to complete an application/declaration form (Ref AD 2022) for their eligible child.

The properly completed application/declaration form must be received by the School **before 4pm on Monday 27 September 2021**.

The application will only be valid if all information is supplied and the application form is completed, signed and returned by the date specified.

Assessments will take place on **Saturday 9, Sunday 10, and Saturday 16 October 2021**.

The School will allocate an assessment session upon receipt of the completed application form. Parents will have an opportunity to view the school during their child's assessment.

Applicants who do not attend for assessment will not be considered further.

Applicants will be informed of the outcome of their application by letter **posted on 28 February 2022** and those who have been offered a place will be asked to complete and return an acceptance form by **4pm, Monday 7 March 2022**.

## Catchment area

At the time of publication the following is correct:

- The distribution of places between Telford and Wolverhampton students is controlled by the Funding Agreement.
- Between 30% and 40% of places will be given to students residing within the City of Wolverhampton or residing outside the city but within postcodes WV6, WV8 and WV9.
- The remainder will be allocated to students residing within the Telford Town boundary.

At the time of offer (1 March 2022), applicants must be residing in the catchment area. The School's ruling on residence, as defined in the Funding Agreement, is final.

## Siblings

Preference is not given in favour of siblings (brothers and sisters) or of those with medical conditions.

Parents of applicants with Educational, Health and Care Plans should submit relevant documents (e.g. Education, Health and Care Plan or Psychologist's Report or official letter of support for medical conditions) with the application form so that the School can consider whether any special arrangements are necessary for the Assessment (e.g. extra time, wheelchair access, larger print, etc).

The full Rules of Admission can be accessed online [www.ttsonline.net](http://www.ttsonline.net)

## Sixth Form

Thomas Telford has places in post 16 year groups. Please refer to the website for more information.

## Applying to change school during the academic year (in year transfer)

In this section we provide specific information about what to do if you want to apply for a school place at a time other than the start of Reception, or Year 7.

This is known as an In Year Application. You are likely to be doing this if you:

- Move into Telford & Wrekin from elsewhere
- Move house within Telford & Wrekin and wish to change school
- Want to transfer between Telford & Wrekin schools.

We explain how to apply, and what happens to the application.

## Applying for a school place in year

This is applicable if you are applying for a school place if you:

- Move into Telford & Wrekin from elsewhere
- Move house within Telford & Wrekin and wish to change school
- Want to transfer between Telford & Wrekin schools.

With effect from September 2010, Telford & Wrekin School Admissions Team has co-ordinated all admissions into maintained schools in the borough including voluntary aided, foundation, trust and academy schools.

Parents must complete an in-year application form to apply for a school within Telford & Wrekin. You apply online at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

The application form allows parents to apply for up to 4 preferred schools in ranked order of preference. The Admissions Team will liaise with the Governing Body of any school for which the Governing Body is the Admissions Authority.

The Admissions Team will aim to notify parents of the outcome of their application within **15 school days** of the application being received wherever possible. Places will be offered to applicants in order of the published oversubscription criteria for the school for which they are applying.

Where a place has been offered at a Telford & Wrekin school it is expected that the child will take up the place within 6 weeks – otherwise the offer may be withdrawn. Parents should note that if you are moving from school to school within Telford and have not moved house, some schools may not start your child until the beginning of the next half term.

Where it is necessary to refuse a request for a Telford & Wrekin school place parents will be given information about the admission appeals procedure.

## Pupils with Education, Health and Care Plans (EHCPs)

In this section there is information on how pupils who have an Education, Health and Care Plan (EHCP) apply for a school place, including the role of the Annual Review.

We provide the information on key dates for us to amend your child's Education, Health and Care Plan and details of where to go for impartial advice and support in your decision making.

We set out our vision for inclusive education.



## Pupils with Education, Health and Care Plans (EHCPs)

If your child has an Education, Health and Care Plan you must apply online in the same way at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

You can make preferences for a mainstream school or a special school. Information on all schools in Telford and Wrekin and the way in which they support special educational needs and disability can be found in their SEN information reports at [www.telfordsend.org.uk](http://www.telfordsend.org.uk)

The Local Authority is committed to inclusion and will endeavour to support children in mainstream schools wherever possible and appropriate. The majority of children who attend a mainstream nursery setting will transfer to a mainstream primary school. If your child currently attends a mainstream nursery it is important that where your first preference is a special primary school then you name a mainstream primary school for your second and third preferences. This is to increase your chances of being allocated a school that you have considered. The majority of children who attend a mainstream primary school with an Education Health and Care Plan will transfer to a mainstream secondary school. If your child currently attends a mainstream primary school it is important that where your first preference is a special secondary school then you name a mainstream secondary school for your second and third preferences. This is to increase your chances of being allocated a school that you have considered. You will want to consider carefully the views of your child's current school or setting and other professionals who work with your child when making a preference. If your request is for a special school placement this must have been discussed at the child's last Annual Review meeting which must involve outside agencies. The annual review report must have been sent to the Local Authority's SEND Team by the school, and it must clearly provide evidence that your child meets suitability criteria for the preferred special school that has been named. The number of places in special schools are limited, which means that it may not always be possible to allocate your child a place at your preferred school.

If your request is for a special school placement this must have been discussed at the child's last Annual Review meeting which must involve outside agencies. The annual review report must have been sent to the Local Authority's SEND Team by the school, and it must clearly provide evidence that your child meets suitability criteria for the preferred special school that has been named. The number of places in special schools are limited, which means that it may not always be possible to allocate your child a place at your preferred school.

In the circumstances that the Local Authority does not consider that a special school is suitable, where you have not named a mainstream school in your second or third preferences, the Local Authority will consult with the closest appropriate mainstream school to your home address to secure a placement.

If your child currently attends a special primary school and your preference is to transfer to a special secondary school then you must still apply for a place, even where a special school is all age (for example parents of children in the Bridge School at Year 6 must still apply for a place at the Bridge School in Year 7, where that is the preference).

Telford and Wrekin Local Authority must comply with your preference for a maintained Local Authority school unless the school is unsuitable to the child's age, ability, aptitude or SEN, or

- The placement would be incompatible with the efficient education of the other children with whom your child would be educated, or
- The placement would be incompatible with the efficient use of resources

You may also make representations to the Local Authority for a place in an independent or non-maintained school. The Local Authority is required to consider this preference but will consider maintained schools too. You will need to contact the SEN Team directly on [sendandinclusion@telford.gov.uk](mailto:sendandinclusion@telford.gov.uk) to give a preference for an independent or non – maintained school.

School places are allocated in accordance with the Education Act 1996 and Children and Families Act 2014, which

requires that a decision is made after taking into account the child's special educational needs, parental preference and the formal view of the schools requested.

Telford and Wrekin Local Authority is required to amend your child's EHC Plan by 15 February 2022 and name the secondary school your child will be attending from September 2022. If you do not apply for a place online we will:

- Consider all information available such as the most recent Annual Review and current EHC Plan;
- Proceed to consult with the closest appropriate school setting in order to secure a placement

It is therefore important that you apply on time to express a preference of a named school for your child.

If we can't offer the school you told us is your preference, you will have the right of appeal to the Special Educational Needs and Disability Tribunal (SENDIST).

If you would like advice and support in your decision-making Telford and Wrekin IASS (Information, Advice and Support Service) can provide comprehensive, quality and impartial advice to parents of young people and children with special educational needs.

For more information contact:

Telephone: IASS **01952 457176**

Email: [info@iass.org.uk](mailto:info@iass.org.uk)

Website: [www.telfordsendiass.org.uk](http://www.telfordsendiass.org.uk)

## Policy for Inclusive Education

Telford & Wrekin Council promotes an inclusive approach to education which enables all children to have their educational needs met within their local school wherever possible.

The Council believes that inclusive education is an effective way to combat discriminatory attitudes and contribute towards the creation of welcoming and inclusive communities.

The view of inclusive education is based on the principle of Entitlement.

Telford & Wrekin Council believes that all children and young people are entitled to:

- Have equality of opportunity and access to education;
- Learn, participate and form friendships with their peers within their local community
- Have their skills developed, and their abilities nurtured to enable them to maximise their potential and attainment and to enhance self-esteem;
- Have any special educational needs identified as early as possible;
- Receive professional support, advice and resources to meet identified needs;
- Be treated with respect and have their views and opinions taken into account.

## Haughton School - Complex Learning Needs

<b>Contact telephone number:</b> 01952 387540
<b>Address:</b> Queen Street, Madeley, Telford, TF7 4BW
<b>Website:</b> <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a>
<b>Age Range (mainly):</b> 5-11

Admission criteria can be found on individual school websites.

## Queensway (North site) - Social Communication/Autistic Spectrum Condition

<b>Contact telephone number:</b> 01952 388555
<b>Address:</b> Queensway, Hadley, Telford, TF1 6AJ
<b>Website:</b> <a href="https://queensway.school">https://queensway.school</a>
<b>Age Range (mainly):</b> 10-16

Admission criteria can be found on individual school websites.

## Queensway (South site) - Social, Emotional and Mental Health

<b>Contact telephone number:</b> 01952 387670
<b>Address:</b> Hinkshay Road, Dawley, Telford, TF4 3PP
<b>Website:</b> <a href="https://queensway.school">https://queensway.school</a>
<b>Age Range (mainly):</b> 9-16

Admission criteria can be found on individual school website

## Southall School - Complex Learning Needs

<b>Contact telephone number:</b> 01952 387600
<b>Address:</b> Off Rowan Avenue, Dawley, Telford TF4 3PN
<b>Website:</b> <a href="http://www.southallschool.com">www.southallschool.com</a>
<b>Age Range (mainly):</b> 11-16

Admission criteria can be found on individual school websites

## The Bridge School - Severe Learning Difficulties

<b>Contact telephone number:</b> 01952 387108
<b>Address:</b> Hadley Learning Community, Waterloo Road, Hadley, Telford TF1 5NQ
<b>Website:</b> <a href="http://www.thebridgeschool.co.uk">www.thebridgeschool.co.uk</a>
<b>Age Range (mainly):</b> 5-16

Admission criteria can be found on individual school websites

## Specialist Hubs – Communication & Interaction and Cognition & Learning needs 20/21

### Haughton - Hollinswood Specialist Hub

<b>Contact telephone number:</b> 01952 286920
<b>Address:</b> Dale Acre Way, Telford TF3 2EP
<b>Website:</b> <a href="http://www.telfordsend.org.uk/localofferservices/info/1/home/86/specialist_provision_hubs">http://www.telfordsend.org.uk/localofferservices/info/1/home/86/specialist_provision_hubs</a>
<b>Age Range (mainly):</b> 7-11yrs

### Haughton - Old Park Specialist Hub

<b>Contact telephone number:</b> 01952 387250
<b>Address:</b> Brunel Road, Malinslee, Telford TF3 2BF
<b>Website:</b> <a href="http://www.telfordsend.org.uk/localofferservices/info/1/home/86/specialist_provision_hubs">http://www.telfordsend.org.uk/localofferservices/info/1/home/86/specialist_provision_hubs</a>
<b>Age Range (mainly):</b> 7-11yrs

## University Technical College (UTC), Post 16 provisions, college and Sixth form information

This section provides you with information about

- University Technical Colleges (UTC), what they are, how to apply and where the nearest UTC's are.
- The Raising of the Participation Age and the alternatives available to students.
- Post 16 educational provision including the schools which have a Sixth Form provision and details of Telford College.

## University Technical College (UTC), Post 16 provisions, college and Sixth Form information

### Applying for a school place in Year 10 – UTC

If your child is due to move into Year 10 in September 2022 we can advise you of other opportunities for education starting in Year 10 available in the local area, which you may not be aware of. These schools have atypical admission ages so take pupils at a different age to typical 11-18 secondary schools. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

Below is a list of the schools within a reasonable travelling distance, which you may wish to look into and consider whether your child would want to apply for a place in September. You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

University Technical Colleges are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college.

If you decide that you would like to apply for a place at any of these schools for your child, you will need to apply directly to them, and details are on their websites. Please note that should you apply for and secure a place at any of these schools parents will be responsible for all transport arrangements and costs.

The following local UTCs and Studio Schools are:

- Aston University Engineering Academy

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

- Health Futures UTC West Bromwich

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

- Thomas Telford UTC

<https://www.thomastelfordutc.com>

- Waverley Studio College

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

- Walsall Studio School

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

- Stoke Studio College

[www.stokecoll.ac.uk](http://www.stokecoll.ac.uk)

## The Raising of the Participation Age

The Government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 18. Raising the participation age (RPA) does not mean young people must stay in school; they will be able to choose one of the following options post-16:

- full-time education, such as school, college or home education
- an apprenticeship
- part-time education or training if they are employed, self-employed or volunteering full-time (which is defined as 20 hours or more a week).

For more information about this area please contact Sue Marston via email [sue.marston@telford.gov.uk](mailto:sue.marston@telford.gov.uk)

## Post 16 provision

There are 6 schools in Telford & Wrekin which have a Sixth Form, additionally many students prefer to continue their education at:

Telford College Haybridge Road, Wellington, Telford, TF1 2NP

Telephone: **01952 642200**

Email: [info@telfordcollege.ac.uk](mailto:info@telfordcollege.ac.uk)

All colleges of further education and sixth form colleges are self-governing institutions. Each college is responsible for its own admissions.

The schools with a Sixth Form are:

- Haberdashers' Abraham Darby
- Haberdashers' Adams
- Holy Trinity Academy
- Madeley Academy
- Newport Girls High School
- Thomas Telford School

For application forms for all these school sixth forms families will have to contact the school directly.

To find out about almost 300 A-levels, BTECs and apprenticeships across these six schools and Telford College, making Telford an inspirational hub for learning, opportunity and achievement visit our 16 to 19 prospectus at [www.telford1619.com](http://www.telford1619.com)

## Y11 Pupils with an EHCP

There is a separate process in place for young people with an Education, Health and Care Plan and a letter will be sent to those young people outlining next steps. If you have any queries, please contact the SEND Team on **01952 385399** or email [sendandinclusion@telford.gov.uk](mailto:sendandinclusion@telford.gov.uk)



## Additional information

In this section we provide some general additional information which may be useful to you.

## Additional information

### Attendance information

By law, (Section 444 of the Education Act 1996) all children between 5 and 16 must receive appropriate full time education. To achieve this your child must:

- Attend school regularly
- Arrive at school on time
- Abide by school rules and attend all lessons

Your school will monitor your child's attendance because regular attendance will:

- Give your child the best possible start in life
- Enable your child to keep up with schoolwork
- Prove to employers that your child is reliable and support him/her in getting a good job
- Reduce the risk of your child becoming a victim of crime or abuse
- Reduce the opportunity for your child becoming involved in anti-social or criminal behaviour

An attendance of 90% for a Year 6 pupil may sound good but means that your child has missed 4 whole weeks of the Year 6 curriculum.

If this continued throughout secondary school an entire half a year of secondary schooling would be missed! 90% is not a good attendance. Any pupil nationally who has an attendance level of 90% or below is deemed a persistent absentee by the Department for Education.

Parents can help improve attendance by remembering that children should not be kept away from school for reasons such as:

- Looking after others at home
- Waiting at home for a delivery/tradesman
- Visiting relatives
- Taking long weekends
- Shopping trips
- Birthday treats

Each school has a Nominated Attendance Officer attached who will be happy to help with any problems parents experience regarding school attendance.

## Child employment and performance licensing for children of compulsory school age

Telford and Wrekin Council recognises that children may gain positive life experiences by being given the opportunity to work part-time, and/or appear in a local or national stage play, a film, or a television advertisement, an opportunity granted to many children in the borough.

The Council's Attendance Support Team employs a Child Employment Officer who has a statutory duty to regulate, supervise and enforce legislation with respect to all aspects of the employment of children and performance licensing.

It is a requirement of the Employment of Children Regulations that all children of compulsory school age up to, and including the minimum school leaving age, must have a licence or permit issued by the LA when employed part-time outside school hours. The employer and parent of each child who works part-time, must complete a work permit application form and submit it to the Child Employment Officer for approval and issuing of the licence. The officer provides advice to schools, parents, employers and children on the suitability and types of jobs permitted for children to ensure that they are working in a safe environment.

A child may not begin employment until they are 13 years old and may only work 2 hours per school day to a maximum of 12 hours per school week. The number of hours increases during holidays.

The Child Employment Officer is also responsible for the issuing of performance licenses. These licences are granted to production companies, model agencies and amateur dramatic society's after a detailed application process in partnership with the parent and school.

The Child Employment Officer is based at Darby House and can be contacted for further information and EC1 application forms on **01952 385223**

email: [child.employment@telford.gov.uk](mailto:child.employment@telford.gov.uk)

## Fair Access Protocol

Telford & Wrekin Local Authority operates a Fair Access Protocol within its primary and secondary schools. This is to ensure that access to education is found quickly for children who have no school place or are deemed hard to place and to ensure that all schools in an area admit a fair share of such children.

All maintained schools and academies take part.

Arrangements for admission through the protocol will be outside the normal operation of the admissions policy and so a full year group at the school will not be regarded as a reason not to admit a pupil. Parents will still have a right to appeal to an independent appeal panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for the pupil.

The fair access panel meets approximately every 3 weeks in term time and is made up of a number of Senior LA Officers and Headteachers.

## Free school meals

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999

- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Additionally, your child will be able to get free school meals if they're in:

- Reception class
- year 1
- year 2
- in full-time education

Go to [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals) for further information.

## Independent Schools

An Independent School is not a state funded school. Parents can choose to send their child to an Independent School. The Authority does not assist with the cost of education at Independent Schools as it considers that the facilities available in its maintained schools are fully able to meet the needs of all children.

## Leave in term time (holidays)

Parents should note: There is no automatic right to any leave in term time.

The Local Authority policy, in line with the Education (Pupil Registration) Regulations 2006, is that no request for absence during term time should be authorised unless it is deemed by the head teacher to be in exceptional circumstances.

All requests for absence during term time must be made prior to booking a holiday, in writing and in advance to the school. The school will respond, in writing, with the decision of the head teacher.

If parents choose to take their child on holiday that is not authorised, they may be issued with a Penalty Notice fine of £60 per child, per parent.

If the parent does not pay the Penalty Notice in the specified time, they may be prosecuted in the Magistrates Court. Any queries regarding Penalty Notices should be made to the Attendance Support Team.

## Public examinations

It is for each school to decide which public examinations pupils are entered for. You will need to contact the school direct for information on options courses and examination boards.

The cost of prescribed public examination fees for secondary school pupils entered for external examinations are met from school budgets. Parents are expected to meet the cost of examination fees in the following circumstances:

- for any failure to complete examination requirements/to sit final examinations without good reason; or

- for entry to other than prescribed public examinations; or
- for re-sits of prescribed public examinations where no further preparation has been provided by the school concerned.

## School Governors

Each school has a Governing Body, which is made up of local people, including parents of children at the school.

The Governors play an important part in contributing to the leadership of the school. Governing Bodies act as a corporate body. They are responsible for determining the aims and overall conduct of the school through the setting up of a strategic framework. The head teacher and staff are accountable to the Governing Body for the successful progress of the school.

If you would like to find out more about the work of the Governing Body, or are interested in becoming a governor yourself, you should contact the school or seek advice from the Local Authority's School Governance Team on **(01952) 380808**

## School leaving age

There is often much confusion around the school leaving date. Some parents think that a pupil can leave school as soon as they reach their 16th birthday.

Parents and pupils should be aware that there is a single school leaving date – the last Friday in June in the school year in which the pupil reaches school leaving age.

## School uniform and clothing

No grants towards the cost of buying school uniforms or other clothing are available from the Local Authority. However, individual schools will be able to provide more information on this area. It may be possible to buy second hand uniform directly from the school

## Term dates

It is important that once your child starts school you are familiar with the school term dates. The dates for each school are on their individual website, however you can also find them on [www.telford.gov.uk](http://www.telford.gov.uk)

Parents should note that that schools decide when to set their Professional Development Days. It is important to double check with the individual schools' website.

## Travel assistance

Children from low income groups are defined in the Education Act as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit. They may be entitled to help with transport.

Forms to apply for transport assistance are available on the Council's website. For guidance on any transport matter please contact [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

When deciding on which school you prefer you need to think about your child's journey to school. Currently 48% of children in Telford & Wrekin walk or cycle to school. 13% of pupils travel by school or public transport and the remainder travel by car.

When children can walk or cycle to school this can be an enjoyable and healthy way to travel. All schools in the borough now have a School Travel Plan which sets out initiatives to encourage walking, cycling, bus travel and car sharing. Many schools have recently improved their facilities by providing safer footpaths and entrances, parent waiting shelters and new cycle parking.

Some schools have also benefited from Safer Routes to School projects. These have improved safety by introducing pedestrian crossing and traffic calming on routes to the school. Other schools are making it easier to walk by supporting 'Walking Buses', "Park and Stride" and pupil incentive schemes such as "Walk on Wednesday". Many schools have been able to provide cycle and pedestrian training for their pupils with the help of Road Safety Officers.

To view the Telford & Wrekin Sustainable & Safe Modes of Travel Strategy please go to the Borough website [www.telford.gov.uk](http://www.telford.gov.uk)

As mentioned above, if you apply for a school which is some distance from your home address the transport arrangements will normally be the family's responsibility.

## Getting to school

Another important thing that you should consider before filling in your application form is how your child will get to and from school.

The Local Authority only provides transport assistance between home and school in very particular circumstances. Usually, transport assistance or help with it, is only provided for eligible children who live beyond the maximum statutory walking distance.

Pupils who may be eligible to qualify for transport assistance will be:

- **children under the age of 8** who attend their nearest suitable school where it is more than 2 miles from their home
- **children aged 8 and over** who attend their nearest suitable school where it is more than 3 miles from their home
- **Assistance may also be provided on extended rights.** For more information please refer to

[https://www.telford.gov.uk/downloads/file/14856/home\\_to\\_school\\_transport\\_policy\\_september\\_2020](https://www.telford.gov.uk/downloads/file/14856/home_to_school_transport_policy_september_2020)

## Grammar Schools

Children assessed suitable for a grammar school do not automatically secure eligibility for transport assistance to a grammar school. All mainstream schools are required to be able to meet the educational needs of children across the mainstream eligibility range.

Just as a grammar school assessment does not guarantee entry into a grammar school, an offer of a place at a grammar school does not determine that transport will be provided if an alternative mainstream school or academy is closer to the home address.

A grammar school is a parental preference and where it is not the nearest school, there may be no eligibility to receive transport.

## Faith Schools

You should consider before filling in your application form is how your child will get to and from school. If you are applying for a faith school, the Local Authority no longer provides transport and you will have to make your own arrangements even if you have a child already attending that school. More information can be found by reading the transport policy below around exact criteria for home to school transport eligibility. We would advise you consider transport arrangement prior to making your school preferences. If you have any queries email the transport team before the closing date of the application process by contacting transport [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

The Local Authority undertook a consultation on the home to school transport policy. The new policy can be found here: [https://www.telford.gov.uk/downloads/file/14856/home\\_to\\_school\\_transport\\_policy\\_september\\_2020](https://www.telford.gov.uk/downloads/file/14856/home_to_school_transport_policy_september_2020)

Travel assistance will be subject to eligibility criteria and only available where your child attends the nearest 'qualifying school' or a place other than that 'school' whereby arrangements have been made for their attendance due to exclusion, illness or otherwise. The nearest qualifying school will be determined by the Council. The following types of school are classified as 'parental preference' and therefore funded travel assistance is not provided:

- Grammar Schools and Faith Schools, other than on the grounds of low income as described in extended rights
- A school that is not the nearest or qualifying school. Although we will not provide funded travel assistance to parental preference schools, spare seats on established routes may be purchased and further information is contained later on in the policy.

## Definitions

In this section we provide some definitions and explanations for terms that are used in relation to schools and school admissions.



## Definitions

### Academic year

A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.

### Academy schools

Academy schools are state funded schools in England which are directly funded by the Department of Education and are independent of Local Authority control.

### Admission authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the Local Authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

### Admission arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

### Admission number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

### Banding

A system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the Local Authority ability profile or the national ability profile.

### Catchment area

A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

### Children of staff at the school

Some, but not all, schools give priority in their admission criteria to children of staff in either or both of the following circumstances:

- 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.

## **Common Application Form (CAF)**

The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their Local Authority. Local authorities may allow parents to express a higher number of preferences if they wish.

## **Community school**

Community schools are run by the Local Authority, who owns the land and buildings, and sets the entrance criteria (such as catchment area) that decide which children are eligible for a place.

## **Composite prospectus**

The prospectus that a Local Authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

## **Conditionality**

Oversubscription criterion that stipulates conditions which affect the priority given to an application, for example taking account of other preferences or giving priority to families who include in their other preferences a particular type of school (eg where other schools are of the same religious denomination). Conditionality is prohibited by the School Admissions Code.

## **Co-ordination / Co-ordinated Scheme**

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their Local Authority of each application and its outcome.

## **Determined admission arrangements**

Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.

## **Distance**

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 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.

## Determination year

The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

## Determination

All admission authorities must determine (i.e. formally agree) admission arrangements every year, even if they have not changed from a previous year and a consultation is not required.

## Education, Health and Care Plan

Legal document which describes a child or young person's special educational needs, the support they need and the outcomes they would like to achieve.

## Early years pupil premium/pupil premium

The **early years pupil premium** is additional funding to support disadvantaged three and four year olds in early years settings. Its aim is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them raise the quality of their provision. It has been available in all local authority areas in England since April 2015.

The pupil premium is additional funding given to state funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

Pupil premium funding is available to both mainstream and non-mainstream schools, such as special schools and pupil referral units. It is paid to schools according to the number of pupils who have been:

- registered for free school meals (FSM) at any point in the last 6 years
- looked after by the local authority (in care) for one day or more
- those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order

## First preference first

Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents, or only considering applications stated as a first preference. The First Preference First oversubscription criterion is prohibited by the School Admissions Code.

## Foundation schools

Foundation schools are run by a governing body who sets the entrance criteria. Land and buildings are owned either by the governing body or by a charitable foundation.

## Free schools

Free Schools are normally brand-new schools set up by teachers, charities, community or faith groups, universities and groups of parents where there is parental demand. They are set up as Academies and are funded in the same way, directly from central government. They also share with Academies a greater control over their finances, the curriculum, and teachers' pay and conditions.

## Governing bodies

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

## Grammar Schools (designated)

These were the 164 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability. At the time of publication, most grammar schools have converted to Academy status.

## Home Local Authority

A child's home Local Authority is the Local Authority in whose area the child resides

## Infant class size exceptions

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit.

## Infant class size limit

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per schoolteacher.

## Local Government Ombudsman

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

## Looked after children (see also Previously looked after children)

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

## Maintaining Local Authority

The area in which a school is located is referred to as the maintaining Local Authority.

## **Medical need (exceptional)**

The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if the child attended the school. Parents / carers need to provide to provide medical evidence in the form of a letter or report to support their case. It will need to be established that the school is the only school to serve the child's needs. It will also need to state why other schools could not provide the appropriate support for their family's needs.

## **Offer year**

The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

## **Oversubscription**

Where a school has a higher number of applicants than the school's published admission number.

## **Oversubscription criteria**

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated place.

## **Previously looked after children**

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

## **Reception Class**

Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

## **Relevant age group**

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

## **Relevant area**

The area for a school (determined by its Local Authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

## **Schools adjudicator**

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

## School year

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

## Siblings

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5-16 years). Adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

\*Please refer to Haberdashers' Abraham Darby, Holy Trinity Academy and Madeley Academy website for sibling definitions as these schools have Sixth Forms attached to the schools.

## Supplementary form

A Supplementary form is used by specific schools to gather information around certain admission criteria e.g. faith or grammar schools.

## Trust schools

Trust schools are run by a governing body which employs the staff and sets the entrance criteria. They are similar to a Foundation but are run together with an outside body – usually a business or charity – which has formed an educational trust.

## Twice excluded pupils

A child who has been permanently excluded from two or more schools.

## Voluntary-aided schools

Voluntary-aided schools are religious or faith schools. Just like foundation schools, the governing body employs the staff and sets the entrance criteria. School buildings and land are usually owned by a charity, often a church.

## Voluntary controlled schools

Voluntary controlled schools are run by the Local Authority. It employs the schools staff and runs the admission procedure. The school's land and buildings are normally owned by a charity, often a religious organisation.

## Waiting lists

A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria. Inclusion on a school's waiting list does not guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and is subject to change as other children join or leave the list. It is kept in oversubscription priority order.

## Frequently Asked Questions (FAQs)

This section has a number of questions we get asked a lot.

Whilst we have provided all the information within the booklet, we understand that sometimes it can be difficult to find so we have set these questions out here and the answers to them.

## Frequently Asked Questions

### Where can I find the in year application form?

You need to visit our website, [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and the application can be found on the page 'Changing Schools – how do I apply?'

Please select the red button which states 'School Admissions Portal'

### Where can I find the Reception, Infant to Junior and Secondary application form?

You need to visit our website, [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and the application can be found on the page 'Applying for a school place 2021/22'

Please select the red button which states 'School Admissions Portal'

### How do I complete an application form?

Please refer to our step by step guide, <http://www.telford.gov.uk/admissions>

### Where can I find catchment school information?

You need to visit our website, [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and the interactive map can be found under 'School catchment area maps'.

### How do I contact the School Admissions Team?

The School Admissions Team are contactable via email at [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

School Admissions will need to have the following information to assist with your enquiry:

Application reference number (if applicable)

Child's name Child's date of birth

Your name

Your relationship to the child

Your contact number



## How do I join the waiting list/appeal?

Please log back into the portal and follow instructions.

Parents are only allowed one appeal for a place at the same school in the same academic year, unless there has been a significant change in circumstances, for example; a change of home address. However, parents are entitled to submit appeals for more than one school.

Please note the Local Authority do not coordinate appeals for secondary schools apart from Burton Borough School.

## How will I know if a school can meet the needs of my child?

We advise parents to speak directly with the school they wish to apply for, the school will be able to support with any enquiries or concerns. However, if your child has Special Educational Needs you will need to speak with the SEND Team. They are contactable via email at [SendandInclusion@telford.gov.uk](mailto:SendandInclusion@telford.gov.uk)

## Should I put four preferences or can I put just one?

You can put up to four preferences on your child's application form. These are preferences not choices. The law does not give you the right to choose which school your child will attend, but it does give you the right to express a preference for the school(s) you would most like him or her to go to.

The Local Authority will offer a place at the highest preference possible. The LA may not be able to offer a place at your local catchment school unless you include it as one of your preferences. We recommend adding several preferences.

## Can I register my child at two different schools?

You should only complete one application form for admission to a primary or secondary school. This will enable you to express four preferences of school. Local Authorities are required to co-ordinate admission for all maintained schools.

## If a school receives more applications than places available how will it decide which pupils to admit?

Each school has oversubscription criteria. If there are more applications than there are places available, then the oversubscription criteria is used to allocate the places. The admissions oversubscription criteria for Foundation and Voluntary Aided schools may differ and you are advised to refer to the individual detail for each school in this booklet.

## We are a military family – do we get priority?

Telford & Wrekin Local Authority understands that the families of UK service personnel must often move at short notice. If we receive an application along with an official letter from the MOD, FCO or GCHQ stating a relocation date, we will then begin the process in advance of the relocation, based on the address of quarters that the family have been allocated.

Being part of the armed forces does not support the application or provide any form of priority. However, we will use your future address for allocations so that you will be considered as a Telford & Wrekin resident.

## What information do I need to submit with my application form?

## **Moving address**

We will need a signed tenancy agreement or exchange of contracts.

## **Medical**

If you are applying for a school place due to medical reasons, we will need medical evidence. Please note, Telford & Wrekin Schools can accommodate many medical needs, your medical evidence must support the reasons why you prefer to send your child to that specific school.

## **Moving in from overseas**

If you are moving into Telford from overseas, please be aware that you may be asked to produce documentation such as your child's passport or visa.

## **Applying for a school place under the reason of being 'previously looked after child'**

If you are applying for a school place under the reason of being 'previously looked after child' we will need evidence.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

In order to consider whether your application satisfies the criteria for being previously looked after we do require written evidence in the form of one of the following documents:

- adoption certificate
- special guardianship order (made under Section 14A of the Children Act 1989 - as amended by the Adoption and Children Act 2002) confirming the details of the arrangements for the child
- residence order (made under Section 8 of the Children Act 1989) or child arrangements order (made under Section 12 of the Children and Families Act 2014 ) confirming the details of the arrangements for the child.

## **When is my child due to join Reception?**

Children usually start school at the beginning of the Autumn Term following their fourth birthday. Under the School Standards and Framework Act 1998, children do not have to undertake full time education until the start of the term following their fifth birthday. If parents/carers wish to defer until later in that academic year or until the child is 5 they must discuss this with the Headteacher of the allocated school.

Parent/carers sometimes request that the admission of their child is delayed for an academic year due to developmental or emotional issues. See the policy for delayed entry for further details.

## **Will my child be able to automatically transfer from Nursery into Primary School?**

No, this is not the case. Parents must complete an application form and no priority is given to children who attend a nursery class or Early Years provision at or run by the school.

## **What information is available about the school?**

Each school has their own website. The details of the website can be found in each school's section of this booklet. The website will contain all the information you want to know about the school. There will be detailed information about the school and its policies. There will be other documents available including the last inspection report by OFSTED.

## **How do I complain in regard to a school?**

Each school has their own complaints procedure. School Admissions will not assist with a school complaint. For further information please refer to the GOV website, <https://www.gov.uk/complain-about-school>

## **I've moved out of the area and no longer need the school I was offered, what should I do?**

You will need to contact the Local Authority where you have moved to and apply for a school place. Please email [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk) to confirm that that you have moved away and you wish to decline the place we have offered. If possible, please confirm the name of the school your child will be attending.

## Useful contacts

## Useful contacts

### Telford & Wrekin

School Admissions Team

Darby House, Lawn Central, Telford, TF3 4JA

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

### SEND Team

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

### Shropshire

School Admissions Team

Learning & Skills, Shropshire Council

The Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

### Staffordshire

School Admissions and Transport Service,

Staffordshire County Council,

2 Staffordshire Place, Tipping Street, Stafford ST16 2DH

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

### Wolverhampton

School Admissions Transfer Section

Wolverhampton City Council,

Education Directorate

Civic Centre, St Peters' Square, Wolverhampton WV1 1RR

Email: [schooladmissions@wolverhampton.gov.uk](mailto:schooladmissions@wolverhampton.gov.uk)

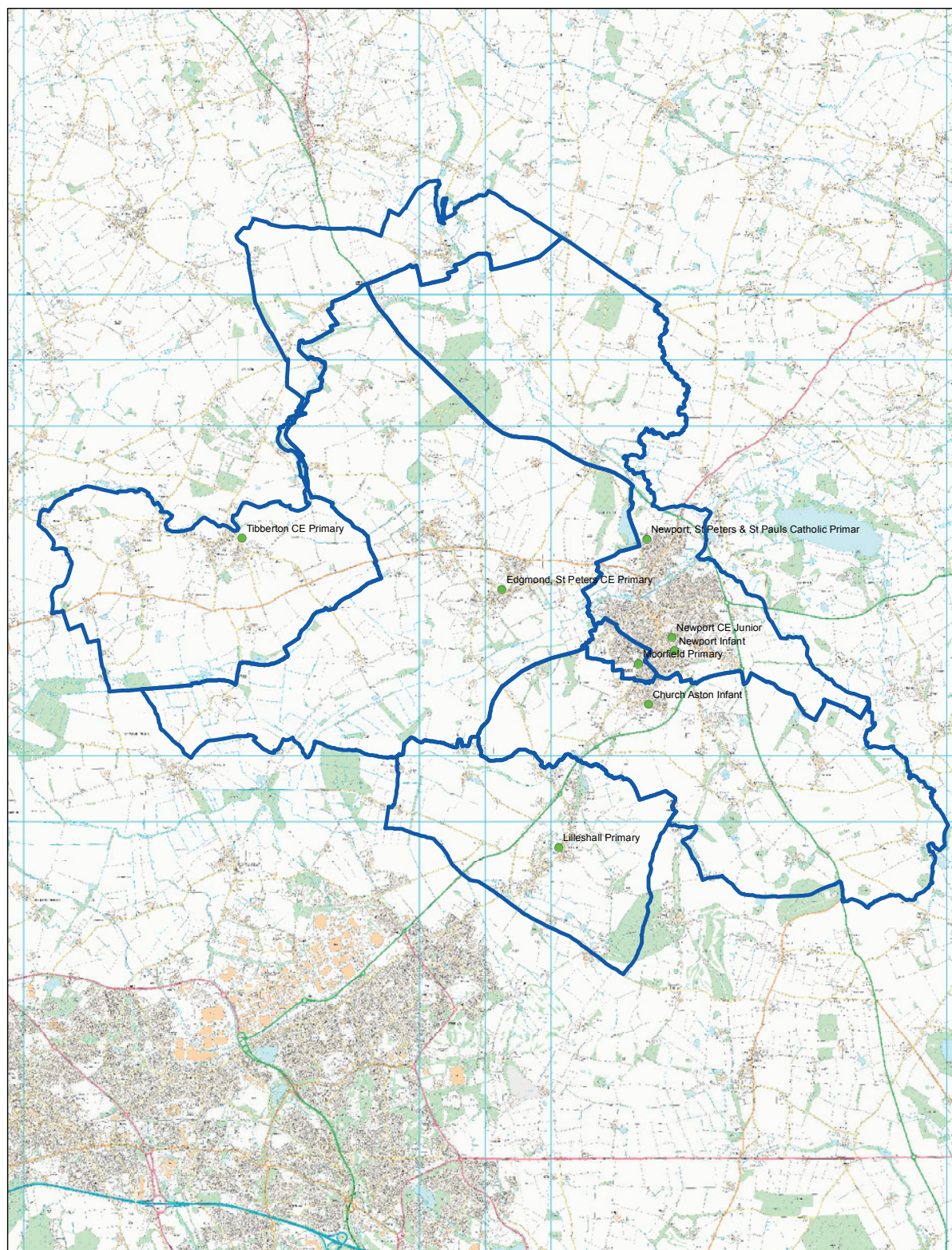
## School attendance area maps

In this section you can see the different catchment maps. Please note not all schools have catchment areas.

For more in depth information please refer to our website where you will find the interactive maps available. [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)



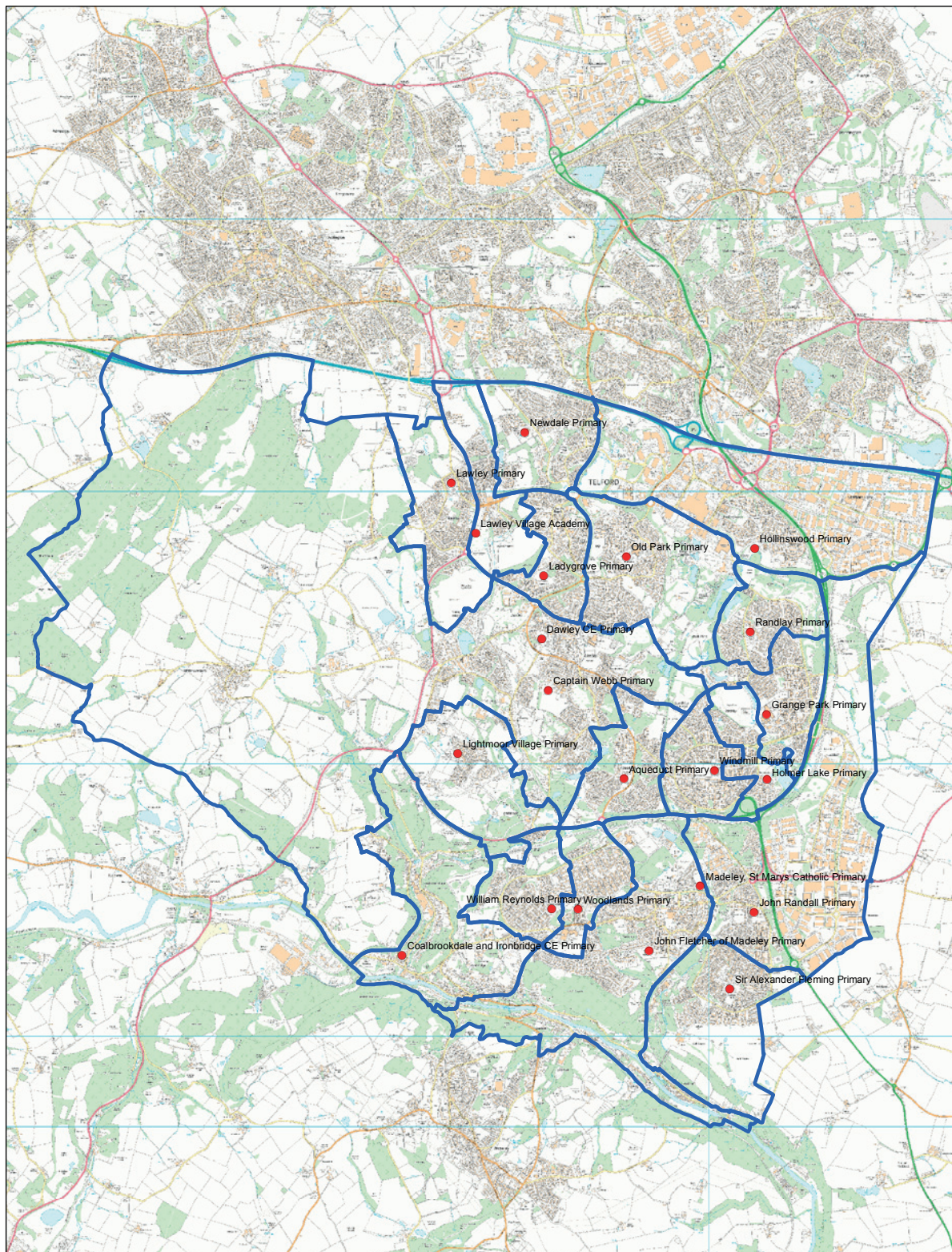
## Newport Primary Schools



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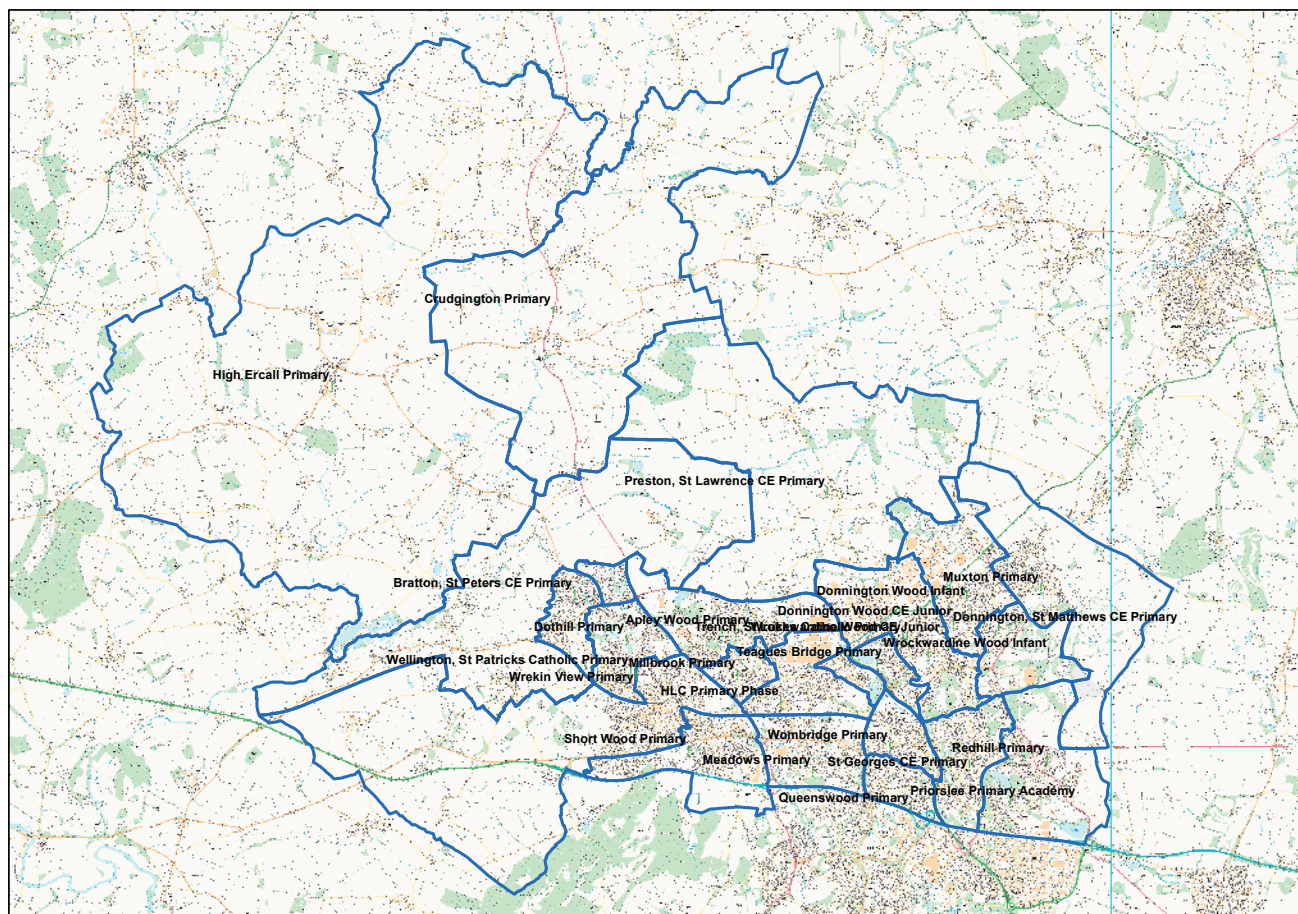
## South Telford Primary Schools



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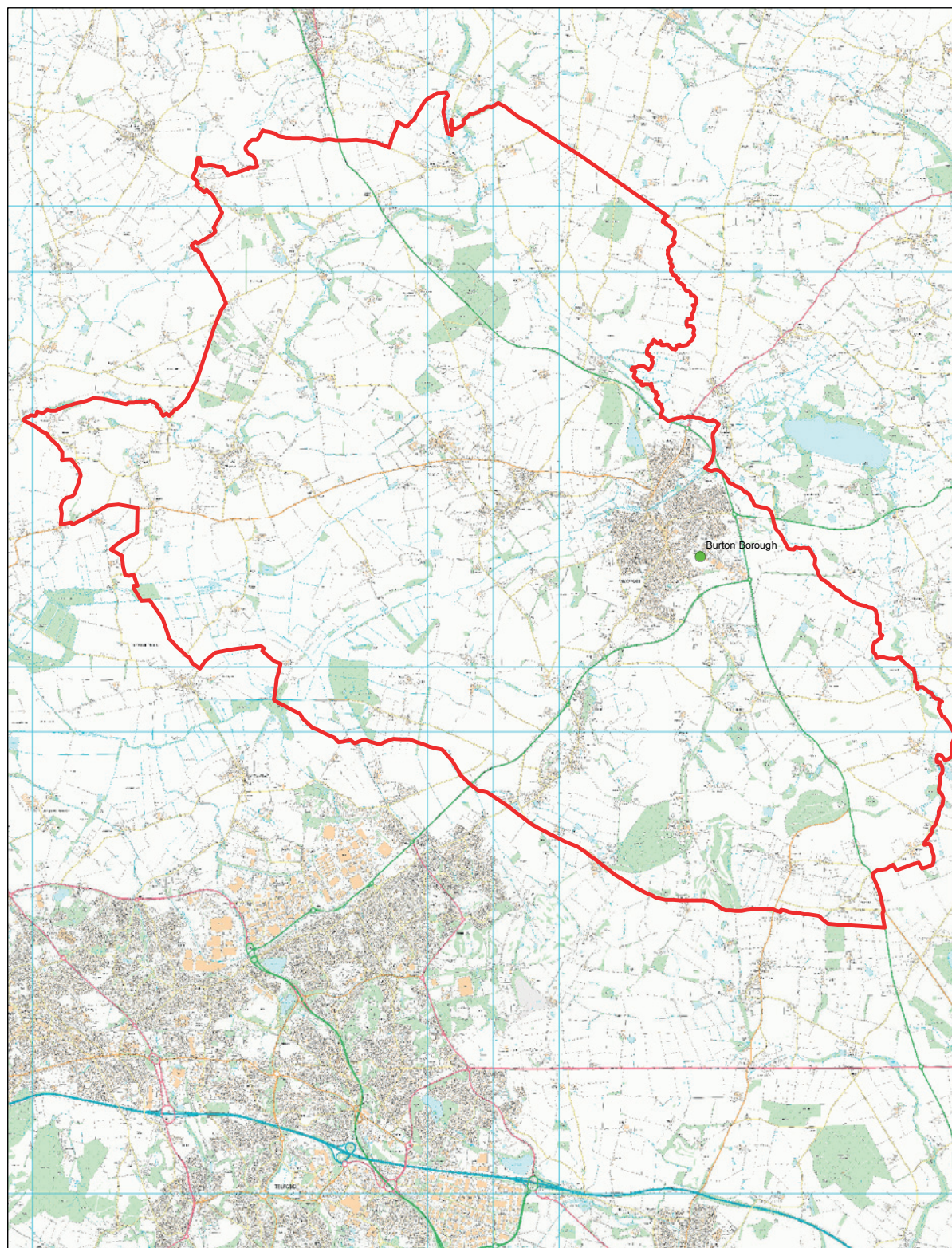
## North Telford Primary Schools



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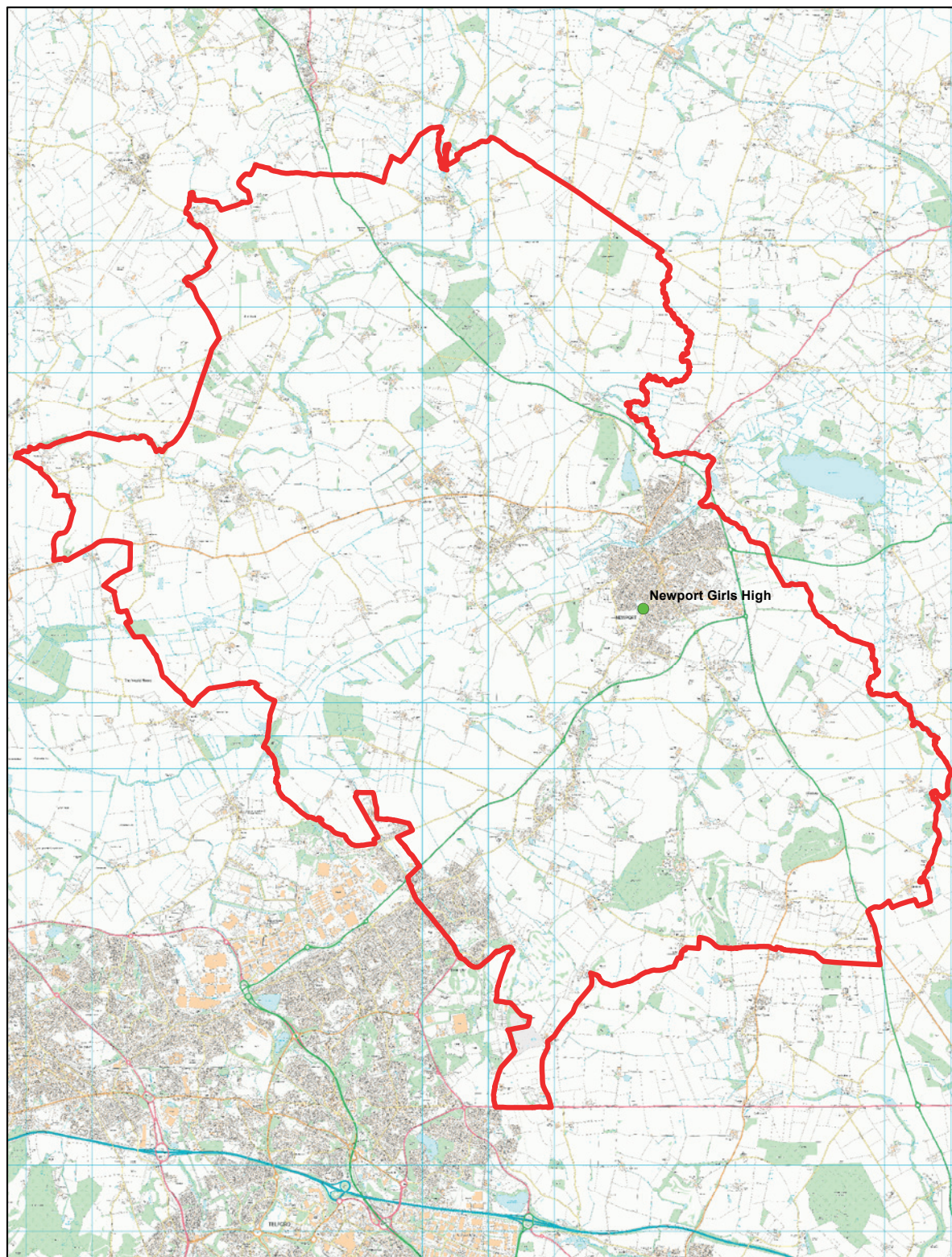
## Burton Borough School



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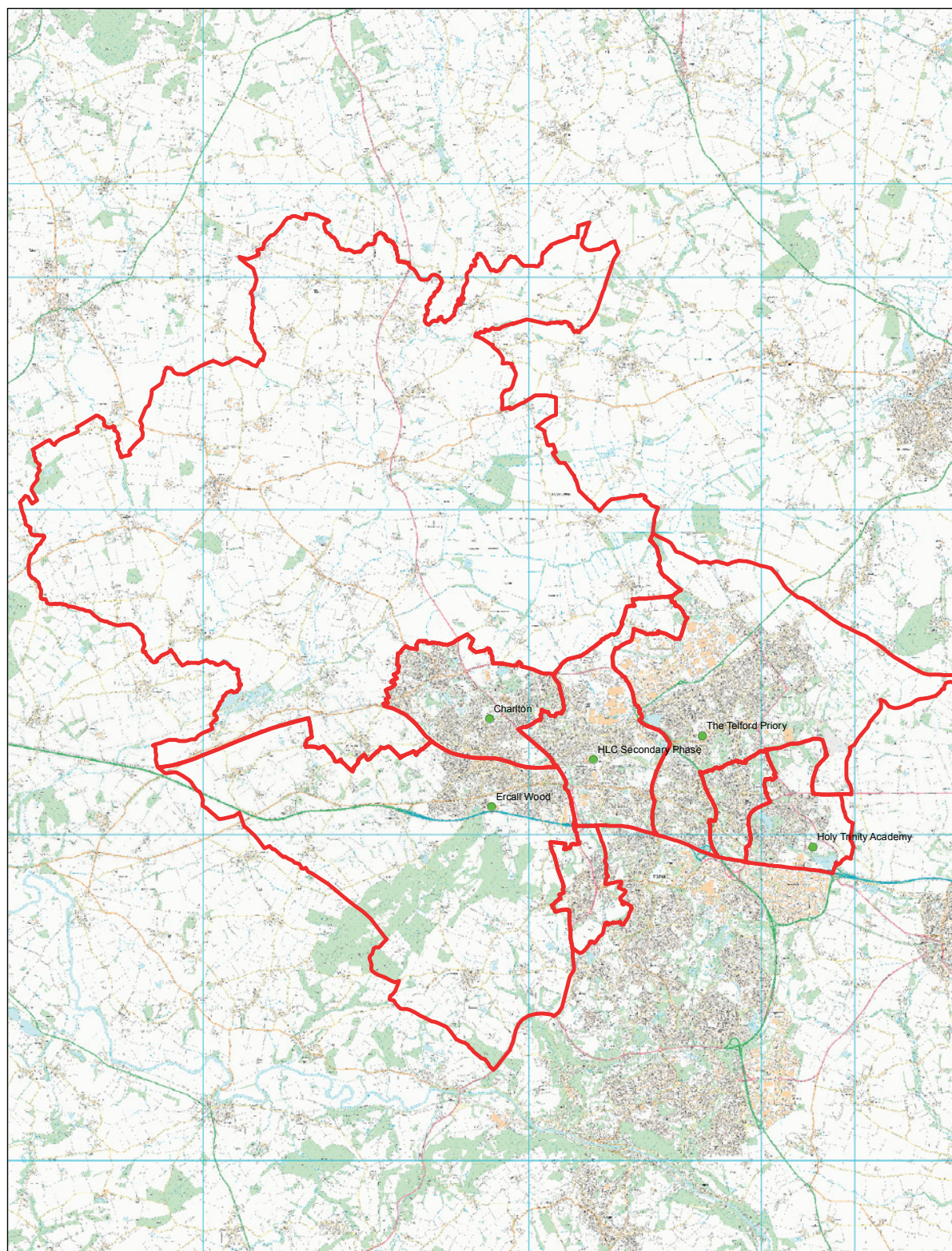
## Grammar Schools



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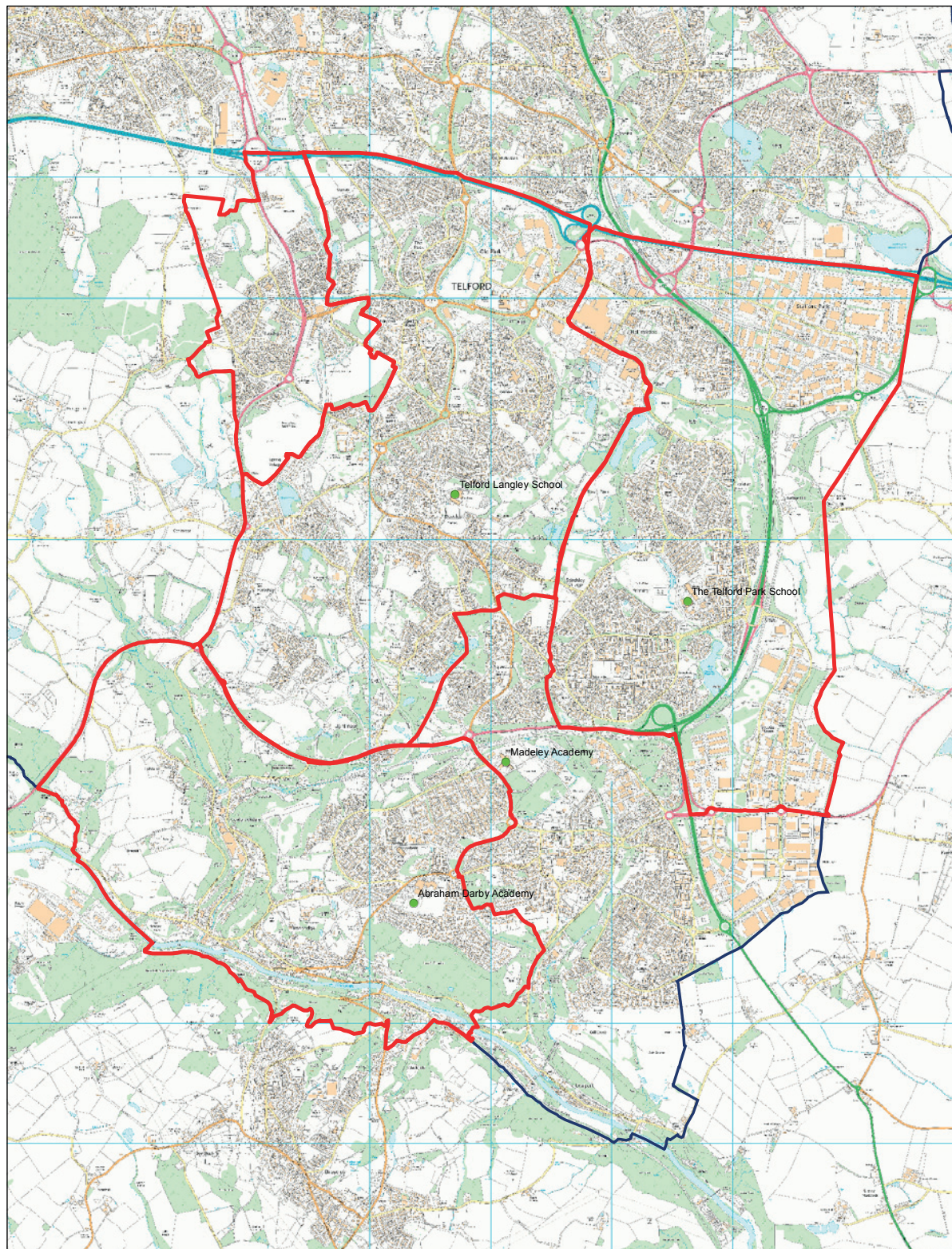
## North Telford Secondary Schools



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