

A parent's introduction to  
**primary education**  
including arrangements  
for admission

**2018-2019**



# Primary school information booklet



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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## 1.1 Starting school in Telford & 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	Your child may start school full-time in
1 September 2013 - 31 August 2014	September 2018

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. Parents can request that their child defers starting school until January or April. It will, however, be necessary for parents to confirm their preferred start date in the Reception class in advance, when they receive their allocated school place from the Admissions Team.

However, 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. Parents should be aware that if they wish to delay a child's entry to school until the following September, they should contact the LA to request this formally.

A reception place cannot be held open for the whole school year. If a family decided not to take up an allocated reception place they would have to reapply for the following year.

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

### 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 not to send their child to school until the September following their fifth birthday. However, this would only be able to be agreed 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 as soon as possible if they wish to apply for their child to be admitted outside their normal year group and to complete an application form for

their child's normal year of admission in case their request to defer entry is not able to be agreed.

## 1.2 Can I choose the school I want my 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 are satisfied 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 - please refer to Section 8 of this booklet for more information about school transport.

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 LA co-ordinates all admissions into all schools.

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 or not a place can be offered.

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

Please note that admission to secondary school in the future is not usually determined by the primary school that your child attends. This is a little different for admission to Holy Trinity Academy, Dothill and Charlton Learning Community and the Hadley Learning Community.

There is more information about individual schools and their admission policies in Sections 4 and 7 of this booklet. Visiting a school is the best way to find out about the school. Please telephone in advance to find out when is the best time to look around.

Further information including catchment maps can also be found on the council website: [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

### 1.3 How do I apply for a place?

You must apply for a place in the reception year group (Year R) **even if your child is already attending the nursery class at an infant or primary school.** This is because a place at a nursery class does not guarantee your child a full-time place at that school.

**Even if you already have an older child attending the school you need to apply for a place for your younger child.**

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.

Apply online at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) If you do not have access to a computer you can go to your local library and use their computer facilities.

Once the application has been completed 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.**

Telford & Wrekin LA co-ordinate applications for all schools including Voluntary Aided, Academy, Trust and Foundation Schools. You should include these schools on your application form. Full details of their admission policies can be found in Section 4. You may also need to complete a supplementary information form – see 4.2.

You are asked to apply for 4 schools on the application form, in order of preference, naming the school you would most like your child to go to as the first preference. By being in a residence in a designated catchment area, does not automatically guarantee a place at a given school.

**You must complete your application by 15 January 2018 or 31 October 2017 for children with an Education, Health and Care plan or statement of SEN.**

The information that you put on the application form is very important. It is what will be used during the admissions process, and it is essential that it is accurate.

#### 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, work place address or childminders address will not be accepted. A relative or carers address CAN ONLY be considered if those person/s have legal custody of the child. Evidence of legal custody or parental responsibility such as a court order is needed.

The property must be owned, leased or rented by the child's parent(s) or person with legal responsibility for the child. A child's **Normal Home Address** is where he or she spends most of the week, unless it is accommodation at a boarding school.

**Please make sure you tell us if you move house after you have made your application.**

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

- You or your family has 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 may 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 Admission 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 to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

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 will 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.

### **Fraudulent or Misleading Information**

All applicants must give accurate information about the genuine residential address of the child. If a family own a property and move to live with a relation in order to create an in-area address, the substantive home address will be used for allocation purposes and not that of the relation. Trial separation in order to create an in-area address will also not be accepted as proof of a permanent residence. Addresses

are checked as part of the allocation procedure. In the event of a discrepancy the parents/carers will be required to provide written evidence that the address is genuine, by producing at least two utility bills. Where a house move is made applicants will be required to produce a letter from their solicitor confirming exchange of contracts or provide a copy of a signed tenancy agreement. Short-term tenancy agreements in order to create in-area status will not be acceptable where the substantive parental address has not been sold.

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

### **Military Families**

Telford & Wrekin Local Authority understands that the families of UK service personnel often have to 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 to process in advance of the relocation, based on the address of quarters that the family have been allocated.

### **School Preferences**

**The order of the preferences that you put for schools on your application form is very important.**

The LA will always offer you the highest possible preference. Telford & Wrekin operate an equal preference system for entry to infant/primary school. This means that we will consider your preferences along with all the others for each particular school and then offer a place at the highest possible one.

Please note that once you have submitted your preferences you will not be able to change them after the closing date of 15 January 2018, unless you have a substantial change in your circumstances like a house move.

### **1.4 Key Stage 1 class sizes**

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

### 1.5 Online applications

You can apply online, visit: [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) to find the link to the application form. You must submit your online application by **15 January 2018 or 31st October 2017 for children with an Education, Health and Care plan or statement of SEN**. Up to that date you will be able to go back to your online form and alter it if you wish to.

### 1.6 Closing dates

You will need to complete your child's online application form before the closing date, **15 January 2018 or 31st October 2017 for children with an Education, Health and Care plan or statement of SEN**.

### 1.7 What happens if a school has fewer places than applicants?

If a school has more applicants than places available it is said to be oversubscribed. If this happens the Authority uses oversubscription criteria to decide how to prioritise the applications. For most of Telford & Wrekin schools the oversubscription criteria are:

- 1 Those children who are or were previously looked after looked after by Telford & Wrekin or by any other local authority; and then
- 2 Children who live in the school's defined attendance area.

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

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well-being; and then
- b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; please note that if a child applying for a place in the primary school at the Hadley Learning Community or Charlton Dothill Learning Community has a brother or sister who will be at the secondary school then this will not count as a sibling connection; and then

c) other children living in the school's defined attendance area.

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

If there are not enough places for all of the children in any particular category, we will give places on the basis of the straight line distance between a central point in the school buildings and a central point in the child's home. The distances will be measured using the Council's computerised mapping system which is a Geographical Information System.

There are some schools where the criteria are a little different.

Some schools are Aided, Foundation, Trust, or Academy Schools and as such their Governing Bodies are responsible for their admissions. Many of these operate the same oversubscription criteria as are listed above.

There is more information on schools' admission policies and oversubscription criteria in Section 4, pages 13 to 20. You should look at these when applying for a school place.

### 1.8 How will my child get to and from school?

Another 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 (which is 2 miles for primary age pupils) from their catchment area or nearest school or, if a place is not available there, to the nearest school with a place available.

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

### 1.9 Late Applications and changes of preference

The closing date for application is **15 January 2018 or 31st October 2017 for children with an Education, Health and Care plan or statement of SEN.**

Between **15 January and 23 February 2018** 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 23 February 2018** will not be considered until the Review stage and you will not receive an allocation letter in **April 2018**.

Your chances of being offered a place at your preferred school will be much lower if you apply late.

### 1.10 What should I do if I move house during the admissions process?

If you move house or are planning to move house **between September 2017 and 23 February 2018** let us know and discuss the implications. If you can prove your new address, for example, by providing exchange of contract or a signed tenancy agreement, **by 23 February 2018** we should be able to use it at the initial allocation stage.

If you move **after 23 February 2018** please contact us to discuss the situation.

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.

### 1.11 When will I know which school my child has been offered?

For all ontime applicants who applied online you will receive an email on 16th April 2018 with your school allocation. Allocation letters will be sent out to those who applied via a paper application on 16 April 2018.



## 2.1 To accept the school place offered

If you wish to accept the place which has been offered you will need to contact the school.

## 2.2 What happens if my child can't be 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 (see pages 13-20).

We will then try to offer your second preference or, if necessary, your third 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 at the review stage (see below) or appeal for a place at one or more of your original preference schools.

## 2.3 What happens if I don't want the place my child has been offered? (The Review Stage)

If you are not offered a place at your first preference school or are otherwise unhappy about the school you have been offered you should log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the link for Review, by noon on **27 April 2018**. The review stage will take place by **4 May 2018**, and allocate any places that become available using the same oversubscription criteria as the original allocations. Late applications will also be considered at the review stage. If the LA is still not able to offer a place at the school you want then you can appeal.

## 2.4 Appealing for a school place

If the School Admissions Team is not able to meet your review request please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the link for Appeals.

Submitting an appeal form does not alter your child's place on the waiting list - see 2.7.

You should return the appeal form by **11 May 2018**.

## 2.5 Key Stage 1 appeals (Yrs R, 1 and 2)

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

## 2.6 The appeal hearing

Appeals are heard by a panel of three people who are independent of the Local Authority. They will make a decision on each case at the end of the appeals for a particular school and so you will usually know the result of your appeal within 2 to 3 days of the hearing.

Appeal hearings are usually held in the Council Offices in Central Telford.

If your appeal for a place in a particular school is not successful you will not be allowed another 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.

Appeals will be heard in **June 2018**.

## 2.7 SEND Appeals

SEND appeals for children with an Education, Health and Care plan or statement of SEN there is a separate appeals process outlined in section 8.

## 2.8 Waiting Lists

The LA keeps waiting lists for oversubscribed voluntary controlled/community schools.

You can only be added to the waiting list if you have already applied. Please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) if you wish your child's name to be added to the waiting list and to be considered if a place becomes available at the school. Your child's name can remain on the waiting list for the remainder of the academic year 2018/19. If a place arises at a school before or after the bulk appeal hearings they will be offered to children on the waiting list in priority order.

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 your child is in Key Stage 1, you do not have to go through the appeal process in order for his/her name 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 during the year as other children join or leave the list. It is kept in oversubscription priority order.

Children placed by the Fair Access Panel will take precedence over other children on the waiting list (see page 22 for more information).

### 3.1 How to apply for a place

If your child is already attending an infant school you will need to apply online. If your child is attending a primary school but you wish to apply for a place in an alternative school in Year 3 in September 2018 and wish to be considered as part of the infant/junior admissions round, you should apply online. The **closing date for applying online is 15 January 2018**. **SEND appeals for children with an Education, Health and Care plan or statement of SEN there is a separate appeals process outlined in section 8.** Please refer to paragraph 1.9 for information about late applications and changes of preference. Any applications received after the dates stated in 1.9 will be processed as part of the in-year admissions protocol and will not be considered until after the May half-term 2018. You can also apply online by visiting **[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)** where you will find a link to an online application form. **All Infant to Junior applications must be made by 15 January 2018**. **SEND appeals for children with an Education, Health and Care plan or statement of SEN there is a separate appeals process outlined in section 8.**

### 3.2 What if a school has fewer places than applicants?

Priority is given to children who have attended the linked infant school. If a junior school has more applications than places available, places will be allocated up to the admission number in the following priority order:

- 1 Those children who are or were previously looked after by Telford & Wrekin or by any other local authority; and then
- 2 Those children who have attended the linked infant school.

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

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

- c) other children who live in the school's defined attendance area; and then
- d) children who live outside the school's attendance area on health grounds where there is written medical evidence that admission to the school is essential for the medical well being of the child; and then
- e) children who live outside the school's defined attendance area and who will have on the day of admission a brother(s), sister(s), stepbrother(s), stepsister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
- f) other children who live outside the school's defined attendance area.

If there are insufficient places for all children in any one category, places will be allocated on the basis of 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. Any places which remain available will then be allocated to children who have not been attending the linked infant school in Year 2, in the priority order as detailed above.

### 3.3 Linked Infant/Junior Schools

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

Linked infant and junior schools	
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. Moorfield's admission policy is printed on page 16.

### **3.4 Late Applications and changes of preference**

Please refer to Paragraph 1.9 on page 8.

### **3.5 When will I know if my child has a place?**

For all ontime applicants who applied online, you will receive an email **on 16 April 2018**. Otherwise a letter will be sent **on 16 April 2018**. If your application is not successful you will have the same options of review and appeal as described in paragraphs 2.2 to 2.6 on pages 8 and 9. Please note the following dates:

Deadline for requesting a review: noon on **4 May 2018**

Deadline for submitting an appeal form: **11 May 2017**

Appeals will be held **in June 2018**.

SEND appeals for children with an Education, Health and Care plan or statement of SEN there is a separate appeals process outlined in section 8.

#### 4.1 Oversubscription criteria - Community and Voluntary Controlled Schools

Telford & Wrekin operates an equal preference scheme within the primary phase.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied:

- 1 Those children who are or were previously looked after by Telford & Wrekin or any other local authority; and then
- 2 Children who live in the school's defined attendance area.  
  
If places are unavailable for all of these local children, then places will be given first to:
  - a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
  - b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; please note that if a child applying for a place in the primary school at the Hadley Learning Community or Charlton/Dothill Learning Community has a brother or sister who will be at the secondary school then this will not count as a sibling connection; and then
  - c) other children living in the school's attendance area.
- 3 Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

Please note at Hadley Learning Community Primary phase there is an additional criterion for children whose parents are employed by Hadley Learning Community. For further information please contact the school.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the straight line distance between a central point of the home and a central point of the school buildings. Those children closest to the school will have priority. Distances are measured using the Council's computerised mapping system.

If there are limited places and we cannot distinguish between applicants using the criteria (such as children who live in the same block of flats available places will be allocated randomly by the drawing of lots.

Children who are **Looked After** (in public care) are those children who are the subject of a court order and the local authority shares parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent. This criterion includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence order or special guardianship order immediately following being looked after.

The admission of **children with an Education & Health Care Plan or a Statement of Special Educational Needs** will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA. These admissions will be counted towards the schools admissions number.

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

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

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

At **St Peter's CE Primary School, Bratton** slightly different rules apply, such that if there are more applications for places than places available, places will be allocated up to the admission number in the following priority order:

- 1 Those children who are in public care looked after or previously looked after by Telford & Wrekin or any other local authority; then
- 2 Children who live in the school's defined attendance area.

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

- a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- b) Those children in the attendance area who will have on the day of admission a brother/sister(s), stepbrother/sister(s) or halfbrother/sister(s) living as a family at the same address and who attend the school; and then
- c) Those children who live in the rural part of the attendance area outside the Telford boundary i.e. part of the civil parishes of Wrockwardine and Eyton-upon-the-Weald-Moors (including Allscott, Eyton-upon-the-Weald-Moors, Rushmoor, Walcott and Wrockwardine); and then
- d) Other children in the attendance area
- e) Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in priority order 2a), b), c) as with other Community or Voluntary Controlled Schools. See page 11.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the straight line distance between a central point of the home and central point of the school buildings. Those children closest to the school will have priority. Distances are measured using the Council's computerised mapping system.

Part of St Peter's attendance area is now shared with **Dothill Primary School**. If one of these schools is oversubscribed from within the shared area the places will be allocated up to the admission number in accordance with the priority order 1) to d) above.

Any parents living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area; if requested on the preference form.

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

## 4.2 Oversubscription criteria - Voluntary Aided, Trust, Foundation Schools and Academies

Some Foundation, Voluntary Aided and Trust schools and Academies require additional information from parents to operate their admissions criteria. Forms asking for this supplementary information will be sent out by individual schools and are also to be returned direct to the school concerned. They can also be obtained from the Local Authority (LA).

If you would prefer your child to go to a Voluntary Aided (VA) Foundation or Trust School or Academy it is the school's governors who decide whether or not a place can be offered. Full details of their admission policies can be obtained directly from the schools. You will need to include a preference for a VA, Foundation or Trust School or Academy on your Telford & Wrekin application form.

All admissions are co-ordinated by the LA Admissions Team. You must complete the LA application form to be considered for a place at any school.

**At Coalbrookdale & Ironbridge CE (Aided) Primary School** when the number of applications exceeds the number of places available, priority for admission will be given to:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Coalbrookdale & Ironbridge CE primary School will be allocated places. After which, places are allocated up to the published admission number of 30 according to an agreed set of criteria in strict order of priority as shown below:

- 1 Looked after children who are in Public Care or children who were previously looked after.
- 2 Those who live within the boundaries of the ecclesiastical parishes of Ironbridge, Coalbrookdale and Little Wenlock and that part of the ecclesiastical parish of Benthall that lies within Telford & Wrekin will have priority of admission. If there are not enough places for all children in the catchment area the following criteria will apply in order:
  - a) Priority given to children with an older sibling at the school on the day they are due to start school.
  - b) Those at the heart of Ironbridge, Coalbrookdale or Little Wenlock churches (regular members of the congregation)

- c) Those at the heart of Christian church elsewhere (regular members of the congregation). One which adheres to the doctrine of the Trinity to define 'Christian' denomination.
  - d) After that, priority will be given to other children on the basis of the distance between their home and the school.
- 3 If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the criteria listed above.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

**Notes:** 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.

At **Dawley Academy** when there are too few places the following criteria will determine the allocation of places.

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

### 1st priority Children

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

### 2nd priority

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

### 3rd priority

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

### 4th priority

- 4 All other children.

Consideration may also be given to children with Special Education Needs, referred to the school by the Local Education Authority.

When there are more requests than places available in any category the straight line distance from a central point within the home address to a central point within the school will be taken into account, with those living nearest taking priority. The distances will be measured using the Telford & Wrekin Council's computerised mapping system.

**Lawley Village Academy**

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

- 1 Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
- 2 Children with siblings in the school
- 3 Children of school staff fulfilling a skills shortage role
- 4 Children living in the designated catchment area
- 5 Home-to-school distance – meaning that the remaining places are allocated to applicants from outside the catchment area in order of each child's proximity to the school.

**Moorfield Primary School**

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

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

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

- 1 Children who are in Public Care, or who were previously in Public Care
- 2 Children living in the defined attendance area who have previously attended Church Aston Infant School.
- 3 Other children in the defined attendance area.
- 4 Brothers or sisters of present pupils who have attended another infant school.
- 5 Children living outside the defined attendance area who have attended Church Aston Infant School (allocated on the basis of proximity to the school measured by the straight line distance between home and school).
- 6 Children living outside the defined attendance area (allocated on the basis of proximity to the school measured by the straight line distance between home and school).

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

**Note:** Moorfield Primary School has 17 additional places available in Year 3.



### Priorslee Primary Academy

At Priorslee Primary Academy, the Governing Body is the Admissions Authority and is responsible for taking decisions for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority (LA). All preferences listed on the LA preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available:

- 1 'Looked after children' in Public Care that are in the care of the Local Authority, or who were previously in Public Care will be given priority.
- 2 Pupils who have a parent employed within the Academy.
- 3 Pupils living in the identified catchment area.
- 4 Pupils out of catchment with the presence of a sibling at Priorslee Academy, at the start date of admittance.
- 5 Pupils living nearest to the Academy as measured by a straight line distance between a central point in the home address and a central point to the Academy.

The definitions of sibling may be a brother or sister, 'half-siblings', adopted child, child of parent/carer, or civil partnership child who lives at the same address.

Where a member of staff wishes their child to be admitted to Priorslee Academy, they must have been employed at the school for two or more years at the time of the application, or be a member of staff recruited to fill a vacant post for which there is a skill shortage.

### St Luke's Catholic Primary School

At St Luke's Catholic Primary School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The coordination of admissions arrangements is undertaken by the Local Authority (LA). All preferences listed on the LA preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available:

- 1 Baptised Catholic children who are in the care of a Local Authority (Looked After Children) or who were previously in Public Care will be given priority.
- 2 Baptised Catholic children who have a sibling in the school at the time of admission
- 3 Baptised Catholic children from the parish of Our Lady of the Rosary
- 4 Baptised Catholic children from other parishes
- 5 Other children who are in the care of a Local Authority (Looked After Children) or who were previously in Public Care will be given priority.
- 6 Other children who have a sibling in the school at the time of admission
- 7 Other children

All Catholic applicants will be required to produce baptismal certificates, and complete a supplementary form provided by the school.

Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from a central point of the home address to a central point of the school using the LA's computerised measuring system with those living nearer to the school having priority.

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where a child lives with parents with shared responsibility the child's 'permanent place of residence' will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

'In Year' and late applications will be treated as per the admissions arrangements published by the LA.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

### St Mary's Catholic Primary School

At St Mary's Catholic Primary School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The coordination of admissions arrangements is undertaken by the Local Authority (LA). All preferences listed on the LA preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

- 1 Cared for children who are in the care of the Local Authority; Looked After Children and previously Looked After Children; baptised Catholic Looked After Children; non-Catholic Looked After Children and previously Looked After Children
- 2 Baptised Roman Catholic children who have a sibling in the school at the time of admission
- 3 Baptised Roman Catholic children resident in the parishes of The Good Shepherd
- 4 Baptised Roman Catholic children resident in other parishes
- 5 Other children who have a sibling in the school at the time of admission
- 6 Other children

All applicants will be required to fill in a supplementary form provided by the school.

For a child to be considered as a Roman Catholic evidence of such Baptism will be required.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance is measured in a straight line from a central point of the family's home address to a central point of the school using the LA's computerised measuring system. If the distance is the same for two or more applicants where this would be the last place/s to be allocated, a random lottery will be carried out in a public place.

Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

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

At St Matthew's CE (Aided) Primary School when there are more applications for places than places available, places will be allocated up to the admission number in the priority order detailed below:

- 1 Children in public care, or who were previously in Public Care will be given priority.
- 2 Children who live in the school's defined attendance area. If places are unavailable for all those local children, then places will be given first to:
  - a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
  - b) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
  - c) Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular

worshippers” shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then

- d) Other children living in the school’s attendance area. Any places which remain available will then be allocated to applicants from outside the school’s defined attendance area in the following priority order:
- e) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- f) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
- g) Those children whose families are regular worshippers at St Matthew’s Church or who, not being regular worshippers at St Matthew’s Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term “regular worshippers” shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned; and then
- h) All other children

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

### St Patrick’s Catholic Primary School

At St Patrick’s Catholic Primary School, admissions will be made by the Governing Body. All preferences listed on the Local Authority (LA) Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places:

- 1 Baptised Roman Catholic children who are in the care of a Local Authority (Looked After Children) or who were previously looked after
- 2 Baptised Catholic children who have a sibling in the school at the time of admission
- 3 Baptised Catholic children resident in the parish of St Patrick’s Wellington
- 4 Baptised Catholic children from other parishes
- 5 Other looked after children and previously looked after children
- 6 Non Catholic children who have a sibling in the school at the time of admission
- 7 Other children whose parents wish them to have a Catholic education.

All Catholic applicants will be required to produce baptismal certificates, or other evidence of baptism.

If, in any category, there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from a central point of the child’s home address (including the community entrance to flats) to a central point of the school using the LA’s computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants, where this distance would be for the last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

For “In Year” applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. “In Year” and late applications will be treated and processed as per the admissions arrangements published by the LA.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

### St Peter & St Paul Catholic Primary School

At St Peter & St Paul Catholic Primary School the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The coordination of admission arrangements is undertaken by the Local Authority (LA). All preferences listed on the LA preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

- 1 Baptised Catholic Looked After Children who are in the care of a Local Authority or who were previously in Public Care will be given priority.
- 2 Baptised Catholic Children who have a sibling in the school at the time of admission
- 3 Baptised Catholic children resident in Parish of SS Peter & Paul
- 4 Baptised Catholic children from other parishes
- 5 Other children who are in the care of a Local Authority or who were previously in Public Care will be given priority.
- 6 Other children who have a sibling in the school at the time of admission
- 7 Other children

All Catholic applicants will be required to produce baptismal certificates.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from a central point of the child’s home

address to a central point of the school using the council’s computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place.

Where a child lives with parents with shared responsibility, each for part of a week, the child’s “permanent place of residence” will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

Sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

For ‘In Year’ applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. ‘In Year’ and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

## 5.1 Key Dates

<b>September/October 2017</b>
Information booklets sent to schools, pre-schools and nurseries for reference by parents. Online applications must be completed for every child.
<b>15 January 2018</b>
Closing date for applications.
<b>15 February 2018</b>
Confirmation of school place ONLY issued for children with an Education, Health and Care plan or statement of SEN.
<b>23 February 2018</b>
Last date on which late applications or change of preferences for an exceptional reason (e.g. change of address) can be accepted.
<b>16 April 2018</b>
Online applicants receive a school allocation email.
<b>By 27 April 2018</b>
Unsuccessful applicants can ask the LA to reconsider the school they have been offered at the review stage. Late applications will be considered at the review stage.
<b>4 May 2018</b>
Review stage: re-allocation of any places which have been declined by families.
<b>11 May 2018</b>
Deadline for families to return appeal forms.
<b>June 2018</b>
Appeals heard by independent appeals panel.
<b>31 October 2018</b>
Closing date for on-line application ONLY for children with an Education, Health and Care Plan or a statement of SEN.

### 6.1 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.

Telford & Wrekin School Admissions Team co-ordinates all admissions into maintained schools in the borough including voluntary aided, foundation, trust and academy schools. This applies to applications for places at the normal points of entry (the start of the Reception year, Year 3 and Year 7) and also in respect of applications for places required at other times (in-year).

Parents of children living in Telford & Wrekin must complete a Telford & Wrekin in-year application form to apply for a school within Telford & Wrekin.

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 notify parents living in Telford & Wrekin 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.

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

The Admissions Team will operate waiting lists for oversubscribed community or voluntary controlled schools. Voluntary Aided, Foundation, Trust and Academy schools are responsible for maintaining their own waiting lists for in year admissions and will liaise with the LA.

You must apply for a school place by completing an in-year application form online.

### 6.2 Waiting Lists

The LA does keep waiting lists for places in oversubscribed voluntary controlled and community schools and liaises with all other admission authorities.

Waiting lists are drawn up according to the oversubscription criteria laid out on pages 13-20 and places becoming available will be allocated according to these.

Inclusion on a school's waiting list does not guarantee that a place will eventually become available. A child's position on the list is not fixed and is subject to change during the year as other children join or leave the list.

Your child's name will normally be kept on the waiting list until the end of the academic year. The lists will then be disbanded.

### 6.3 Fair Access Protocol

Telford & Wrekin LA operates, in co-operation with headteachers, a Fair Access Protocol within its primary schools. This is to ensure that access to education is found, on the principle of inclusion, for pupils referred to the panel. 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 unless it would incur infant class size prejudice. 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.

## North Telford 2017-2018 School year

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Apley Wood Primary	Pool Farm Avenue, Apley, Telford TF1 6FQ	01952 386180	416	5-11	60	Often	68	60	1	1	Yes	640
Bratton, St Peter's C.E. (Controlled) Primary School	Squirrel Meadow, Off Crowdale Road, Bratton, Telford TF5 0NT	01952 387980	421	5-11	60	Often	58	58	0	0	Yes	All requests successful
Crudgington Primary	Crudgington, Telford TF6 6JF	01952 386910	125	5-11	KS1 20 KS2 24	Sometimes	14	16	0	0	Yes	All requests successful
Donnington Wood Infant	Baldwin Webb Avenue, Donnington, Telford TF2 8EP	01952 386640	240	5-7	60	Rarely	38	43	0	0	Yes	All requests successful
Donnington Wood C.E. (Controlled) Junior	Leonard's Close, Off Winifred's Drive, Donnington, Telford TF2 8BH	01952 386660	183	7-11	60	Rarely	57	47	0	0	Yes	All requests successful
Donnington St Matthew's C.E. (Aided) Primary	Church Road, Donnington Wood, Telford TF2 7PZ	01952 386260	326	5-11	40	Often	33	38	0	0	No	All requests successful
Dothill Primary School	Severn Drive, Wellington, Telford TF1 3JB	01952 386870	439	5-11	70	Sometimes	49	53	0	0	No	All requests successful
Hadley Learning Community Primary School	Waterloo Road, Hadley, Telford TF1 5NU	01952 387088	499	5-11	90	Often	85	90	0	0	Yes	3865
High Ercall Primary	High Ercall, Telford TF2 6AF	01952 387570	134	5-11	KS1 20 KS2 24	Often	15	15	0	0	Yes	All requests successful
Meadows Primary	Riddings Close, Ketley, Telford TF1 5HF	01952 386230	418	5-11	60	Rarely	42	59	1	1	Yes	All requests successful
Millbrook Primary	Grainger Drive, Leegomery, Telford TF1 6UJ	01952 387640	409	5-11	50	Sometimes	40	47	5	5	Yes	All requests successful

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Preston-upon-the-Weald Moors, St Lawrence C.E. (Controlled) Primary	Preston-upon-the-Weald Moors, Telford TF6 6DH	01952 387780	83	5-11	13	Sometimes	7	9	0	0	Yes	All requests successful
Priorslee Academy	Priorslee Avenue, Priorslee, Telford TF2 9RS	01952 387927	453	5-11	60	Often	62	60	3	0	Yes	3490
Queenswood Primary	Yates Way, Ketley Bank, Telford TF2 0BA	01952 386961	139	5-11	20	Sometimes	18	18	3	3	Yes	All requests successful
Redhill Primary	Gatcombe Way, Priorslee, Telford TF2 9GZ	01952 387979	466	5-11	60	Sometimes	73	60	2	0	Yes	1610
Short Wood Primary	Limekih Lane, Wellington, Telford TF1 2JA	01952 387361	540	5-11	70	Often	70	70	7	5	Yes	2500
St George's C.E. (Controlled) Primary	London Road, St George's, Telford TF2 9LJ	01952 387750	551	5-11	70	Often	89	70	5	1	Yes	1325
Teagues Bridge Primary	Teagues Crescent, Trench, Telford TF2 6RE	01952 388450	224	5-11	40	Sometimes	32	35	0	0	Yes	All requests successful
St Luke's Catholic (Aided) Primary	Church Road, Trench, Telford TF2 7HG	01952 388222	146	5-11	KS1 20 KS2 25	Sometimes	13	17	0	0	No	All requests successful
Wellington, St Patrick's Catholic (Aided)	North Road, Wellington, Telford TF1 3ER	01952 386160	251	5-11	KS1 30 KS2 32	Often	29	30	2	0	Yes	1694
Wombridge Primary	Hartshill, Oakengates, Telford TF2 6AN	01952 388040	240	5-11	50	Rarely	26	27	0	0	Yes	All requests successful



School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Wrekin View Primary	North Road, Wellington, Telford TF1 3ES	01952 38808	392	5-11	60	Sometimes	35	36	0	0	No	All requests successful
Wrockwardine Wood Infant	Church Road, Wrockwardine Wood, Telford TF2 7AH	01952 387860	255	5-7	70	Often	51	54	0	0	Yes	All requests successful
Wrockwardine Wood C.E (Controlled) Junior	Church Road, Trench, Telford TF2 7HG	01952 387880	263	7-11	70	Rarely	51	52	0	0	Yes	All requests successful

### South Telford 2017-2018 School year

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Aqueduct Primary	Castlefields Way, Aqueduct, Telford TF4 3RP	01952 386210	268	5-11	40	Often	43	40	4	1	Yes	770
Captain Webb Primary	Webb Crescent, Pool Hill, Dawley Telford TF4 3DU	01952 386770	406	5-11	60	Rarely	28	49	0	0	Yes	All requests successful
Coalbrookdale & Ironbridge C.E (Aided) Primary	Dale End, Coalbrookdale, Telford TF8 7DS	01952 386620	216	5-11	KS1 30 KS2 32	Often	39	30	1	1	Yes	1689
Dawley C.E (Aided) Primary (due to convert to academy status)	Doseley Road North, Dawley, Telford TF4 3AL	01952 386280	203	5-11	KS1 30 KS2 34	Sometimes	18	19	0	0	Yes	All requests successful

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Grange Park Primary	District Centre, Stirchley, Telford TF3 1LA	01952 387490	462	5-11	KS1 60 KS2 64	Sometimes	44	46	0	0	Yes	All requests successful
Hollinswood Primary	Dale Acre Way, Hollinswood, Telford TF3 2EP	01952 386940	389	5-11	60	Rarely	49	50	0	0	Yes	All requests successful
Holmer Lake Primary	Brookside, Telford TF3 1LD	01952 387580	272	5-11	40	Sometimes	29	31	0	0	No	All requests successful
John Fletcher of Madeley Primary	Upper Road, Madeley, Telford TF7 5DL	01952 388188	394	5-11	60	Sometimes	34	43	0	0	No	All requests successful
John Randall Primary	Queen Street, Madeley, Telford TF7 4DR	01952 388390	248	5-11	30	Sometimes	42	30	1	0	No	1726
Ladygrove Primary	Old Office Road, Dawley, Telford TF4 2LF	01952 388370	272	5-11	40	Often	41	40	3	0	Yes	1464
Lawley Primary	Lawley, Telford TF4 2PR	01952 388410	418	5-11	60	Often	64	60	8	0	Yes	296 (out of area sibling)
Lawley Village Academy	Bryce Way, Lawley TF4 2SG	01952 951200	62	5-9	30	Often	76	30	10	4	Yes	605 (in area sibling)
Lightmoor Primary	Furnace Avenue, Lightmoor Village, Telford TF4 3EG	01952 387620	204	5-11	30	Often	33	30	0	0	Yes	1020
Madeley, St Mary's Catholic (Aided) Primary	Coronation Crescent, Madeley, Telford TF7 5EJ	01952 388255	193	5-11	30	Sometimes	25	29	0	0	Yes	All requests successful
Newdale Primary	Marlborough Way, Newdale, Telford TF3 5HA	01952 38772	502	5-11	60	Sometimes	65	60	5	0	Yes	678
Old Park Primary	Brunel Road, Malinslee, Telford TF3 2BF	01952 387250	648	5-11	80	Sometimes	70	81	2	2	Yes	5492

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Randlay Primary	Randlay, Telford TF3 2LR	01952 386986	377	5-11	50	Sometimes	35	36	0	0	Yes	All requests successful
Sir Alexander Fleming Primary	109 Southgate, Sutton Hill, Telford TF7 4HG	01952 388010	354	5-11	60	Rarely	33	36	0	0	Yes	All requests successful
William Reynolds Primary School	Westbourne, Woodside, Telford TF7 5QW	01952 388280	438	5-11	60	Sometimes	62	60	1	1	Yes	2012
Windmill Primary	Beaconsfield, Brookside, Telford TF3 1LG	01952 386360	412	5-11	60	Often	56	60	1	1	Yes	1995
Woodlands Primary	Ironbridge Road, Madeley, Telford TF7 5HX	01952 386070	452	5-11	60	Often	38	42	0	0	No	All requests successful

### Newport 2017-2018 School year

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Church Aston Infant	Church Aston, Newport TF10 9JN	01952 386390	52	5-7	20	Rarely	5	11	0	0	Yes	All requests successful
Edgmond, St Peter's C.E (Controlled)	Stackyard Lane, Edgmond, Newport TF10 8JQ	01952 811692	210	5-11	30	Sometimes	32	30	0	0	Yes	3023
Lilleshall Primary	Limekiln Lane, Lilleshall, Newport TF10 9EY	01952 388430	207	5-11	KS1 30 KS2 31	Often	28	30	0	0	Yes	2376
Moorfield (Foundation) Primary, Newport	Wellington Road, Newport TF10 9QU	01952 386470	288	5-11	KS1 30 KS2 47	Often	KS1 51 KS2 25	KS1 30 KS2 17	0	0	Yes	KS1 5246
Muxton Primary	Marshbrook Way, Muxton, Telford TF2 8SA	01952 387690	410	5-11	60	Often	58	60	0	0	Yes	2657

School	Address	Tel no	No. on roll January 2017	Age range	Admission no. for normal year of admission in 2017 - 2018	How often is the school over subscribed	No. of first preferences received by the closing date	No. of places allocated at 18.4.17	No. of appeals heard	No. of appeals won by parents as at 3.7.17	Was this year typical of admissions	Distance from school of furthest out-of-area place allocated (metres)
Newport Infant	Granville Avenue, Newport TF10 7DX	01952 386610	238	5-7	90	Sometimes	61	76	0	0	Yes	45599
Newport C.E (Controlled) Junior	Avenue Road, Newport TF10 9QU	01952 386600	284	7-11	90	Rarely	64	70	0	0	No	All requests successful
Newport, St Peter & St Paul Catholic (Aided) Primary	Coppice Drive, Off Deepark Drive, Newport TF10 0FT	01952 386450	194	5-11	30	Rarely	24	27	0	0	Yes	All requests successful
Tibberton C.E (Controlled) Primary	Off Maslan Crescent Tibberton, Newport TF10 8NN	01952 387790	148	5-11	KS1 20 KS2 24	Rarely	17	17	0	0	Yes	All requests successful

### Specialist Provision

Some mainstream schools have additional specialist provision.

- John Fletcher of Madeley Primary school has a specialist language unit for a small number of KS1 pupils
- Wrekin View Primary School has a specialist language unit for a small number of KS1 pupils

### Special Schools Moderate learning difficulties

School	Address	Tel no	Maximum no. on roll September 2017	Age range (mainly)
Haughton	Queen Street, Madeley, Telford TF7 4BW	01952 387540	119	5-11

### Special Schools Severe learning difficulties

School	Address	Tel no	Maximum no. on roll September 2017	Age range (mainly)
The Bridge School	Hadley Learning Community, Waterloo Road, Hadley, Telford TF1 5NQ	01952 387108	175	5-16

- HLC has provision for a small number of Year 6 pupils with an ASD diagnosis and behavioural difficulties.

- Mount Gilbert has provision for a small number of Year 5 or 6 pupils with BESD

## 8.1 Pupils with Statements of Special Educational Needs or Education Health and Care Plan's (EHCPs)

If your child has a Statement of Special Educational Needs or 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 are able to 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. 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 your preference.

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. 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 specialist nursery and your preference is to transfer to a specialist primary school then you must still apply for a school place and include a specialist provision and a mainstream school.

Telford and Wrekin LA must comply with your preference for a maintained LA 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 LA for a place in an independent or non-maintained school. The LA is required to consider this preference, but can 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 LA is required to amend your child's Statement of SEN or EHC Plan by 15th February 2018 and name the primary school your child will be attending from September 2018. If you do not apply for a place online we will:

- Consider all information available such as the most recent Annual Review and current statement of SEN or 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 first 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 a 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)

## 8.2 Travel Assistance

Transport, or help with it, may be provided for eligible children who live beyond the maximum statutory walking distance from their designated or nearest primary school or, if a place is not available there, to the nearest alternative school with a place. The maximum walking distance for primary age children is two miles.

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

Transport may be available on faith grounds. Forms to apply for transport assistance are available from schools or the Council's Transport Contracts Team. For guidance on any transport matter please telephone Telford & Wrekin's Transport Team on **01952 384620**.

You should be aware that there is consultation taking place, which may alter some discretionary areas of the current policy. Changes would take effect **from September 2018**.

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 are able to 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 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.

## 8.3 Policy for Inclusive Education

Telford & Wrekin Council works with the SEND Code of Practice to support an inclusive approach to education which enables all children to have their educational needs met within their local school.

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

As such, the Council supports the development of inclusive education within its schools and seeks to ensure the needs of the majority of pupils with special educational needs are met in mainstream schools whilst also seeking to meet those needs at an early stage.

While supporting the education of the majority of children with SEN within mainstream schools, the Council remains committed to responding to the needs of individual children, where appropriate, through access to specialist provision, and taking account of parental preference.

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

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

- 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 any identified special educational needs;
- Be treated with respect and have their views and opinions taken into account.

## 8.4 Attendance

By law, (Section 444 of the Education Act 1996) all children between 5 and 16 must have appropriate full time education which they must attend every day. To achieve a regular level of attendance your child must:

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

Your school will keep a close check on your child's attendance because regular attendance will:

- Give your child the best possible start in life
- Enable your child to keep up with school work
- 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 year 6 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. 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 or tradesman
- Visiting relatives
- Taking long weekends
- Shopping trips
- Birthday treats

There is no automatic right to any leave in term time. The National and Local Authority policy is that no request for absence during term time should be authorised unless it is deemed by the headteacher to be in exceptional circumstances.

All requests for absence during term time must be made in writing and in advance to the school. The school will respond, in writing, with the decision of the headteacher. If parents choose to take their child on holiday that is not authorised they will be issued with a Holiday Penalty Fine of £60 per child, per parent. If the parent does not pay the

fine 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.

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.

Each school has a Nominated Attendance Person attached who will be happy to help with any problems parents have over school attendance.

## 8.5 Free School Meals

For further information visit [www.telford.gov.uk/fsm](http://www.telford.gov.uk/fsm)

## 8.6 School Uniform and Clothing

No grants towards the cost of buying school uniforms or other clothing are available from the Local Authority. However, schools will be able to provide more information in this area.

## 8.7 Breakfast and After School Clubs

Information on which schools operate breakfast and/or after school clubs is available from the Family Connect by telephoning **01952 385385** or email [familyconnect@telford.gov.uk](mailto:familyconnect@telford.gov.uk)

## 8.8 Term Dates

Visit [www.telford.gov.uk/info/1016/sc](http://www.telford.gov.uk/info/1016/sc)

Schools are closed to pupils on five professional development days each year (details available from each school); and

The term and holiday dates given may vary slightly in Voluntary Aided, Foundation, Trust and Academy schools (please check with the school direct).

## 8.9 Nursery/Pre-school Provision

Children are entitled to a nursery place until the term before their fifth birthday or, more usually, when they start full-time in a school reception class.

For information about nursery/pre-school provision please contact the Family Connect by telephoning **01952 385385** or email: [familyconnect@telford.gov.uk](mailto:familyconnect@telford.gov.uk)

**You should be aware that admission of your child to a Local Authority nursery class does not guarantee that there will be a place for him/her in the reception class of that school.**

Information about applying for a place in the reception year group can be found in Section 1 of this booklet.

## 8.10 Independent Schools

The Authority does not assist with the cost of education at independent schools, considering that the facilities available in maintained schools are sufficient to meet the needs of all children.

## 8.11 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 Headteacher 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 LA's School Governance Team on **01952 380808**.

## 8.12 Other Local Authorities

If you wish your child to attend a local authority school outside Telford and Wrekin, you should contact the authority concerned to find out about the school. Please see Section 6 page 22 which gives more information about the co-ordination of in-year applications, Reception and Junior (Y3) places between Local Authorities.

Addresses and telephone numbers of nearby authorities:

### Shropshire

School Admission Team,  
Learning & Skills,  
Shropshire Council,  
The Shirehall,  
Abbey Foregate,  
Shrewsbury SY2 6ND

Telephone: 0345 678 9008

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

### Staffordshire

School Admissions and Transport Service,  
Staffordshire County Council,  
Tipping Street,  
Stafford ST16 2DH

Telephone: 01785 278593

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

### Wolverhampton

School Admissions Transfer Section,  
Wolverhampton City Council,  
Schools, Skills & Learning,  
Civic Centre,  
St Peters' Square,  
Wolverhampton WV1 1RR

Telephone: 01902 551122

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









A parent's introduction to  
**primary education**  
including arrangements  
for admission

**2018-2019**



## Contact us...

For further information about school admissions please contact

**Family Connect**

Telford & Wrekin Council, Darby House,  
Telford TF3 4JA

telephone: **01952 385385**

email: **[familyconnect@telford.gov.uk](mailto:familyconnect@telford.gov.uk)**