

## Appendix 2

### **Proposed School Admission Arrangements for 2020 / 2021**

### **Consultation**

**This consultation will run from  
26 November 2018 to 18 January 2019**

In accordance with the School Admissions Code (2014), admission authorities are required to consult on any proposed changes to the admission arrangements.

Telford & Wrekin Council is the admission authority for all Telford community and voluntary controlled schools.

The Council is consulting on proposed changes to the admission arrangements for entry to school in the academic year 2020/21 for Telford & Wrekin's community and voluntary controlled nursery, infant, junior, primary and secondary schools.

This consultation will run from 26 November 2018 to 18 January 2019 inclusive. Responses to the proposals outlined within this document should be submitted to [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

The document sets out:

- Why we are consulting on the proposed admissions arrangements for 2020/21
- What changes we are proposing
- The consultation timetable
- How you can give us your views

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## Why are we consulting?

The Council decides and implements its school admission arrangements through local consultation, enabling it to fully understand and meet circumstances in its area. In doing so, the Council seeks to provide a clear framework intended to ensure arrangements are lawful, reasonable and minimise delay to children accessing education.

The proposed schemes, consultation and recommendations in this report are consistent with the Council's statutory duties, as set out in the most recent revision of the School Admissions Code (Dec 2014). The Council is addressing the rising need for school places and ensuring that both its school admission and school place planning arrangements work in harmony.

The co-ordination of arrangements together with school catchment areas provides a framework to plan the provision of school places more coherently, taking account of existing and future school locations; travelling distance; pupil migration and changes in neighbouring boroughs.

The Council has a statutory duty to annually determine the arrangements for admission to its community and voluntary controlled schools and to formulate a complying scheme for co-ordinating admissions at the main points of entry (i.e. Reception, Year 3 for junior schools, and Year 7 for transfer from primary to secondary school). The local authority must consult the public on its arrangements at least once every 7 years, unless it is proposing changes.

The Council wants to ensure that its admission arrangements continue to promote and enable fair access, secure preference by giving parents / guardians and the wider community opportunity to make representation.

The public consultation will take place during the consultation window in the Autumn Term 2018, which is from 1 October 2018 to 31 January 2019. Consultation must last for a minimum of six weeks. **We are consulting from 26 November 2018 through to 18 January 2019.**

Section 88C of the School Standards and Framework Act 1998 requires the Council in its role as an admission authority to determine the admission arrangements that will apply in line with regulations (currently, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the mandatory requirements of the School Admissions Code.

Where changes are proposed to admission arrangements, the Council must first publicly consult on those arrangements. When considering the proposed admission arrangements, the Council should have due regard to the responses to the consultation.

When determining its admission arrangements, the Council is required by Section 84(3) of the School Standards and Framework Act 1998 to act in accordance with the relevant provisions of the School Admissions Code, which applies to admissions to all

maintained schools. One requirement of the Code is that the Council must set an admission number (the Planned or Published Admission Number, or PAN) for each relevant age group. For a community or voluntary controlled school, the Council (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN.

As a Council we strongly support ensuring that our most vulnerable pupils are given the best opportunities available to them. With that in mind, we are proposing the introduction of an additional oversubscription criterion related to children who are eligible for early years pupil premium (EYPP) or pupil premium grant (PPG).

*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*

We also propose to introduce an additional oversubscription criterion in response to receiving requests from schools to implement an additional oversubscription criterion of children of staff at the school. Section 1.39 of the School Admissions Code does allow this to be introduced.

The admission of the children of staff is defined in the admissions code as being in either or both of the following circumstances:

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

School admission authorities are currently required to give looked after children and previously looked after children the highest priority in their oversubscription criteria. The Minister announced in the Summer 2018 that he intended to amend the School Admissions Code to ensure that children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, also receive the same highest priority for admission into a school in England.

Until such time, the Minister wishes admission authorities to introduce oversubscription criteria to give these children second highest priority for admission into school. Therefore, we have included this criterion into our proposals.

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## Who are we consulting with?

During the statutory consultation we wish to consult with:

- Parents / guardians and carers of children already at Telford & Wrekin schools
- Parents / guardians and carers of pre-school children
- Early years providers
- Private nurseries
- Childminders
- Local residents
- Parents / guardians of any other children aged from birth to nineteen
- Headteachers
- School staff and governors
- The diocesan authorities
- All of our neighbouring authorities
- Any interested stakeholders

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## What are we consulting on?

We are consulting on the following oversubscription criteria for all primary, infant, junior and secondary schools where the local authority is the admissions authority. These are community and voluntary controlled schools.

Proposed changes are marked in **red**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP), the priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Those children who are or were previously looked after by Telford & Wrekin or any other local authority.  
*A 'looked after child', or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. These children are also known as children in care.*

2. **Children previously in state care outside of England and who have ceased to be in state care as a result of being adopted, and then**

3. **Children who live in the school's defined attendance area.**

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

- a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical wellbeing. *The information must confirm the exceptional medical reason and demonstrate how the specified school is the only school that can meet the defined needs of the child, 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
- c) **Pupils in receipt of early years pupil premium or pupil premium at the point of closing the application round**
- d) Other children living in the school's attendance area

4. **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)**

5. **Children of staff** - *children whose parent / guardian is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.*

6. Other children living outside of the school's attendance area.

**In summary, the oversubscription order will be the following:**

1. Children who are, or were, previously looked after by Telford & Wrekin, or by any other local authority
2. Children previously in state care outside of England and have ceased to be in state care as a result of being adopted
3. In area children
  - a) Medical
  - b) Siblings
  - c) Early years pupil premium or pupil premium
  - d) Any other in-area children, as measured by straight line distance to the school
4. Out of area children
  - a) Medical
  - b) Siblings
  - c) Early years premium or pupil premium
5. Children of staff
6. Any other out of area children, as measured by straight line distance to the school

**Please note:** in the cases of Donnington Wood Church of England Junior School, Newport Church of England Junior School and Wrockwardine Wood Church of England Junior School there is an additional criterion which is applied before the consideration of in area children - this is those children who have attended the linked infant schools.

**Please see our composite prospectus for further details**  
[www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

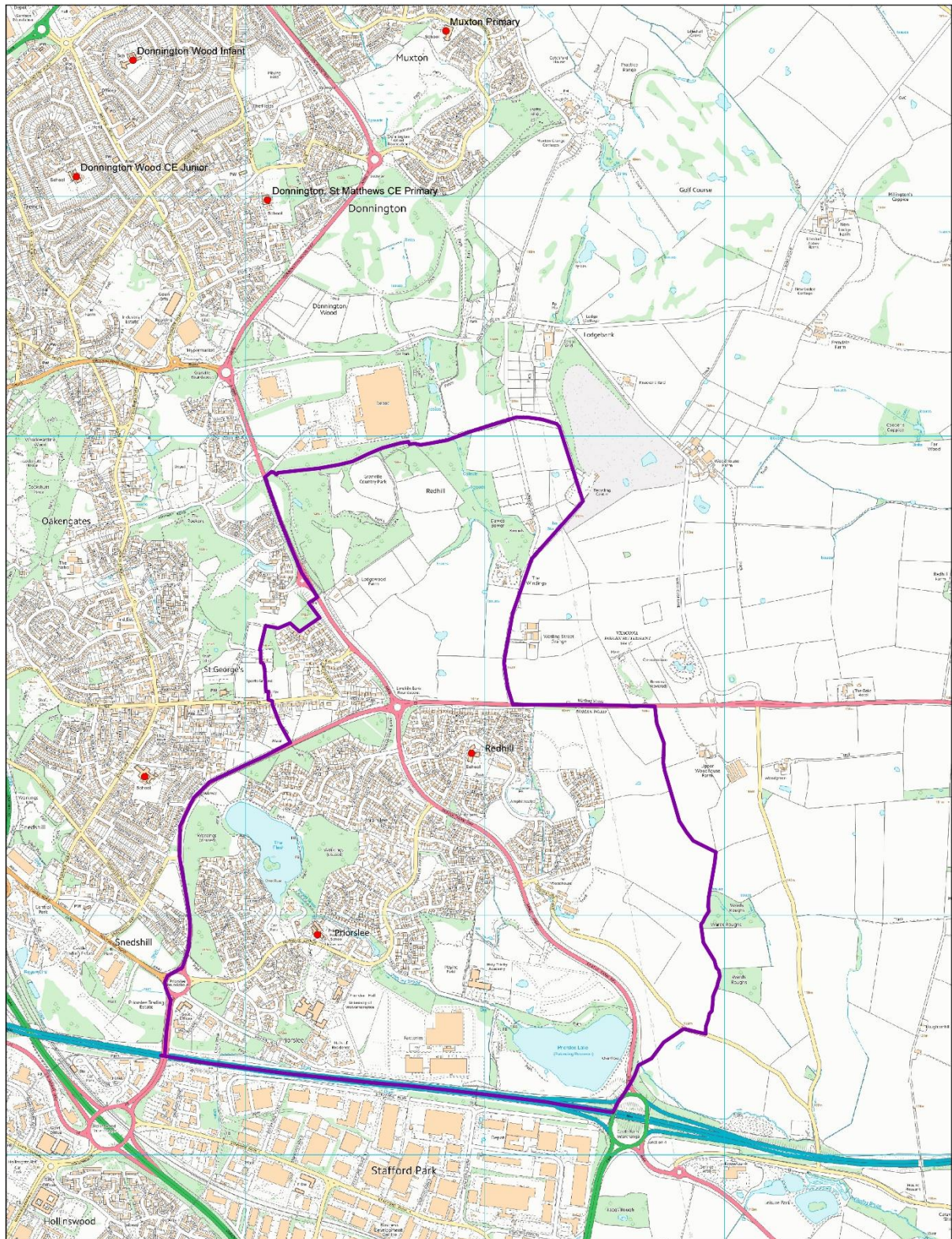
## **Consultation on the changes to school attendance area 2020/21**

The Council has a statutory duty to ensure that there are sufficient school places in the borough, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. It must also ensure that there are sufficient schools in the area, promote diversity, and increase parental preference.

There are currently two schools serving the Redhill / Priorslee area, Redhill Primary School and Priorslee Primary Academy. There are also substantial housing developments scheduled for the north eastern part of the borough and the S106 Agreement affirms the provision of a primary school within this area to accommodate 210 additional pupils in the first instance.

We propose that a new attendance area be determined in the north east of the borough to incorporate the existing attendance areas for Redhill and Priorslee Primary Academies and the area around the new housing development in the north eastern part of the borough. Please refer to the map below.

Haberdashers' Adams are proposing to redefine their attendance area for boys who live within the Telford attendance area. The policy and map are now available on the school's website [www.adamsgs.uk/proposal2020](http://www.adamsgs.uk/proposal2020)



	<p><b>Title:</b> Proposed shared area  <b>Date:</b> November 2018  <b>Scale:</b> 1:15,000          Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings Borough of Telford &amp; Wrekin Licence No 100019694. Date. 2012</p>	<p>Borough of Telford &amp; Wrekin          Darby House          Telford          Shropshire          TF3 4JW</p>		
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## When are we consulting?

The consultation will run from 26 November 2018 to 18 January 2019. The School Admissions Code 2014 says that consultation must last for a minimum of six weeks and must take place between 1 October and 31 January in the year before the arrangements come into effect.

### Timeline for consultation process

Date	Event
26 November 2018	Start of consultation following approval from the Council's Local Admission Forum
18 January 2019	End of consultation period and deadline for submitting views to the Council
January to February 2019	Consideration of all feedback from the stakeholders with recommendations on arrangements to be agreed

### What happens next?

In February 2019 the Council will consider the results of the consultation and make a final decision on the proposed admission arrangements for 2020 / 2021.

### When would the changes come into effect?

If approved the arrangements would be introduced for September 2020.

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## How to have your say

**If you have any feedback or comments to make on this consultation, please respond either by email to [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk) or by post to:**

School Admissions Team  
School Performance & Development  
Telford & Wrekin Council  
6<sup>th</sup> Floor, B Wing  
Darby House  
Telford  
TF3 4JA

You may wish to provide feedback anonymously. However it would be helpful to know if you are a member of the public, a parent / guardian, a teacher / headteacher, a governor, a local resident, a local authority officer or other designation (please state).

You may wish to let us know if you agree or disagree with the proposal to introduce an additional oversubscription criterion for pupils in receipt of early years pupil premium or pupil premium and / or children of staff.

**If you are responding to the consultation proposals for any of the academies, foundation or voluntary aided schools, you should put your comments in writing addressed to the governing body or academy trust at the school.**

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## Appendix A: Coordination of admissions into Reception and Year 3 for children in an infant school

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

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

In exceptional circumstances the local authority may agree that a child can be admitted to a school outside their normal age group. Parents / guardians of summer born children may apply not to send their child to school in the September following their 5<sup>th</sup> birthday. These decisions will be based on each individual case. Please refer to the Deferred Entry Policy on [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

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

All primary school applications for entry in September 2020 are being co-ordinated across local authority boundaries.

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

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

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

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

All applications are completed on line [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

Completed common application forms should be returned to the School Admissions Team by 15 January 2020.

Applications will be considered and in the case of oversubscribed schools the oversubscription criteria should be applied.

Please note that Hadley Learning Community (primary phase) and Teagues Bridge Primary School have a shared catchment area.

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

**Linked infant and junior schools** in Telford & Wrekin are:

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

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

### **Admission to junior school**

For admission to junior schools priority is given to children who have attended the linked infant school and the oversubscription criteria is then applied if necessary.

Any places which remain available will then be allocated to children who have not been attending the linked infant school in Year 2, following application of the oversubscription criteria.

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## Appendix B: Coordination of admissions into Year 7

The coordinated scheme of admissions into Year 7 in secondary schools is designed to ensure that all children applying for secondary school places receive only one offer of a place in a Telford & Wrekin school.

All secondary school applications for entry in September 2020 are being co-ordinated across local authority boundaries.

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

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

The process for applying for a place at the selective schools, Haberdashers' Adams Grammar and Newport Girls' High School, begins in the 2019/20 academic year. Full details of their application procedure can be found on their websites.

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

Some 'Own Admission Authority' schools (foundation, voluntary aided, academy or trust schools) require additional information from parents / guardians to operate their admissions criteria. Parents / guardians should contact the individual schools to request a supplementary information form and should return the form directly to the school concerned.

All applications are completed on line [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

Completed Common Application Forms must be returned to the School Admissions Team by 31 October 2019.

Applications will be considered and in the case of oversubscribed schools the oversubscription criteria should be applied.

Please note that Holy Trinity Academy and Telford Priory School have a shared catchment area.

Ercall Wood Academy also has a shared catchment area with Telford Langley School.

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## Appendix C: In Year Admissions

### The In Year Admissions Scheme

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

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

Parents / guardians must complete a Telford & Wrekin In Year Application Form to apply for any school within Telford & Wrekin.

### The In Year Application Form

The In Year Application Form can be downloaded at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

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

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

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

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

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

In the case of Electively Home Educated (EHE) pupils seeking a school place, the application is made known to the Advisory Teacher for EHE children before the application is shared with schools. This enables the local authority to identify pupils that may meet the criteria for consideration under the Fair Access Panel Protocol.

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

Where preferences are expressed on the application form for schools who are their own admissions authority, the School Admissions Team will forward the application on to the school.

The governing bodies of foundation, voluntary aided, trust or academy schools will be responsible for applying their own oversubscription criteria and determining whether or not a place can be offered to the applicant. They will communicate their decision to the School Admissions Team within 5 days of the application being received.

Where a space exists within any year group, all admission authorities, including voluntary aided, foundation and trust schools and academies, are required to offer a place. In this instance it will not normally be necessary to convene an Admissions Committee.

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

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

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

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

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

The School Admissions Team will aim to notify parents / guardians of the outcome of their application within 15 days of the application being received wherever possible.

Offers of places being made on behalf of a voluntary aided, foundation, trust or academy school, or a maintained school in another local authority, will be sent by Telford & Wrekin Council on behalf of the relevant admission authority.

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

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

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

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

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

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

Voluntary aided, foundation, trust and academy schools are responsible for deciding whether to operate a waiting list for in year admissions and how it will operate.

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

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

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

The main principles are that:

- all schools must participate
- schools will continue to admit the large majority of pupils who apply for an available place under normal admission arrangements

- a panel composed of headteachers and local authority officers will meet approximately every 3 weeks to consider cases referred to it and make recommendations
- arrangements for admission through the protocol will be outside the normal operation of the admissions policy and oversubscription will not be regarded as a reason not to admit a pupil
- pupils referred to a school or academy via the in-year fair access panel will take priority over any other children on a waiting list for a place
- parents / guardians will still have a right to appeal to an independent panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for that pupil under the terms of the protocol

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## Appendix D: Definitions

As a local authority we use the following definitions

### **Distance / tie-breaker**

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.

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.

### **Electively Home Educated (EHE)**

Children who are electively home educated are children whose parent or guardian has undertaken the decision to take full responsibility for their child's education themselves. They have to ensure their child receives an education that is suitable to their age, aptitude and ability and any special needs that the child may have.

### **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 or guardians 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.

### **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.

You **must** tell us if you move house after you have made your application.

In deciding 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 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.

### **Looked After Children**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **Military Families**

Telford & Wrekin Local Authority understands that the families of UK service personnel often have to 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. Although child-minding and childcare arrangements are very important to a working parent, we cannot take account of these arrangements when offering school places. They will not be accepted as exceptional reasons.

### **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.

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

The admission of children with an Educational Health & Care Plan (EHCP) will be in accordance with parental preference as far as is possible and will be agreed between the parent / guardian, the school and the local authority.

### **Siblings**

A sibling is a full brother or sister, a step / half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

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## Appendix E: Published Admissions Numbers (PANs)

School Name	Admission Number 2019/20	Proposed Admission Number 2020/21
<b>Primary Schools</b>		
Apley Wood Primary School	60	60
Aqueduct Primary School	40	40
Captain Webb Primary School	60	60
Church Aston Infant School	20	20
Coalbrookdale & Ironbridge CE Primary School	30	30
Crudgington Primary School	20	20
Dawley CE Primary Academy	30	30
Donnington Wood Infant School	60	60
Donnington Wood Junior School	60	60
Dothill Primary School	70	70
Grange Park Primary Academy	60	60
Hadley Learning Community (primary phase)	90	90
High Ercall Primary School	20	20
Hollinswood Primary School	60	60
Holmer Lake Primary School	40	40
John Fletcher of Madeley Primary School	60	60
John Randall Primary School	30	30
Ladygrove Primary School	60	60
Lawley Primary School	60	60
Lawley Village Academy	30	30
Lightmoor Primary School	30	30
Lilleshall Primary School	30	30
Meadows Primary School	60	60
Millbrook Primary School	50	50
Moorfield Primary School	30	30
Muxton Primary School	60	60
Newdale Primary School	60	60
Newport Infant School	90	90
Newport Junior School	90	90
Old Park Primary School	80	80
Priorslee Academy	60	60

Queenswood Primary School	20	20
Randlay Primary School	50	50
Redhill Primary School	60	60
Short Wood Primary School	70	70
Sir Alexander Fleming Primary School	60	60
St Georges CE Primary School	75	75
St Lawrence CE Primary School	13	13
St Luke's RC Primary School	20	20
St Mary's RC Primary School	30	30
St Matthew's CE Primary School	40	40
St Patrick's RC Primary School	30	30
St Peter's CE Primary School (Bratton)	60	60
St Peter's Primary School (Edgmond)	30	30
SS Peter & Paul's RC Primary School	30	30
Teagues Bridge Primary School	40	40
Tibberton CE Primary School	20	20
William Reynolds Primary School	60	60
Windmill Primary School	60	60
Wombridge Primary School	50	50
Woodlands Primary School	60	60
Wrekin View Primary School	60	75
Wrockwardine Wood Infant School	70	70
Wrockwardine Wood Junior School	70	70
<b>Secondary Schools</b>		
Burton Borough School	242	242
Charlton	240	240
Ercall Wood Academy	210	210
Haberdashers' Abraham Darby	180	180
Haberdashers' Adams	135	135
Hadley Learning Community	240	240
Holy Trinity Academy	180	180
Madeley Academy	180	180
Newport High School for Girls	90	90
Telford Langley School	210	210
Telford Park School	120	120
Telford Priory School	240	240

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## Appendix F: Admissions Timelines

The timetable for co-ordinated admission arrangements (secondary) in 2020/2021 will be as follows:

<b>2019</b>	
<b>August</b>	The local authority informs its neighbouring authorities of pupils attending a Telford & Wrekin school but resident in a neighbouring local authority.
<b>Early September</b>	Schools distribute admissions information to all Year 6 pupils resident within the borough.
<b>Mid-September to Mid-October</b>	Secondary schools hold open days and / or evenings for Year 6 pupils and their parents.
<b>31 October</b>	National closing date for receipt of local authority common application forms.
<b>w/c 11 November</b>	Local authority sends lists of applicants to own admission authorities and other local authorities for consideration.
<b>w/c 16 December</b>	Academies, aided & foundation schools forward lists of all preferences ranked.
<b>2020</b>	
<b>w/c 6 January</b>	First exchange of results between neighbouring local authorities.
<b>w/c 20 January</b>	Provisional offers exchanged between neighbouring local authorities.
<b>w/c 3 February</b>	Second cycle of results shared between neighbouring local authorities.
<b>w/c 10 February</b>	Final offers exchanged between neighbouring local authorities.
<b>w/c 17 February</b>	All Telford & Wrekin secondary schools informed of preliminary allocations.
<b>2nd March</b>	Offers communicated to parents / guardians by email. 1 <sup>st</sup> March is a national offer day, but as this is not a working day the results will be communicated on 2 <sup>nd</sup> March.
<b>By 13 March</b>	Unsuccessful applicants can request a review of their allocation. At this point late applicants who could not be considered in the initial allocation can also be included.
<b>By 20 March</b>	Results of the review process to be notified to parents or guardians.
<b>4 April</b>	Deadline for return of appeal forms for initial scheduling
<b>May/June</b>	Appeals to take place.

## **Late applications into secondary schools**

The closing date for applications is 31 October 2019. We will ensure that all applications received by this date will receive consideration under the coordinated scheme.

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

Applications received after 31 October 2019, but before 20 January 2020, with good reason for lateness, will be processed. For example, those where there has been a change of circumstances such as a house move.

If applications are received after 20 January 2020 those applicants will not receive an allocation on 2 March. Their preferences will, however, be considered at the review stage.

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

## **Independent Appeals**

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

## **Waiting Lists**

For over-subscribed community and voluntary controlled schools a waiting list system will be operated by the School Admissions Team. Own admission authority schools operate their own waiting lists.

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

A child's name will normally be kept on the list until the last week of the first term of the academic year 2020/21. After that the list will be disbanded.

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## Proposed Co-ordinated Scheme for Admission to Primary Schools in Telford & Wrekin for 2020/2021

The following dates apply to applicants for Reception / Infant to Junior places

<b>2019</b>	
<b>September / October</b>	Promotion of applying for a school place
<b>2020</b>	
<b>w/c 15 January</b>	Closing date for Reception and Year 3 (junior school applications)
<b>w/c 3 February</b>	Applications sent to / received from other local authorities
<b>w/c 17 February</b>	Local authority sends applications to foundation / voluntary aided schools / academies for consideration
<b>By 2 March</b>	Foundation / voluntary aided / academies forward lists of all preferences ranked in accordance with criteria to the School Admissions Team
<b>9 March</b>	Provisional offers shared between local authorities
<b>31 March</b>	Final offers shared between local authorities
<b>16 April</b>	Parents informed of school allocations
<b>3 May</b>	Unsuccessful applications can request a review of their allocation and an appeal if they wish to do so. At this point late applications can also be considered
<b>8 May</b>	Results of the review process to be notified to parents or guardians
<b>June</b>	Appeals to take place

### Late applications for Reception Infant to Junior

The closing date for the return of the return of local authority common application form is the 15 January 2020. We will ensure that all applications received by this date will receive due consideration under the co-ordinated scheme.

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

Between 15 January and 21 February 2020 late applications and changes of preference will only be accepted where there is good reason, such as a house move or the severe illness of a parent. Some proof will be required.

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

All applications and changes of preference received after 21 February 2020 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation letter on 16 April 2020.

## **Independent Appeals**

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

## **Waiting Lists**

For over-subscribed community and voluntary controlled schools a waiting list system will be operated by the School Admissions Team. Voluntary aided and foundation schools operate their own waiting lists.

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

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

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## Appendix G: Schools for which the local authority is the admissions authority

School Name	Type
Aqueduct Primary School	Community school
Captain Webb Primary School	Community school
Church Aston Infant School	Community school
Donnington Wood CE Junior School	Voluntary controlled school
Donnington Wood Infant School and Nursery	Community school
Hollinswood Primary School	Community school
Holmer Lake Primary School	Community school
John Fletcher of Madeley Primary School	Voluntary controlled school
John Randall Primary School	Community school
Ladygrove Primary School	Community school
Lawley Primary School	Community school
Lightmoor Village Primary School	Community school
Lilleshall Primary School	Community school
Meadows Primary School and Nursery	Community school
Millbrook Primary School	Community school
Muxton Primary School	Community school
Newdale Primary School & Nursery	Community school
Newport CE Junior School	Voluntary controlled school
Newport Infant School	Community school
Old Park Primary School	Community school
Randlay Primary School	Community school
Sir Alexander Fleming Primary School	Community school
St George's CE Primary School	Voluntary controlled school
St Lawrence CE Primary School	Voluntary controlled school
St Peter's CE Controlled Primary School, Edgmond	Voluntary controlled school
St Peter's CE Primary School, Bratton	Voluntary controlled school
Teagues Bridge Primary School	Community school
The Burton Borough School	Community school
Tibberton CE Primary School	Voluntary controlled school
William Reynolds Primary School	Community school
Wombridge Primary School	Community school
Woodlands Primary School	Community school
Wrockwardine Wood CE Junior School	Voluntary controlled school
Wrockwardine Wood Infant School and Nursery	Community school

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## Appendix H: Schools which are their own admissions authority

School Name	Type
Apley Wood Primary School	Foundation school
Charlton School	Foundation school
Coalbrookdale & Ironbridge CE Primary School	Voluntary aided school
Crudgington Primary School	Foundation school
Dawley CE Primary Academy	Academy sponsor led
Dothill Primary School	Foundation school
Ercall Wood Academy	Academy
Grange Park Primary School	Academy
Haberdashers Abraham Darby	Academy sponsor led
Haberdashers' Adams	Academy
Hadley Learning Community (primary phase)	Academy
Hadley Learning Community (secondary phase)	Academy
High Ercall Primary School	Foundation school
Holy Trinity School	Voluntary aided school
Lawley Village Academy	Academy sponsor led
Madeley Academy	Academy sponsor led
Moorfield Primary School	Foundation school
Newport Girls' High School Academy	Academy
Priorslee Academy	Academy
Queenswood Primary School and Nursery	Foundation school
Redhill Primary School	Academy
Short Wood Primary School	Foundation school
St Luke's Catholic Primary School	Voluntary aided school
St Mary's Catholic Primary School	Voluntary aided school
St Matthew's CE Aided Primary School and Nursery	Voluntary aided school
St Patrick's Catholic Primary School	Voluntary aided school
St Peter and St Paul Catholic Primary School	Voluntary aided school
The Telford Langley School	Academy sponsor led
The Telford Park School	Academy sponsor led
The Telford Priory School	Academy sponsor led
Windmill Primary School	Academy sponsor led
Wrekin View Primary School	Foundation school

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