



This policy belongs to

# **Tibberton CE Primary School and St Lawrence CE Primary School Federation**

## **Admissions**

**Revised: Autumn Term 2022**

**Consultation with Staff & Governors**

**and adoption of policy: Autumn Term 2022**

**Review Date: Autumn Term 2023**

## Co-ordinated Scheme for Admissions to Primary Schools in

### Telford & Wrekin

All children within Telford & Wrekin are entitled to start school in the term after their 4<sup>th</sup> birthday. Parents 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 be admitted into Year 1 (not Reception).

A separate application must be made to transfer from nursery to primary school.

The scheme is designed to ensure that all children applying for Reception places in infant and primary schools 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 for September are being co-ordinated across Local Authority boundaries.

Parents of children within the relevant age group and living within Telford & Wrekin should complete the Telford & Wrekin common application form to apply for any primary or infant school within the Borough or any neighbouring borough.

There is a separate form on which to apply for a place at a Junior School (Year 3).

In both cases parents are invited to express up to 3 preferences, in ranked order.

The Borough operates an equal preference scheme within the primary phase. Some Foundation or Aided Schools require additional information from parents to operate their admissions criteria. Forms seeking this supplementary information will be sent out by individual schools and are also to be returned direct to the school concerned.

Completed application forms should be returned to the Admissions Team by the date stated on the application form.

Applications will then be considered and in the case of oversubscribed schools the following criteria will be applied for **all Community and Voluntary Controlled schools**.

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

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

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

- a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well-being; and then

- b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then

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

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

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between a central point in the home and a central point within the school as measured by straight line distance with those children closest having priority. Distances are measured using the Borough's computerised mapping system. If there are a limited number of places available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or who are the result of a multiple birth, then the child(ren) who will be offered the available place(s) will be determined randomly by the drawing of lots.

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

1. Children who are **looked after** (in public care) are those children who are subject of a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parents. Looked after children also include those children who were previously looked after but were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

A child's **home address** will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child. In the event of shared care parents must opt to use one address for all the preferences expressed.

#### NOTES

a) All applicants will be considered at the same time and after the closing date for admissions which is the date set in January by Telford and Wrekin Local Authority in the academic year immediately before the children are due to start school.

b) Children who are in public care (Looked after children) are those children who are subject to a court order and the local authority share parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parents.

c) All Catholic applicants will be required to produce baptismal certificates.

d) It is the duty of governors to comply with class size limits at Key Stage One.

e) If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). 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 in the home address (including the community entrance to flats) to a central point in the school using the Local Authority'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.

f) 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.

g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the October half-term.

h) 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 Local Authority.

i) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

j) 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.

### **Late Applications**

We will ensure that all applications received by the closing 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.

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 February 2014 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation posted in April.

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

### **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 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.

## **Mid-term admissions and transfer between two Telford & Wrekin Schools**

A separate policy on mid-term admissions and transfers is set out below.

### **Scheme for in-year admissions**

Telford & Wrekin School Admission Team intend to co-ordinate all admissions into all maintained schools in the borough, including all voluntary aided, foundation, trust and academy schools for the academic year in respect of places required other than at the normal point of entry. Telford & Wrekin Council is the relevant admissions authority for all community and voluntary controlled schools within the Borough.

### **The In-Year Admissions Scheme**

1. This scheme applies to applications made by parents for schools at points other than the normal age of entry.
2. The purpose of the scheme is to ensure, so far as is reasonably practicable, each parent/carer who applies for a school place during the course of an academic year receives only one single offer of a school place at a maintained school within the borough. It is also intended to ensure that children can be safeguarded as they move between schools.
3. Parents must complete a Telford & Wrekin In-Year Admission form to apply for any school within Telford & Wrekin.
4. The In-Year application form can be obtained from the Telford & Wrekin Council website [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)
5. The application form will allow parents 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 to rank schools in order of preference and give reasons for those preferences. Parents will have to name all schools for which they wish their child to be considered on the form.
6. Where the application is for a school for which the governing body are the admission authority, the details of the application will be forwarded to the school together with any supporting information supplied by the parent.
7. Parents do not have to provide supplementary information unless it is required to enable the Governing Body to apply the school's oversubscription criteria.
8. 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.
9. 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).

10. All applications received by the Schools Admissions Team will be looked at to determine whether or not they meet the criteria for consideration under the Borough's Fair Access Protocol. A copy of this protocol is available on the Telford website.
11. Where preferences are expressed on the application form for community or voluntary controlled schools for which the Council is the admissions authority the admissions team will assess the application against the council's admissions policy to see if a place can be offered within 10 days of the application being received.
12. Where preferences are expressed on the application form for schools who are their own admissions authorities or schools within other local authority areas the Admissions team will forward the application together with any supporting information to the relevant governing body or local authority.
13. 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 Schools Admissions team within 10 days of the application being received.
14. 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.
15. 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.
16. Once the school's 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.
17. Once the steps in paragraphs 11 to 13 have been carried out the School Admissions Team will compare the results received for each of the school preferences expressed by the parents.
18. Where a child can be offered a place at more than one of the preferred schools the Admissions Team will allocate a place at the parent's highest ranked preference school.
19. Where the 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.
20. The Admissions Team will notify parents living in Telford & Wrekin of the outcome of their application within 15 days of the application being received wherever possible.
21. Offers of places being made to Telford & Wrekin children 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.

22. 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.
23. Parents will be expected to respond to any offer of a school place made within 10 days of notification.
24. 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.
25. Where refusals are made for Telford & Wrekin schools parents will be given information about the appeals process.
26. Where refusals are made on behalf of other admissions authorities, details about their appeals processes will be passed on.
27. 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.
28. 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.
29. 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.