

High Ercall Primary School Admissions Policy

Admissions operated by Telford and Wrekin Local Authority.

Co-ordinated Scheme for Admissions to Primary Schools in Telford & Wrekin for 2017 – 18
Please read the associated LA document

Please contact our school directly to arrange a visit to look around for entry into school in September 2017. We have open sessions with a tour by the Head, Mrs Sarah Roberts. This is an opportunity to look around all of the school and ask any questions.

All children within Telford & Wrekin are entitled to start school in the term after their 4th 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 5th 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 2017 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.

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.

Completed application forms should be returned to the Admissions Team by **15 January 2017**.

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.

The following dates apply to applicants for Reception places:

Information taken from Determined Co-ordinated Admissions scheme 2017-18

This is available on the Telford and Wrekin website:

http://www.telford.gov.uk/downloads/file/349/determined_admission_arrangements_for_20172018

September/October 2016

Information for parents to be posted to the home address of parents and guardians whose details are known.

15 January 2017

Closing date for Reception and Year 3 (Junior School) applications.

23 January 2017

LA sends applications to Foundation/Aided schools and Academies for consideration.

13 February 2017

LA receives information on provisional allocations from Foundation/Aided schools.

24 February 2017

After this date no late applications can be included in the process for oversubscribed schools.

February 2017

Provisional allocation lists to be sent to all primary schools. Provisional Offers shared between LAs

By 17 March 2017

Allocation lists sent to schools for checking.

13 April 2017

Allocation letters posted to parents second class.

By noon 5 May 2017

Unsuccessful applicants 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

12 May 2017

Results to the review process to be notified to parents or guardians.

June 2017

Appeals to take place.

Late Applications

The closing date for the return of the return of LA common application form is the 15 January 2017. 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 24 February 2017 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 24 February 2017 will not be considered until the Review stage and families applying after this date will not therefore receive an allocation letter posted on 16 April

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.

Proposed scheme for in-year admissions 2017/18

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 2016/17 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 individual school governing body is the relevant admissions authority for foundation, voluntary aided, trust or academy schools.

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 any of the following sources
Child's current T&W school T&W school being applied for Telford & Wrekin School Admissions Team 01952 380901/03/04
From the Telford & Wrekin Council website 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. The Governing bodies of some foundation, voluntary aided, trust or academy school may require parents applying also to complete a supplementary information form to collect additional information needed to operate their own admissions policy.

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 affect 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.

Admissions Number

At High Ercall Primary School, the admissions number for 2017/18 is:

Early Years / Key Stage 1: 20

Key Stage 2: 24