

HIGH ERCALL PRIMARY SCHOOL



ADMISSIONS Policy 2023-24

Policy- Document Status			
Review of Policy	6 th September 2023	Named Responsibility	Sarah Roberts
Policy Inception	6 th September 23		
Date of Policy Adoption by Governing Body	Adopted on: 26 th September 2023		
Next review date	Autumn term 2024		

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 2023 -24

This is the link to LA schools admissions page:

https://www.telford.gov.uk/info/20026/school_admissions/14/starting_school

Starting school in September 2024

Please contact our school directly to arrange a visit to look around for entry into school in September 2024.

Reception Children:

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). To defer entry, please contact the Local Authority admissions team for advice and the procedure which must be followed. There is also a policy on the Telford and Wrekin admissions website.

An application must be made in the same way to transfer from nursery to primary school. High Ercall Day Nursery is a privately run nursery, and so their admissions are managed internally.

How to apply

The admissions 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 2024 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. This is an online application form:

https://www.telford.gov.uk/info/20026/school_admissions/3247/applying_for_a_school_place

See clip below from the webpage which indicates when you must apply for your child's place to start in September 2024.

The application process will begin around twelve months before your child is eligible to start school.

This table displays when children can start school and the dates to apply between.

DATE OF BIRTH	APPLY BETWEEN	CAN START SCHOOL
1 September 2017 - 31 August 2018	October 2021 - 15 January 2022	September 2022
1 September 2018 - 31 August 2019	October 2022 - 15 January 2023	September 2023
1 September 2019 - 31 August 2020	October 2023 - 15 January 2024	September 2024

In all cases parents are invited to express up to 4 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 **15th January 2024**.

What if the school is over-subscribed?

Applications will then be considered and in the case of oversubscribed schools the following criteria will be applied for High Ercall Primary School:

Children with an Education, Health and Care Plan which names the school will be allocated places. If your child has an EHCP, please contact school to discuss their needs and whether the school can meet these. After which, 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, children previously in state care outside of England and have ceased to be in state care as a result of being adopted. 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;
c) other children living in the school's attendance area.
3. Children of staff
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 b)

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.*

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.

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.
2. 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 school admissions booklet will be available on our website, once it is published by the LA, and contains information about the number of children who applied for places in 2023, which will give you an indication about oversubscription.

In year admissions

What if my child is already in school and I want to transfer to High Ercall?

If you wish to transfer your child to our school, please contact the school in the first instance for further information and a tour. It is important to talk about the reasons for transfer, so that we can support you as required.

Telford & Wrekin will then coordinate any school transfer on behalf of the school.

Telford & Wrekin School Admission Team co-ordinate all admissions into all maintained schools in the borough, including all voluntary aided, foundation, trust and academy schools for the academic year 2023/24 in respect of places required other than at the normal point of entry.

Telford & Wrekin Council is the relevant admissions authority for High Ercall Primary School. All in year application forms need to be completed on-line following the link below:

https://www.telford.gov.uk/info/20026/school_admissions/281/in_year_admissions

The form is then sent to High Ercall Primary School by the Local Authority to request information about the availability of places. If there is a space in the relevant year group, parents will be notified by the Local Authority admissions team that a space has been allocated.

The In-Year Admissions Scheme

This is the Local Authority scheme to award school places.

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. Applications must be made on line using the link above.
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 Numbers - agreed annually at the full Governors meeting 26th September 2023 for 2025-26

At High Ercall Primary School, the admissions number for 2023/24 and 2024/25 is:

Early Years / Key Stage 1: 20

Key Stage 2: 24