

High Ercall Primary School Admissions Policy

Admissions operated by Telford and Wrekin Local Authority on behalf of High Ercall Primary School

Co-ordinated Scheme for Admissions to Primary Schools in Telford & Wrekin for 2025 -26

This is the link to LA schools admissions page:

[Telford and Wrekin School Admissions](#)

Determined Admission Arrangements for 2025-26

Starting school in September 2025

Please contact our school directly to arrange a visit to look around for entry into school in September 2025.

Reception Children:

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

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 receive only one offer of a place in a Telford & Wrekin School.

All primary school applications for entry for September 2025 are being co-ordinated across Local Authority boundaries.

Telford & Wrekin operates an equal preference scheme. This means that preferences for each school parents/guardians are considered in line with the admissions policy for the school, regardless of where this was listed on the application form. Where it would be possible to offer a child a place at more than one of the schools listed on a parents/guardians application, the school listed as the highest possible preference will be offered. Possible school places that were listed lower on the application form will be released and offered to other children in line with the admissions policy for the school(s). Each child will therefore receive an offer of a place at the single highest possible school which could be offered.

All applications must be completed online:

[Telford and Wrekin Application for a School Place](#)

See clip below from the **T&W Determined Admissions Arrangements for 2025-26** which indicates the timeline of dates when you must apply for your child's place to start in September 2025. This document is also listed on our website.

2024	
September / October	Promotion of applying for a school place
2025	
15 January	Closing date for Reception and Year 3 (junior school applications)
w/c 22 January	Applications sent to/received from other local authorities
w/c 12 February	Local authority shares applications with foundation/voluntary aided schools/academies for consideration
By 1 March	Foundation/voluntary aided/academies completes ranking of all preferences in accordance with criteria and shares with the School Admissions Team
w/c 10 March	Provisional offers shared between local authorities
w/c 31 March	Final offers shared between local authorities
16 April	Parents informed of school allocations
	Late applications received after the closing date will be processed after the offer day.
June	Appeals to take place

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.

Parents/guardians of pupils who live outside of Telford & Wrekin, but wish to apply to schools in the borough should list these schools on the application form they submit to their home local 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 Borough operates an equal preference scheme within the primary phase.

Completed application forms should be returned to the Admissions Team in **January 2025. Check online for the exact date.**

Catchment areas

Details of catchment areas for primary schools in Telford & Wrekin can be found at:

[Telford and Wrekin - Catchment area maps](#)

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 2024, which will give you an indication about oversubscription.

Deferred entry

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 5th 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.

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 5th birthday. These decisions will be based on each individual case. Please refer to the Delayed Entry Policy on the Telford and Wrekin Admissions web page.

Late applications for Reception places

The closing date for the return of the local authority common application form is the 15 January 2025. The Local Authority 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 2025 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 2025 will not be considered until after national offer day.

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 High Ercall Primary School, a waiting list system will be operated by the School Admissions Team.

Any places becoming available will be allocated according to the published oversubscription criteria (see above). 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.

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

In line with the School Admissions Code, the application will allow parents/guardians to apply for schools of their preference, provide their name and address, the name, address, and date of birth of their child, and 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.

Please read the scheme below for the step by step process for awarding in year places:

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 2024 for 2026-27

At High Ercall Primary School, the admissions number for 2025/26 and 2026/27 is:

Early Years / Key Stage 1: 20

Key Stage 2: 24