

# **Admissions Policy**



**Date Reviewed: 29/03/19**

**Reviewed by: GB**

**Next Review: March 2021**

Telford and Wrekin Council, as LA, is the admissions authority for the school.

Applications are completed on-line at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions). You will also find step by step instructions on how to apply for your child's school place together with deadline dates for Reception/Secondary places.

All parents are advised that it is in their own best interests to apply online via the LA application form, what their preference for a school place is, regardless of whether they opt for their nearest school, or one further away.

No priority or guarantee of a place at a primary school will be given related to attendance at our nursery.

Admission limits will not be breached by the LA where to do so would necessitate class sizes in Key Stage One of more than 30 pupils.

Entry to school may be deferred by a maximum of one term within the same academic year. Children are of compulsory school age at the term after their fifth birthday.

The school also has a nursery. Children are eligible for a part-time place for up to five terms prior to starting school. Admission forms are available from the school office. Places are offered according to the LA admissions criteria.

Parents/carers considering sending their children to the school are invited to make an appointment to meet the Headteacher and visit the school.

The school's standard number for Reception to Y6 is 80.

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) as above.**

### **5. Children of staff**

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.*

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

*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*

## Definitions

The local authority 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.