



# The Telford Park School

## Admissions Policy 2026 - 2027



Document Author/Owner

Version	Owner	Role
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#### Document Governance

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## Contents

- Mission Statement
- Places
- Over Subscription Criteria
  - o A. Children and Young People in Care and previous Children and Young People in Care
  - o Supporting evidence
  - o B. Child or family's acute medical/social needs
  - o C. Children who have older siblings currently attending Telford Park School at the date of admission
  - o D. Children of Staff Members
  - o E. Proximity to each school
- Definition of Home Address
- Tie Breaker
- Change of Address
- Fair Access Protocol
- In-Year admissions and Appeals
- Waiting Lists
- Late Application

## Mission Statement

Telford Park School will work in partnership with families, parents and sponsors to become a beacon for learning within the community. We will aim to extend the potential of every student through an enriched programme of academic, social, technological and recreational experiences in order to prepare pupils for the challenges of adult life.

## Places

Telford Park School operates within Telford and Wrekin Council's Scheme for Co-ordinated Admission Arrangements for Secondary Admissions. The scheme aims to ensure that each child receives the best possible single offer of a place at a secondary school, based on parents' preferences. This means that:

1. Parents only fill in ONE application form, stating their preferred choices and reasons for them.
2. Five preferences are invited.
3. Initially, ALL preferences are treated as equal, and sent out to other admission authorities as appropriate.
4. All children whose statement of educational need (SEN) or Education, Health and Care (EHC) plan names the school will be admitted.
5. If Telford Park School is full the over-subscription criteria outlined within this policy will be applied (where appropriate).

## Published Admission Numbers (PANs)

Telford Park School will offer:

- **Year 7:** 120 places
- **Year 9:** 150 places
- **Year 10:** 150 places
- **Year 11:** 150 places
- **Year 8:** 150 places

## Over Subscription Criteria

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below. Where there are fewer applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the following oversubscription criteria will be applied in order of priority.

In order of priority, places will be offered based on:

### *A. Children and Young People in Care and Previous Children and Young People in Care*

Children and young people in care are children who are:

- (a) in the care of the local authority, or
- (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## Supporting Evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend Telford Park School, these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form.

The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents would be asking the Admitting Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for a particular school.

Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

### *B. Child or Family's Acute Medical/Social Needs*

In exceptional circumstances, there is discretion to admit children on the grounds of their own or their family's acute medical or social needs for Telford Park School and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, and

therefore whether there are specific medical or social circumstances that can be met only by the child's attendance at Telford Park School.

### ***C. Children Who Have Older Siblings Currently Attending Telford Park School at the Date of Admission***

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order)

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2025). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

### ***D. Children of Staff Members***

Each school may at its discretion admit children of members of staff in what the school considers to be appropriate circumstances, where:

- (a) The member of staff has been employed at the school for two or more years at the time at which the application for 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

This criterion is intended to cover all staff within the school with the exception of staff on casual/temporary contracts.

### ***E. Proximity to Each School***

How close the child lives to the school requested, with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the school and the child's home address. The distance is measured using Telford and Wrekin Council's software.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

## **Tie Breaker**

If there is an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

## **Change of Address**

It is expected that the applicant and pupil will still be resident at the same address when the child starts school. Evidence may be required to confirm the applicant is still living at the application address on National Offer Day and when starting at the offered school. Places may be withdrawn if address details do not match the information given on the application.

Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded.

In addition, applicants who retain ownership of a previous address cannot use a temporary address for applications.

## **Fair Access Protocol**

Telford Park School, in common with all other schools in Telford and Wrekin Council, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over its published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

## **In-Year Admissions and Appeals**

Telford Park School operates within Telford and Wrekin Council's Scheme for Co-ordinated Admission Arrangements for Secondary Admissions.

## **Waiting Lists**

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for the preferred Telford and Wrekin Council school or schools that were ranked higher than the allocated school.

Unless material changes of circumstances have been demonstrated, a child's name will only be included on those lists for schools that were ranked higher on the application than the school allocated to the child. Therefore, if a child is allocated a place at the first preference school, the child's name will not be added to the waiting list for any of the other preferred schools.

The waiting lists will be ranked in admission criteria order. As soon as places become vacant, Telford and Wrekin Council on behalf of the admitting authorities will re-allocate those places from the waiting list, even if this is before appeals have been heard.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

## **Late Application**

Late applications will be considered in line with Telford and Wrekin Council's co-ordinated arrangements.

## **Equality Impact Assessment**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.