

# TELFORD PARK SCHOOL



## The Telford Park School

### Admissions Arrangements 2024-2025

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## **Introduction**

The Community Academies Trust being the admissions authority for The Telford Park School, has determined the following arrangements for entry to the school in September 2024.

Admissions to Telford Park School will be made in accordance with the statutory School Admissions Code and the School Admissions Appeals Code.

The Telford Park School's admission arrangements are part of Telford and Wrekin's Local Authority scheme of co-ordinated admissions.

### **Published Admission Number (PAN)**

We admit children up to the planned admission number.

The school's Published Admission Numbers are:

The Telford Park School: 120

### **Admission Criteria**

In the event of oversubscription, the following criteria will apply:

1. Those children who are 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 these local children, then places will be given first to:
3. 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
4. those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), stepsister(s), half-brother(s) and half-sister(s) living as a family at the same address and who attend the school; and then
5. other children living in the school's defined attendance area.
6. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order 1) to 5) as detailed above.

If there are not enough places for all of the children in any particular category, we will give places on the basis of the straight-line distance between a central point in the school buildings and a central point in the child's home. The distances will be measured using the borough's computerised mapping system which is a Geographical Information System (shortest distance = highest priority). When a

school has more applicants than places, some out of area applications will be unsuccessful.

All admission authorities will apply the following definitions in the case of a Looked After or previously Looked After child and home address:

Looked after Children are those children who are the 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 parent. Looked after children will include those children who were previously looked after, but ceased to be so, because they were adopted from care (or became subject to a residence order or special guardianship order).

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 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.

### **Pupils with an Education Health & Care Plan**

The admission of children with an Educational Health & Care Plan will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA.

### **Policy for Inclusive Education**

Our school support the view that inclusive education is an approach to education which seeks to enable children to have their educational needs met within their local academy wherever possible. This view of inclusive education is based on the principle of Entitlement. The Telford Park School and Telford & Wrekin believe that all children and young people are entitled to:

- Have equality of opportunity and access to education
- Learn, participate and form friendships with their peers within their local community
- Have their skills developed and their abilities nurtured to enable them to maximise their potential and attainment and to enhance self-esteem
- Have any educational needs identified as early as possible

- Receive professional support, advice and resources to meet any identified educational needs
- Be treated with respect and have their views and opinions taken into account

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2002.

## **Appeals**

Any parent whose child is refused a place at The Telford Park School has a right to appeal the decision. Appeals are administered by Telford and Wrekin Council and can be lodged through school. Parents need to call The Telford Park School and ask for an appeal form which is then completed and returned to the school.

## **Waiting Lists**

Waiting lists will be held by the Local Authority. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. The parents / carers of all children on the list will be responsible for contacting the Local Authority if they wish their child to remain on the list. After this date a new in-year application form will need to be submitted.

## **How to Apply**

Parents make their application online at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) on the page 'Applying for a school place 2024/25. Here you will be prompted to create a Parent Portal account where the application can be found. You should only use your own Parent Portal account; accounts of friends or relatives should not be used to make the application.

If you do not have access to the internet you can go to your local library and use their computer facilities.

Telford & Wrekin parents can list up to 4 school preferences on their application form. Parents 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.

## **What do I need to know about making an application?**

You can apply for up to four schools. You must rank the schools in order of preference. The school you name first should be the one where you would most like your child to go to. We recommend that you visit secondary school open evenings to find out more about each school. This will help you to rank the schools in order of preference on your application form.

### **Accessibility Information**

Our school was built in 2015 and complies with all legislative requirements at the time, including disabled access, ramps and lifts to all floors.

**The timetable for co-ordinated admission arrangements (secondary) in 2023-2024 is to be as follows**

#### **2023**

**September** - On-line portal opens for applications.

**September to October** - Secondary schools hold open days and/or evenings for year 6 pupils and their parents.

**31<sup>st</sup> October** - National closing date for receipt of LA common application forms.

#### **2024**

**w/c 8<sup>th</sup> January** - First exchange of results between neighbouring local authorities.

**w/c 15<sup>th</sup> January** - Provisional offers exchanged between neighbouring local authorities.

**w/c 29<sup>th</sup> January** - Second cycle of results shared between neighbouring local authorities.

**w/c 5<sup>th</sup> February** - Final offers exchanged between neighbouring local authorities.

**1<sup>st</sup> March** - On time applicants receive a school allocation email. Late applications received after the closing date will be processed after the offer day.

**May/June** - Appeals heard by independent appeals panel.

**Early/Mid-June** - Late appeals considered and heard.

**July** - Year 6 children visit their new secondary schools.

## **Late Applications**

The closing date for application is 31 October 2023. Between 31 October 2023 and 22 January 2024 late applications and changes of preference will only be accepted where there is a good reason, such as a house move or the severe illness of a single parent. Some proof will be required.

If you have no exceptional reason for a late application, then we will not be able to consider your request at the initial allocation stage.

All applications and changes of preference received after 22 January 2024 will not be considered until the Review Stage and you will not receive an allocation letter at the beginning of March 2024.

Your chances of being offered a place at your preferred school will be much lower if you apply late. Your application will not be considered until the Review Stage when some schools will already be full.

If we cannot offer a place at any of your preferred schools, you will be offered a place at your catchment school if there are still places available, or the nearest school with a place available. If you are unhappy with this allocation, please log onto [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) and follow the link for Review.

## **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 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.

## **Telford and Wrekin's determined admission arrangements**

TBC - *awaiting T&W published admission arrangements for 2024/25*

### **In-Year Admissions**

Parents should apply directly to Telford and Wrekin Council.

### **In-Year Fair Access Protocol**

The local authority has developed, with its Headteachers, an in-year fair access protocol (FAP) to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

The main principles are:

- That all maintained schools and academies must participate.
- Schools and academies will continue to admit the large majority of pupils who apply for an available place under normal admission arrangements.
- A panel composed of Headteachers and LA officers will meet approximately every 3 weeks to consider cases referred to it and make recommendations.
- Arrangements for admission through the protocol will be outside the normal operation of the admissions policy and oversubscription will not be regarded as a reason not to admit a pupil.
- Pupils referred to a school or academy via the in-year fair access panel will take priority over any other children on a waiting list for a place.
- Parents will still have a right to appeal to an independent panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for that pupil under the terms of the protocol.

### **Links to other School Policies and References**

This policy links to the following policies and procedures:

- Accessibility Plan
- Department for Education School Admissions Code
- Department for Education School Admission Appeals Code
- Equality Act 2010
- The Human Rights Act 1998
- The Special Educational Needs and Disability Discrimination Act 2002
- Telford and Wrekin Fair Access Protocol (FAP).