

A parent's introduction to
secondary education
including arrangements
for admission

2018-2019



Secondary school information booklet



Information is correct at the time of going to press.

For up to date individual school information please refer to schools own website for details.

Contents

| | | | | | |
|-----------|--|-----------|--|--|--|
| 01 | How to apply for a place in Secondary School | 4 | | | |
| 1.1 | Schools in Telford & Wrekin | 4 | | | |
| 1.2 | Schools in other Local Authority Areas | 4 | | | |
| 1.3 | School Preferences | 4 | | | |
| 1.4 | Applying for a Selective (Grammar) School | 4 | | | |
| 1.5 | Applying to Thomas Telford School | 5 | | | |
| 1.6 | Applying to a Secondary School or Academy except Thomas Telford School | 6 | | | |
| 1.7 | What happens if a school has more applicants than places? | 8 | | | |
| 1.8 | How will my child get to and from school? | 8 | | | |
| 1.9 | Late Applications and changes of Preference | 9 | | | |
| 1.10 | What should I do if I move house during the admissions process? | 9 | | | |
| 1.11 | When will I know which school my child has been offered? | 9 | | | |
| 02 | What happens after school places have been offered? | 10 | | | |
| 2.1 | How do I accept the school place offered to my child? | 10 | | | |
| 2.2 | What happens if my child can't be offered their first preference school? | 10 | | | |
| 2.3 | What happens if I don't want the place my child has been offered? (The Review Stage) | 10 | | | |
| 2.4 | Appealing for a school place | 10 | | | |
| 2.5 | The Appeal Hearing | 10 | | | |
| 2.6 | Waiting Lists | 10 | | | |
| 03 | Admission policies and oversubscription criteria for individual schools | 11 | | | |
| 3.1 | If a Community or Voluntary Controlled School in Telford is oversubscribed the following priority order will be applied: | 11 | | | |
| 3.2 | Admissions Policy for Abraham Darby Academy | 11 | | | |
| 3.3 | Admissions Policy for Burton Borough School | 12 | | | |
| 3.4 | Admissions Policy for Charlton School | 12 | | | |
| 3.5 | Admissions Policy for Ercall Wood Technology College | 13 | | | |
| 3.6 | Admissions Policy For Hadley Learning Community (Secondary Phase) | 13 | | | |
| 3.7 | Admissions Policy for Holy Trinity Academy | 14 | | | |
| 3.8 | Admissions Policy for Madeley Academy | 15 | | | |
| 3.9 | Admissions Policy for Telford Langley School | 16 | | | |
| 3.10 | Admissions Policy for Telford Park School | 17 | | | |
| 3.11 | Admissions Policy for Telford Priory School | 17 | | | |
| 3.12 | Admissions policy for Adams' Grammar School | 17 | | | |
| 3.13 | Newport Girls' High School Academy Trust | 20 | | | |
| 04 | Key dates for admissions to secondary school in September 2018 | 22 | | | |
| 4.1 | Admission to Secondary School in September 2018 - Key Dates | 22 | | | |
| 05 | Open evenings | 23 | | | |
| 06 | Applying for a school place other than for the start of Year 7 | 25 | | | |
| 6.1 | Applying for a school place if you... | 25 | | | |
| 6.2 | Applying for a school place in Year 10 | 25 | | | |
| 6.3 | Waiting Lists | 26 | | | |
| 6.4 | How to apply for a place in a school sixth form | 26 | | | |
| 6.5 | Fair Access Protocol | 26 | | | |
| 07 | Directory of Secondary Schools in Telford and Wrekin | 27 | | | |
| 08 | SEND admissions information 2018 | 31 | | | |
| 8.1 | Pupils with Special Educational Needs and Disabilities. Statements of SEN and Education Health and Care Plan's (EHCPs) | 31 | | | |
| 09 | General Information | 32 | | | |
| 9.1 | Policy for Inclusive Education | 32 | | | |
| 9.2 | Travel assistance | 32 | | | |
| 9.3 | Free school meals | 33 | | | |
| 9.4 | School uniform and clothing | 33 | | | |
| 9.5 | Independent Schools | 33 | | | |
| 9.6 | Public Examinations | 33 | | | |
| 9.7 | School Governors | 33 | | | |
| 9.8 | Attendance Information | 33 | | | |
| 9.9 | Child Employment and Performance Licensing for children of compulsory school age | 34 | | | |

1.1 Schools within Telford & Wrekin

From mid September 2017 you are able to start making your application for your child's place at secondary school. There are some important things for you to be aware of, please look carefully at this guide to ensure that you understand the process and the different admissions criteria for your preferred secondary schools. All applications are made on line.

Most addresses in Telford have an allocated designated school. You do not have to include your designated school as a preference if you don't wish to, but if you do include it as one of your preferences we are more likely to be able to offer you a place.

You should not put Thomas Telford School on your preference form as it is a City Technology College and operates its own independent admission arrangements. You must apply directly to the school.

Please be aware that by applying for a place at Thomas Telford School, should your child be offered a place at Thomas Telford School, this offer will supersede a local authority school offer.

You must apply to your Local Authority for a school place

If you pay your council tax to Telford & Wrekin Council you must make your application for a school place to Telford & Wrekin Council. This applies even if your preference is for a school outside of Telford & Wrekin Local Authority. For example a school in Shropshire/Staffordshire/Wolverhampton.

Apply online at www.telford.gov.uk/admissions. If you do not have access to a computer you can go to your local library and use their computer facilities.

Once the application has been completed you will receive a confirmation email with a summary of your application details. Please check your letter to make sure it shows the correct details.

Please see website for catchment maps www.telford.gov.uk/admissions

1.2 Schools in other Local Authority Areas

If you want to apply for a school in another local authority area, such as Shropshire, Staffordshire or further afield, you should include that school as one of the preferences on your Telford & Wrekin form. We operate a co-ordinated system of admissions for secondary schools and will make the appropriate authority aware of your application. For information about other authorities

schools you can contact them directly. Contact details are given on page 30.

1.3 School Preferences

You can put up to 4 preferences on your child's application form. **These are preferences not choices.** The law does not give you the right to choose which school your child will attend, but it does give you the right to express a preference for the school(s) you would most like him or her to go to. Once we have received all the information on applications we liaise with the neighbouring admissions authorities to determine where children can be allocated places.

1.4 Applying for a Selective (Grammar) School

There are two grammar schools within the borough of Telford & Wrekin and both of them now have academy status.

1. Adams' Grammar School which admits boys only from years 7 to 11 inclusive but has some girls in the sixth form.
2. Newport Girls' High School which admits girls only from 11 to 18.

Both schools are situated near the centre of Newport and their individual admission policies are laid out on pages 13-14.

Results of the entrance test will be sent to parents directly from the school mid October. This letter should indicate whether your child is of the appropriate ability level and will allow you to make an informed decision on whether to apply for a grammar school place.

If you decide that you do want to include a grammar school as a preference for your child just include the school on your online application.

Adams' Grammar School will hold an open week during the Autumn Term.

Newport Girls' High School held an open day on 10 May 2017.

To apply for a place at Adams' Grammar School for a Year 7 place in September 2018 you should have registered for the entrance test **by 7th July 2017** and your child will have taken the test on the **18 September 2017**.

To apply for a place at Newport Girls' High School for a Year 7 place in September 2018 you should have registered for the entrance test **by 30 June 2017** and your child will have taken the test on the **18 September 2017**.

1.5 Applying to Thomas Telford School

Thomas Telford School, a City Technology College, is part of the Government's specialist school initiative and the Rules of Admission differ from those of Local Authority schools.

- 1 Parents must not include Thomas Telford School on the LA preference form
- 2 Parents must apply direct to the school either by downloading the form and relevant documentation from the School's website www.ttsonline.net/admissions or by telephoning the school for an application form.
- 3 Application forms are available **from Friday 1 September 2017**.
- 4 The closing date for receipt of completed application forms is **4pm on Monday 25 September 2017**. No applications can be accepted after this date.

Procedures for Admission

To apply, parents of prospective students will be asked to complete an application/declaration form (Ref AD 2018) for their eligible child.

The properly completed application/declaration form must be received by the School **before 4pm on Monday 25 September 2017**.

The application will only be valid if all information is supplied and the application form is completed, signed and returned by the date specified.

Assessments will take place on **Saturday 7, Sunday 8 and Saturday 14 October 2017** and the School will allocate an assessment session upon receipt of the completed application form. Parents will have an opportunity to view the School during their child's assessment.

Applicants who do not attend for assessment will not be considered further.

Applicants will be informed of the outcome of their application by letter **posted on 28 February 2018** and those who have been offered a place will be asked to complete and return an acceptance form **by 4pm Monday 12 March 2018**.

Catchment Area

The distribution of places between Telford and Wolverhampton students is controlled by the Funding Agreement. Between 30% and 40% of places will be given to students residing within the City of Wolverhampton or residing outside the city but within postcodes WV6, WV8 and WV9. The remainder will be allocated to students residing within the Telford Town boundary.

At the time of offer (1 March 2018), applicants must be residing in the catchment area. The School's ruling on residence, as defined in the Funding Agreement, is final.

Siblings

Preference is not given in favour of siblings (brothers and sisters) or of those with medical conditions.

Eligible applicants are those children residing in Telford and Wolverhampton as described previously, who were born between 1 September 2006 and 31 August 2007, or who will have completed Year 6 by 31 August 2018.

Special Education Needs

Parents of applicants with Special Education Needs should submit relevant documents (eg Statement or Individual Education, Health & Care Plan or Psychologist's Report or official letter of support for medical conditions) with the application form so that the School can consider whether any special arrangements are necessary for the Assessment (eg extra time, wheelchair access, larger print, etc).

The full Rules of Admission can be accessed online www.ttsonline.net

Sixth Form

The places available in the Post-16 group shall be allocated as follows:

- (a) The first 300 to applicants from Thomas Telford School
- (b) Any places remaining unfilled shall be allocated to applicants from Thomas Telford School and, thereafter, to any other applicants

All applicants must secure the appropriate entry requirements. Entry requirements for each subject can be found on www.ttsonline.net

In the event of places above not being filled by Thomas Telford students, then consideration will be given to applicants from other Schools. Applicants should request an Application Pack from the Admissions Office.

The process begins 1 October prior to admission the following September. The admissions process will continue until all places are filled. A Waiting List will then be established. Places will be offered to students on the Waiting List whose choice of subjects matches the vacancy available.

Procedure for Admission

To apply, parents or students will be asked to complete an Application Form.

Parents will also need to provide a **photocopy** of the child's Year 10 report from the present school which should also include details of their school attendance over the past year. The current school will also be asked to complete a pro-forma relating to predicted grades and provide a reference.

Appeals

Appeals shall be considered only when made on the grounds that the School's published Rules of Admission had not been properly and fairly applied.

1.6 Applying to a Secondary School or Academy except Thomas Telford School

You will need to apply online and submit it before the closing date of **31 October 2017**.

Do not complete your application until you are sure of your preferences. You will not be able to change your preferences after the closing date unless you have a substantial change of circumstances such as a house move.

You are encouraged to apply online – further information is available at www.telford.gov.uk/admissions Applications online will need to be completed and submitted by **31 October 2017**. Up to that date you will be able to go back to your online form and alter it if you wish to.

The information that you put on the application form is very important. It is what will be used during the admissions process, and it is essential that it is accurate and correct. The home address given should be the address where your child spends most of their time during the school week. Definitions of home address, looked after and sibling are included on page 5 of this booklet.

The information that you put on the form will be checked by the Local Authority (LA). Any place offered may be withdrawn by the LA if your application is found to be fraudulent or intentionally misleading. We may ask you to provide proof of your address.

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.

Please make sure you tell us if you move house after you have made your application.

In deciding which is your normal home address we would not usually accept an address if:

- You or your family has 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 may 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, other 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 admission 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 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.

Parents should agree before completing the application which parent has the main responsibility. If parents are separated and share custody, the parent who the child spends most of the school week with (the address where child benefit is payable) should make the application.

If child benefit is not payable in respect of the child for whom the school application is being made then the address the child is registered at their GP may be used.

If the parent making the application does not live with the child, a letter explaining why should be provided to the Local Authority and signed by both parents. Custody issues cannot be resolved by the Local Authority,

The local authority may require evidence of parental agreement in the form of either, written confirmation from each parent or a Court Order. If an agreement has not been reached before National Offer Day all preferences will be suspended and the local authority will seek to offer a place

at the nearest school, with places available, to the child's principle permanent residence.

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 LA has the right to withdraw the offer of a school place even if the child has already been admitted to the school.

Military Families

Telford & Wrekin Local Authority understands that the families of UK service personnel often have to move at short notice. If we receive an application along with an official letter from the MOD, FCO or GCHQ stating a relocation date we will then be able to arrange a school place in advance of the relocation, based on the address of quarters that the family have been allocated.

The order of the preferences that you put for schools on your application form is also very important. The LA will always offer you the highest possible preference so you should put your true preference first. Telford & Wrekin operates an equal or blind preference system. This means that we will consider your preferences along with all the others for each particular school and then offer a place at the highest possible one.

It is helpful to you if you do put down more than one preference. We will always offer the highest preference possible.

Remember: Changes of preference received after the closing date for applications, will not be accepted without an exceptional reason - for example, if a family move to a new address.

1.7 What happens if a school has more applicants than places?

If a school has more applicants than places available it is said to be oversubscribed. If this happens the Authority uses oversubscription criteria to decide how to prioritise the applications. For most of Telford & Wrekin schools the oversubscription criteria are:

- 1 Those children who are or who were previously looked after by Telford & Wrekin or by any other local authority.
- 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:
 - 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) and half sister(s) living as a family at the same address and who attend the school; and then
 - c) other children living in the school's defined attendance area.
- 3 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 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.

When a school has more applicants than places, some out of area applications will be unsuccessful. You can see which schools were oversubscribed in the information tables on pages 21-26. The table also shows the furthest distance from which an out of area applicant was offered a place. This distance varies from year to year depending on the number of applications received.

There are some schools where the criteria are a little different. These schools are Charlton School, Holy Trinity Academy; Hadley Learning Community Secondary Phase; Newport High School and Adams' Grammar School Abraham Darby and Madeley Academy. Some schools are Aided or Foundation Schools or Academies and as such their governing bodies are responsible for their admissions. Many of these operate the same oversubscription criteria as are listed above including Ercall Wood Technology College, Telford Langley School, Telford Park School, and Telford Priory School.

There is a complete section on schools admission policies and oversubscription criteria between pages 10-18. You should look at these when considering applying to one of these schools.

The governing bodies of Holy Trinity Academy and The Grammar Schools also ask parents to complete a supplementary information form to provide additional information in order to apply their admissions criteria.

This supplementary form on its own will not be regarded as a valid application. The parent must also complete and return an application form to their home local authority.

1.8 How will my child get to and from school?

Another thing that you may want to consider before filling in your application form is how your child will get to and from school.

The Local Authority only provides transport assistance between home and school in very particular circumstances. Usually, transport assistance is only provided for children who live beyond the maximum statutory walking distance (which is 3 miles for secondary age pupils) from their designated area or nearest school, or if a place is not available there, to the nearest available school with a place. Government legislation has extended this provision for children from low income groups. Children from low income groups are defined in the Education Act as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit. They are entitled to help with transport to their three nearest LA schools where they live more than 2 miles but not more than 6 miles from the school.

Please note that this is for transport assistance only. The pupils would have to gain a place at any school first under the normal admission arrangements. Further information on transport can be found on page 32.

1.9 Late Applications and changes of Preference

The closing date for application is **31 October 2017**. If, because of a substantial change in circumstances (such as moving house) your child's form is submitted late, or you need to change your preferences we will be able to accept these until **23 January 2018**.

Late applications and changes of preference are only usually acceptable where there is a very good reason like 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. If your application is received late you will not receive a school allocation at the beginning of March, but your preferences will be considered at the review stage.

Your chances of being offered a place at your preferred school will be much lower if you apply late.

1.10 What should I do if I move house during the admissions process?

If you move house or are planning to move house **between September 2017 and 23 January 2018** please contact the Admissions Team to let us know and discuss the implications. If you can prove your new address for example by providing evidence of exchange of contracts or a signed tenancy agreement by **23 January 2018** we should be able to use it at the initial allocation stage.

If you move after **23 January 2018** please contact us to discuss the situation.

Failure to notify the Admissions Team of any change of address could result in a school place offer being withdrawn.

Please note: Temporary moves to live with relatives or friends, or short term tenancy agreements which are deemed to have been made to gain 'in-area' status for a particular school, will not be accepted.

1.11 When will I know which school my child has been offered?

For all ontime applicants who applied online you will receive an email on **1 March 2018** with your school allocation.

2.1 How do I accept the school place offered to my child ?

If you are happy with the school place you have been offered for your child there is nothing that you have to do when you receive the offer letter. The school will contact you with further information.

2.2 What happens if my child can't be offered their first preference school?

If we can't offer your child a place at your first preference school it will be because we have had more applications for that school than there are places available and unfortunately your child has not been given a high priority in the oversubscription criteria (see page 11-20).

We will then try to offer your second preference and if we can't do that then the third preference, and so on. If we can't offer a place at any of the schools you have put down as preferences, or if you haven't told us what your preferences are, we will offer your child a place at the catchment or nearest school with a place available.

You can ask us to reconsider this at the review stage (see below) or appeal for a place at one or more of your preferred schools.

2.3 What happens if I don't want the place my child has been offered? (The Review Stage)

Please request a Review by logging onto www.telford.gov.uk/admissions and follow the link for review by **16 March 2018**. Late applications will also be considered at the Review Stage. The review stage will take place by **23 March** and allocate any places that become available using the same oversubscription criteria as the original allocations. If the LA is still not able to offer a place at the school you want then you can appeal.

2.4 Appealing for a school place

If the School Admissions Team are not able to meet your review request they will invite you to submit an Admission Appeal Form. If you are appealing for a place for Hadley Learning Community or Burton Borough schools please log onto www.telford.gov.uk/admissions and follow the link. If you are appealing for any other schools please contact them direct.

You should put the reasons for your appeal on the form and you will be invited to attend the appeal hearing.

You should return your appeal form **by 6 April 2018**.

2.5 The Appeal Hearing

Appeals are heard by a panel of three people who are independent of the Local Authority. They will make a decision on each case at the end of the appeals for a particular school and so you will usually know the result of your appeal within 2 to 3 days of the hearing.

Appeal hearings are usually held in the Council Offices in Central Telford.

If your appeal for a place in a particular school isn't successful you will not be allowed another appeal for the same school in the same school year unless there has been a significant change in your personal circumstances such as a medical reason which has arisen after your original application or a house move to within the school's attendance area.

It is hoped that appeals will be heard **during May 2018**.

2.6 Waiting Lists

The LA does keep waiting lists for its oversubscribed voluntary controlled and community schools. You can only be added to the waiting list if you have already applied. Please log onto www.telford.gov.uk/admissions if you wish your child's name to be added to the waiting list and to be considered if a place becomes available at the school. Your child's name can remain on the waiting list for the remainder of the academic year 2018/19. If a place arises at a school before or after the bulk appeal hearings they will be offered to children on the waiting list in priority order.

If you are then offered a higher preference we shall remove your child from the waiting list of lower preference schools, unless you tell us otherwise. Children placed by the Fair Access Panel will take precedence over other children on the waiting list. (See page 26 for more information.)

Inclusion on a school's waiting list does not guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and is subject to change during the year as other children join or leave the list.

Telford & Wrekin operates an equal preference scheme for admissions. This means that we will try to allocate a place at your first preference school, but if we can't we will then consider your second preference alongside other preferences expressed by families for that school. If we can't allocate this we will then consider your third preference in the same way and so on.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied for all community and voluntary controlled schools.

3.1 If a Community or Voluntary Controlled School in Telford is oversubscribed the following priority order will be applied:

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
- 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:
 - 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; and then
 - c) other children living in the school's defined attendance area.
- 3 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 detailed above.

If there are insufficient places for all children in any of the above categories, 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.

If there are insufficient places for all applicants and we cannot distinguish between two or more applicants using these criteria (such as children who live in the same block of flats or who are the result of a multiple birth) available places will be allocated randomly by drawing lots.

Children who are **Looked after (in public care)** are those children who are the subject of a court order and the local authority shares 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. This criteria includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence order or special guardianship order immediately following being looked after.

The admission of **children with Statements of Special Educational Needs or Education Health and Care Plans** will be in accordance with parental preference as far as is possible and will be agreed between the parent, the school and the LA. These admissions will be counted towards a school's Admission Number.

3.2 Admissions Policy for Abraham Darby Academy

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans (EHCP) where the Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

- 1 Looked after children and all previously looked after children
- 2 10% of the agreed admission number of the pupils will be admitted on the basis of aptitude in music, using a specified assessment process, which will be published on the Academy's website (this includes pupils living both inside and outside the designated admissions area)
- 3 Children who live in the Academy's defined attendance area. If places are unavailable for all these local children then they will be allocated first to:
 - a) Those children who have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being; and then

- b) Those children who will have on the day of admission, a brother, sister, step brother, step sister, half brother or half sister living as a family at the same address and who attend the Academy and then;
 - c) Other children living in the Academy's defined attendance area.
- 4 Children of staff at the Academy (living both inside and outside the designated admissions area, including peripatetic staff):
- a) Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 5 Any places which remain available will then be allocated to applicants from outside the Academy's defined attendance area in the priority order 1 to 4 as above.

www.abrahamdarbyacademy.org.uk

3.3 Admissions Policy for Burton Borough School

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
 - 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:
- 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; and then
 - c) other children living in the school's defined attendance area.
- 3 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 detailed

3.4 Admissions Policy for Charlton School

- 1 Children who are looked after or children who were previously looked after
- 2 Children living in a rural community entitled to transport provided by the LA specifically for the school. Namely the villages of Roden, Poynton, High Ercall, Walton, Cotwall, Osbaston, Ellerdine, Ellerdine Heath, Eyton upon the Weald Moors, Cold Hatton, Cold Hatton Heath, Waters Upton, Great Bolas, Bolas Heath, Shirlowe, Rodington Heath, Rodington, Rodway, Crudgington, Longdon-on-Tern, Kynnersley, Preston-upon-the-Weald- Moors, Wrockwardine and Walcot, encompassing parts of the civil parishes of Bolas Magna and Ercall Magna.
- 3 Health Reasons; in exceptional circumstances, where there is written evidence concerning the child that admission to the school is essential for the well-being of the child;
- 4 Children living in the designated admissions area with an older sibling who will be attending the school at the time of admission;
- 5 Those children living in the designated admissions area who have attended the Dothill Primary School, which is within the Learning Community, for at least one academic year prior to the end of year 6.
- 6 Other children living in the designated attendance area;
- 7 Children living outside the designated attendance area with an older sibling who will be attending the school at the time of admission;

- 8 Children living outside the designated attendance area who have attended the Dothill Primary School, which is within the Learning Community, for at least one academic year prior to the end of year 6.
- 9 Children of staff members living outside the designated admission area.
- 10 Other children living outside the designated admissions area.

www.charlton.uk.com

3.5 Admissions Policy for Ercall Wood Technology College

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
- 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:

- 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; and then
 - c) Other children living in the school's defined attendance area.
- 3 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 detailed

www.telford.gov.uk/ercallwood

3.6 Admissions Policy For Hadley Learning Community (Secondary Phase)

If the secondary school within the Learning Community is oversubscribed the following priority order will be applied:

- 1 Those children who are or who were previously looked after by Telford & Wrekin or by any other local authority, and then;
- 2 Children who live within the school's defined attendance area.

If places are unavailable for all of these children then places will be given first to:
 - a) Those children who have exceptional health reasons where there is written 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), half sister(s) living as a family at the same address and who attend the secondary school; and then;
 - c) Those children who have attended the primary school within the Learning Community for at least one academic year prior to the end of year 6;
 - d) Children of staff employed by Hadley Learning Community;
 - e) Other children living in the school's defined attendance area.
- 3 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 d) above. If there are insufficient places for all children in any of the above categories, places will be allocated on the basis of distance between the home and the middle of the Forum as measured by straight line distance. The distance is measured using a computerised mapping system. Please note that if a child applying for a place at the secondary school has a brother or sister who will be at the primary school then this will not count as a sibling connection.

<http://hadleylearningcommunity.org.uk/secondaryphase/>

3.7 Admissions Policy for Holy Trinity Academy

Holy Trinity Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the Academy – the Catholic Diocese of Shrewsbury and the Anglican Diocese of Lichfield - are committed to developing an inclusive school that embraces both the Christian and the wider community of Telford and Wrekin, Shropshire and beyond.

The Governing Body is responsible for the admission of students to Holy Trinity Academy and admits 150 students to

Year Seven each September. Out of the 150 places, the Governing Body intends to allocate up to 90 “Foundation Places” (for baptised Catholics and practising members of the Anglican and other Christian Churches); and at least 60 “Open Places” for the whole community (with precedence given within this category to students who attend certain designated “feeder” primary schools).

Foundation Places

The Governing Body has designated up to 90 places to be offered to pupils who are baptised Catholics and to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. For baptised Catholics, a baptismal certificate will be required. For practising Anglicans or members of other Christian denominations, written evidence of applicants’ commitment to their place of worship (in the form of the Holy Trinity Academy Supplementary Information Form) will be required at the time of application. If there are more than 90 applicants for Foundation Places, places will be allocated according to the following criteria. These are stated in order of priority:

- 1 Children in public care (looked after children) who are of Christian faith;
- 2 Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
- 3 Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- 4 Baptised Catholic children from our designated Catholic Partner Primary Schools and from Catholic Primary Schools within the Catholic Deanery of Shropshire, as set out in Appendix A.

- 5 Baptised Catholic children from other Catholic Primary Schools.
- 6 Baptised Catholic children from non-Catholic Primary Schools
- 7 Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated Church of England Partner Primary Schools, as set out in Appendix A;
- 8 Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church;

In the event that two or more applicants have equal right to a place under criteria (2) – (8) above, the Governing Body will use as a “tie-break” the nearness of the home to the Academy, measured in a straight line from a central point of the home to a central point of the academy. (see Note 3).]

If there are fewer than 90 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

The Governing Body has designated at least 60 places each year as Open places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen the Academy.

If there are more applicants than the available number of Open Places, places will be allocated according to the following criteria. These are stated in order of priority:

- 1 Children in public care (looked after children or previously looked after children);
- 2 Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);

- 3 Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- 4 Children who have attended one of the designated Partner Primary schools set out in Appendix A. NB This applies to all these schools, whether Catholic, Church of England or other Partner Primary schools;
- 5 Children who live within the primary attendance areas of Priorslee Primary Academy, Redhill Primary School or St George's Primary School;
- 6 All other children.

In the event that two or more applicants have equal right to a place under criteria (ii)-(vi) above, the Governing Body will use the distance criterion (see above) as a tie-break.

Casual Admissions/In Year Applications

In respect of applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply.

Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. Waiting lists will be held for each of the two admission categories (Foundation and Open places). The waiting list will operate until 31st December in the year of admission. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants (except that any children in public care will always be given absolute priority for a place).

Appeals

Parents who are not offered a place for their child have the

right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Academy and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, c/o Holy Trinity Academy, within 20 school days of the date of the letter confirming the governors' decision not to offer a place.

Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Further information may be obtained from:

The Admissions Secretary, Holy Trinity Academy:

sally.benting@taw.org.uk

<http://holytrinity.academy>

3.8 Admissions Policy for Madeley Academy

Madeley Academy have removed their school catchment area and adopted a fair banding admission criteria. Fair banding criteria operates in conjunction with a distance from the academy criteria.

All children who apply for a place at the Academy will be invited to attend an assessment.

Following the assessment, your child will be placed in one of five ability bands. The assessment results will be used to ensure that the Academy admits the full range of ability of applicants.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) will be admitted where the Academy is named as the appropriate placement. The admission of children in this category is dealt with by a separate procedure in collaboration with the Local Authority.

- 1 Looked After Children and Previously Looked After Children:

Children in Public Care (Looked after Children) will be given highest priority for admission within each band. Looked after Children are children who are in the care of a Local Authority or provided with accommodation by a Local Authority. This also includes looked after children who were previously looked after, but ceased to be so because they were adopted, became subject to a child arrangement or special guardianship order.

2 Siblings:

These are children that who will have on the day of admission, a brother, sister, step brother, step sister, half-brother or half-sister living as a family at the same address who attend the Academy.

3 Exceptional Health Reasons:

Those children that have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being will also be given priority.

Banding of Applicants

If the Academy is oversubscribed, applicants will be placed in one of five ability bands based upon their score in the NFER Non-Verbal Reasoning Test.

The first children to be placed in the ability bands will be EHCP, looked after or previously looked after, siblings and those with exceptional health reasons. All remaining places will then be filled by those who live closest to the Academy with up to 36 in each band.

Although there will initially be the same number of children in each band, there may be unequal numbers in bands if applications are withdrawn.

Where there are insufficient children in a particular band, the next nearest child will be selected from the band below, then the band above until the band is full.

Distance from the Academy

If the Academy is oversubscribed and after the allocation of places to students who are EHCP, looked after or previously looked after, siblings and those with exceptional health reasons, distance to the Academy will be used combined with banding, to decide who will be offered places. From within each of the five bands, the applicants that live closest to the Academy (not their ranking within the band) will then be given priority for admission. Banding will be decided as described above. Distance is calculated in a straight line from the centre point of the home address to the centre point of the Academy. Home address is classified as the permanent residence where the applicant is living at the time of the offer and there must be evidence it is not temporary or for the purposes of gaining advantage to seek admission. The Academy may ask for proof in such cases where it may be suspected that

unfair advantage is being sought by applicants on the issue of residence. Where a child lives separately with each parent for part of the week the address where the child spends the majority of the week will be classified as the home address for the purposes of admissions.

Tie Breaker

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation by drawing lots.

<http://madeleyacademy.com>

3.9 Admissions Policy for Telford Langley School

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
- 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:

 - 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; and then
 - c) Other children living in the school's defined attendance area.
- 3 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 detailed

www.telfordlangleyschool.co.uk

3.10 Admissions Policy for Telford Park School

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
- 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:

- 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; and then
 - c) Other children living in the school's defined attendance area.
- 3 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 detailed

www.telfordparkschool.co.uk

3.11 Admissions Policy for Telford Priory School

- 1 Those children who are looked after or who were previously looked after by Telford & Wrekin or by any other local authority; and then
- 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:

- 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; and then
 - c) other children living in the school's defined attendance area.
- 3 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 detailed

www.telfordprioryschool.co.uk

3.12 Admissions policy for Adams' Grammar School

Admission to the school in Year 7 is conditional upon achieving the required academic standard in the school's entrance tests and on the availability of places.

The time-line and process for application is as follows:

- 1 April 2017 onwards: Complete the Consortium on-line registration form (available at www.adamsgs.org.uk, or by calling the school office on **01952 953813**)
- 2 7 July 2017 – 4 pm: The final deadline by which the registration form must be submitted. Any registration forms received after this date will be dealt with as a "late" application. (A "late" application means that your son will be tested, but will only be entered onto our rank order after the review date)
- 3 18 September 2017: Entrance Test
- 4 October 2017: Results of Entrance Test
- 5 Open Week will take place in the first half of the Autumn term. Details will be available on our website: www.adamsgs.org.uk

Parents wishing to apply for a boarding place should indicate the boarding preference on the school's on-line registration form. The school admits 105 day pupils and up to 15 boarders into Year 7.

The registration form to Adams' Grammar School, on its own, will not be regarded as a valid application. Parents must also complete and return an application form to their home authority.

Boarding places will be awarded on a merit basis according to results in the entrance tests, as well as suitability for boarding and boarding need. This will take into consideration a report from the applicant's current school.

Oversubscription

Where the number of candidates who have achieved the required standard exceeds the number of places available the following oversubscription criteria will be applied to decide which children are to be admitted:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is either in the care of a local authority or being provided with accommodation by a local authority as defined in Section 22(1) of the Children Act 1989 – for example children in residential homes or foster care
- b) Boys in receipt of Pupil Premium, including children of service families, on the day of the Entrance Test. Documentary evidence that the parent is in receipt of the appropriate support payment will be required
- c) Boys who live within the Newport Attendance Area
- d) Rank order according to the result of the entrance test (assuming the applicant has reached the required academic standard).

A waiting list is kept of boys considered to be of Grammar School standard but for whom there is no place – if a boy declines their place this will be re-allocated to the next boy on the ranked waiting list.

With regard to Pupil Premium children, a copy of the appropriate paperwork will need to be submitted on the day of the Entrance Test. Please contact the school office (01952 953813) for full details.

Boarding places

For boarding places, the school will interview all applicants and their parents to assess suitability for the boarding

environment and boarding need. This will take into consideration the report from the applicant's current school.

In the event of oversubscription the following criteria will apply in order:

- 1 Looked after children (assuming appropriate financial arrangements are made through the relevant local authority)
- 2 Rank order in the entrance tests
- 3 Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees
- 4 Boarding need:
 - a) someone who lives too far from the school to take advantage of it as a day pupil
 - b) someone who will prosper where there is a firm external framework of support
 - c) someone whose family background involves a great deal of movement or instability
 - d) someone whose parents cannot, for example because of career demands, give them the time and attention they need and who would benefit from the range of extended activities offered by the school and through boarding

Admission for Years 8-11

Admission to the school in years 8-11 is conditional upon achieving the required academic standard in the school's entrance tests (for years 8 and 9), or following subject specific testing (in years 10 and 11), as well as on the availability of places.

If parents wish to apply for a day or boarding place at Adams' Grammar School they will be asked to complete a registration form, obtainable from the school. Receipt of the registration form will place candidates on a "list of interest," and only if a place becomes available will candidates be asked to sit our entrance test.

Places will be awarded on a merit basis according to results in the examination. Oversubscription criteria (see 3 above) apply. Parents must also complete and return an application form to their home authority. The school admits up to 105 day pupils and up to 15 boarders into Years 8-11.

Admission into the Sixth Form

There are a minimum of 80 day places available to students from other schools wishing to enter the Sixth Form. There is no catchment area for Sixth Form entry and there may also be boarding places available, depending on space.

In the event of oversubscription the following criteria will be applied:

- 1 Looked after children
- 2 Application form and school report

In the case of boarders we would first wish to assess suitability for boarding and in the case of oversubscription boarding need will be taken into account.

Academic entry criteria for the Sixth Form

Our requirement is that all applicants will normally meet the following standards, although in the case of boarding applications, suitability for boarding will also be taken into account:

- a) Obtain five GCSEs at grade A (grade 7 for mathematics and English) or above in any subjects.
- b) Where A-level subjects have also been studied at GCSE, obtain at least an A grade (grade 7 for mathematics and English) in their chosen subject or the most relevant related GCSE subject.

For example, if pupils wish to study Maths A-level, they normally require a 7 grade in GCSE Maths; where they wish to study Biology A-level, they normally require an A grade in Biology or in both GCSE science examinations; and where they wish to study a new subject at A-level such as Government and Politics, this standard does not apply.

In addition, those wishing to study Music at AS-level will normally have at least Grade 5 in music theory and around Grade 5 on one instrument; GSCE Music is not required.

In exceptional circumstances pupils who do not achieve the required GCSEs may, at the school's discretion, be admitted to the Sixth Form so long as the school is satisfied they will be able to prosper and succeed.

Applicants from Adams' Grammar School

Students will normally progress from the Lower Sixth to the Upper Sixth only if they obtain pass grades, i.e., grade E or above, in at least two of their three A-level subjects at the end of the Lower Sixth year. If students fail to meet this standard (measured either by internal school exams or by A-level module results as appropriate), they will normally be asked to leave the Sixth Form.

Exceptions to these entrance and progression criteria will be based only on extenuating circumstances such as major illness or particularly difficult personal circumstances.

External candidates

There are a minimum of 80 day places available to boys and girls from other schools wishing to enter the Sixth Form. Prospective Sixth Form applicants are strongly encouraged to visit the school in the Autumn Term. Application details, including a prospectus can be obtained through the visit, or through the school office.

In the event of oversubscription the following criteria will be applied:

- 1 The extent to which the predicted GCSE grade outcomes (taking into account all academic information available at the point of application) exceed the minimum entry requirement
- 2 The academic quality of the student's personal statement in the application
- 3 Each student's individual circumstances, including eligibility for the Pupil Premium, at the time of the application (documentary evidence must be submitted)

Sixth Form boarding (boys only)

Applications are encouraged from boys who would enjoy the boarding experience and thrive in the school and boarding environment. In addition to the academic requirement (see above) we will assess suitability for boarding and in the case of oversubscription boarding need will be taken into account.

Evidence to be considered for a place in the Sixth Form will be:

- 1 Application form (including the intellectual quality of the student's personal statement in the application)
- 2 School reports, especially from Years 10 and 11
- 3 Mock GCSE results.

www.adamsgs.org.uk

3.13 Newport Girls' High School Academy Trust

Parents wishing their daughters to sit the entrance tests for Newport Girls' High School Academy Trust should have completed a registration form (obtainable from the school's website) and returned it to the school **by 30 June 2017**.

The selection procedure will involve the completion of standardised papers in numerical reasoning, verbal reasoning and non-verbal reasoning, to be held on 18 September 2017. A selection panel will meet in October consisting of the Headteachers of Newport Girls' High School and Burton Borough School, a LA representative and primary Headteachers from outside the Newport admissions area.

On the basis of their test scores it will be decided which girls are of appropriate ability for admission. Families will be notified by the school in October if their daughter is judged to be of appropriate ability. This information should arrive in time for parents to be able to make an informed decision about whether to apply for Newport Girls' High School by including it on their secondary preference form.

Please note that parents will be informed of the outcome of the entrance tests to allow them to decide whether to apply for the grammar school when they complete their secondary preference forms before 31 October. The information will be to inform them of whether their daughter's test results indicate that she is of an appropriate ability for a place at the school. As there are always more applications from suitable candidates than there are places available, an indication that

a girl is considered to be of an appropriate ability level does not guarantee a place.

All applications received by the Local Authority will be considered by the selection panel. Girls living in the Newport attendance area are considered first. Consideration is given to the standardised test scores achieved by these girls in the entrance tests. The panel may also look at a free writing exercise carried out under controlled conditions in the current primary school and the current work of in area candidates.

Newport Girls' High School has an admission number of 84 for Year 7. If 84 places are allocated to girls who live in the Newport admissions area, the procedure stops here. If there are fewer than 84 girls living in the Newport admissions area who are considered suitable for a place at Newport Girls' High School, consideration is given to candidates who live outside the Newport admissions area. Their ranked standardised test scores will be considered by the selection panel.

If there are more out of area girls considered suitable for a place at Newport Girls' High School than there are places available (after all Newport admissions area candidates have been considered) then the remaining places will be given to those out of area girls who have achieved the highest test scores.

In or out of area girls who are in public care will be given priority if their test scores indicate that they are of outright grammar school ability. Children who are in public care 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.

A waiting list of suitable candidates will be kept until the end of the academic year, in priority order, in case parents of any of the original 84 girls selected decline the offer of a place.

For late entry to year 7, and entry to years 8 to 11

In the first instance candidates will need to complete a supplementary information form. If a place becomes available candidates will be asked to sit a standardised test and a report on their academic attainment and samples of work will be requested from their current school. Girls living in the Newport area will be considered first and then those who live outside the area. Very few places become available in any of these year groups.

4.1 Admission to Secondary School in September 2018 - Key Dates

| |
|---|
| September 2017 |
| Online application available from early September 2017. |
| September/October 2017 |
| Secondary school open days and evenings for Year 6 children and their parents begin. |
| 31 October 2017 |
| Closing date for applications. |
| 23 January 2018 |
| Last date on which late applications or change of preferences for an exceptional reason (e.g. change of address) can be accepted. |
| 1 March 2018 |
| Online applicants receive a school allocation email. |
| By 16 March 2018 |
| Unsuccessful applicants can ask the LA to reconsider the school they have been offered at the review stage. Late applications will be considered at the review stage. |
| 23 March 2018 |
| Review stage: re-allocation of any places which have been declined by families. |
| 6 April 2018 |
| Deadline for families to return appeal forms. |
| May 2018 |
| Appeals heard by independent appeals panel. |
| 9 and 10 July 2018 |
| Year 6 children visit their new secondary schools. |
| 1 September 2018 |
| Children start their new secondary schools. |

5.1 Open evenings

05

Open evening dates

| School | Open evening date | Time | Open day date | Tour available |
|--------------------------------|--|------------------|---|---|
| Abraham Darby Academy | Wednesday 27 September 2017 | 6.00pm to 8.30pm | Wednesday 27 September 2017 for Year 6 pupils by invitation to primary schools | Tours are available from Monday 2 to Friday 20 October 2017 by appointment only. Please contact Mrs L Duggan (Transition Manager) on 01952 386063 to visit the Academy. |
| Adams' Grammar School | Our Open Week will take place during the first half of the Autumn Term 2017. | | Please visit the website www.adamsgs.org.uk from 1 September 2017 for full details. | |
| Burton Borough | Tuesday 3 October 2017 | 6.30pm to 8.30pm | Wednesday 4 and Thursday 5 October 2017 | 9.30am to 1.00pm |
| Charlton | Wednesday 11 October 2017 | 5.00pm to 8.00pm | Thursday 12 October 2017 | Guided tours between the following times: 9.10am to 11.00am 11.30am to 1.20pm |
| Ercall Wood Technology College | Thursday 5 October 2017 | 6.30pm to 8.30pm | Monday 2 October to Friday 6 October 2017 | Tours available throughout the week 9.30am to 3.00pm. Please telephone the school on 01952 387300 to book a suitable time. |
| Hadley Learning Community | Tuesday 26 September 2017 | 6.00pm to 9.00pm | Wednesday 27 September, Thursday 28 September, Friday 29 September | All days 9am to 11am |
| Holy Trinity Academy | Wednesday 4 October 2017 | 6.00pm to 8.30pm | | Tours will be available at set times during the school day throughout October |
| Telford Park | Tuesday 10 October 2017 | 6.30pm to 9.00pm | | Open Week. Tours with the Head between 8.30am and 10.15am, Monday 9 October to Friday 13 October. Please phone to book a tour |
| Telford Langley | Thursday 12 October | 6.30pm to 9.00pm | | Open Week. Tours with the Head between 8.30am and 10.15am, Monday 9 October to Friday 13 October. Please phone to book a tour |

| School | Open evening date | Time | Open day date | Tour available |
|-----------------|-----------------------|--|---|---|
| Madeley Academy | Monday 9 October 2017 | 4.30pm to 8.00pm Presentation and tours 5pm, 6.00pm & 7.00pm | Monday 16 to Thursday 19 October (inclusive) 4.00pm to 5.00pm | Presentation and tours 5pm, 6pm & 7pm |
| Newport Girls' | Wednesday 10 May 2017 | 9.30am to 12noon 4.00pm to 7.00pm | 10 May 2017 | |
| Telford Priory | Monday 2 October 2017 | 6.00pm to 8.00pm | | We will offer guided tours of the school as follows: Tuesday 10 October 2017 9am to 10am and 11.15am to 12noon Wednesday 11 October 2017 9am to 10am and 11.15am to 12noon Thursday 12 October 2017 9am to 10am and 11.15am to 12noon |

6.1 Applying for a school place if you...

- Move into Telford & Wrekin from elsewhere
- Move house within Telford & Wrekin and wish to change school
- Want to transfer between Telford & Wrekin schools.

With effect from September 2010, Telford & Wrekin School Admissions Team has co-ordinated all admissions into maintained schools in the borough including voluntary aided, foundation, trust and academy schools. This applies to applications for places at the normal points of entry (the start of the Reception year, Year 3 and Year 7) and also in respect of applications for places required at other times.

Parents of children living in Telford & Wrekin must complete an in-year application form to apply for a school within Telford & Wrekin.

Apply online at www.telford.gov.uk/admissions

The application form allows parents to apply for up to 4 preferred schools in ranked order of preference. The Admissions Team will liaise with the governing body of any school for which the governing body is the admissions authority.

The Admissions Team will notify parents of the outcome of their application within 15 school days of the application being received wherever possible. Places will be offered to applicants in order of the published oversubscription criteria for the school for which they are applying.

Where a place has been offered at a Telford & Wrekin school it is expected that the child will take up the place within 6 weeks – otherwise the offer may be withdrawn.

Where it is necessary to refuse a request for a Telford & Wrekin school place parents will be given information about the admission appeals procedure.

The Admissions Team will operate waiting lists for oversubscribed community or voluntary controlled schools. Voluntary Aided, Foundation, Trust and Academy schools are responsible for maintaining their own waiting lists for in year admissions and will liaise with the Local Authority.

If you are considering any of the above, you must apply for a school place by completing an application form.

6.2 Applying for a school place in Year 10

If your child is due to move into Year 10 in September 2018 we can advise you of other opportunities for education starting in Year 10 available in the local area, which you may not be aware of. These schools have atypical admission ages so take pupils at a different age to typical 11-18 secondary schools. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

Below is a list of the schools within a reasonable travelling distance, which you may wish to look into and consider whether your child would want to apply for a place in September. You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

University Technical Colleges are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college.

If you decide that you would like to apply for a place at any of these schools for your child, you will need to apply directly to them and details are on their websites. Please note that should you apply for and secure a place at any of these schools parents will be responsible for all transport arrangements and costs.

The following local UTCs and Studio Schools are:

Aston University Engineering Academy

www.auea.co.uk

Health Futures UTC West Bromwich

www.healthfuturesutc.co.uk

West Midlands Construction

www.westmidlandsconstructionutc.co.uk

Waverley Studio College

www.waverleystudiocollege.co.uk

Walsall Studio School

www.walsallstudioschool.co.uk

Stoke Studio College

www.stokestudiocollege.co.uk

6.3 Waiting Lists

The LA keeps waiting lists for places in oversubscribed voluntary controlled and community schools and liaises with all other admission authorities.

Waiting lists are drawn up according to the oversubscription criteria laid out on pages 10-20 and places becoming available will be allocated according to these. Inclusion on a school's waiting list does not guarantee that a place will eventually become available. A child's position on the list is not fixed and is subject to change during the year as other children join or leave the list.

The waiting lists will normally be kept until the end of the last week of the academic year in July 2018. They will then be disbanded. If you wish your child to remain on the waiting list after this date you will need to contact the admission team to arrange this.

6.4 How to apply for a place in a school sixth form

There are currently 7 schools within the Borough which have sixth forms. They are Newport High School, Adams' Grammar School, Thomas Telford School, Holy Trinity Academy, Abraham Darby and Madeley Academies. For application forms for all these school sixth forms families will have to contact the school directly. The admission policies for each of these schools are available on pages 11 to 16 of this booklet.

The Raising of the Participation Age

The Government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 18. Raising the participation age (RPA) does not mean young people must stay in school; they will be able to choose one of the following options post-16:

- full-time education, such as school, college or home education
- an apprenticeship
- part-time education or training if they are employed, self-employed or volunteering full-time (which is defined as 20 hours or more a week).

For more information about this area please contact Sue Marston via email: sue.marston@telford.gov.uk Contact details for New College and Telford College of Arts and Technology are given on page 28.

6.5 Fair Access Protocol

Telford & Wrekin LA operates a Fair Access Protocol within its secondary schools. This is to ensure that access to education is found quickly for children who have no school place and to ensure that all schools in an area admit a fair share of such children.

All maintained schools and academies take part.

Arrangements for admission through the protocol will be outside the normal operation of the admissions policy and so a full year group at the school will not be regarded as a reason not to admit a pupil. Parents will still have a right to appeal to an independent appeal panel for their preferred school, but information will be given to that panel if a more appropriate school has already been identified for the pupil.

The fair access panel meets approximately every 3 weeks in term time and is made up of a number of Senior LA Officers and Headteachers.

North Telford 2017-2018 School year

| School | Address | Tel no | Head or Principal | No. on roll January 2017 | Age range | Admission no. for normal year of admission in 2017 - 2018 | No. of first preference application | No. of places allocated | No. of appeals held | No. of appeals won by parents | Is this year typical of admissions | Distance from school of furthest out-of-area place allocated (metres) |
|---|---|-----------------|--|--------------------------|-----------|---|-------------------------------------|-------------------------|---------------------|-------------------------------|------------------------------------|---|
| Charlton School (Foundation) www.charlton.uk.com | Apley Avenue, Wellington, Telford TF1 3FA | 01952 386800 | Mr McNaughton | 1115 | 11- 16 | 240 | 186 | 231 | 0 | | Yes | All requests successful |
| Ercall Wood Technology College (Foundation) www.ercallonline.co.uk | Golf Links Lane, Wellington, Telford TF1 2DT | 01952 387300 | Mr C Davis | 705 | 11- 16 | 180 | 136 | 177 | 0 | 0 | Yes | All requests successful |
| Hadley Learning Community Secondary Phase (Community) www.hadleylearningcommunity.org.uk | Waterloo Road, Hadley, Telford TF1 5NU | 01952 387000 | Principal Dr G Eatough Head of Secondary Phase Mr P RobertsVice- Principal | 926 | 11- 16 | 180 | 173 | 180 | 7 | 3 | Yes | 1908 |
| Holy Trinity Academy holytrinity.academy | Teece Drive, Priorslee, Telford TF2 9SQ | 01952 386100 | Mr A Neal | 466 | 11- 18 | 150 | 130 | 150 | 19 | 5 | Yes | 2570 |
| Telford Priority School www.telfordpriorityschool.co.uk | New Road, Wrockwardine Wood, Telford TF2 7AB | 01952 386400 | Ms S Jordan | 995 | 11- 16 | 240 | 100 | 134 | 0 | 0 | Yes | All requests successful |

South Telford 2017-2018 School year

| School | Address | Tel no | Head or Principal | No. on roll January 2017 | Age range | Admission no. for normal year of admission in 2017 - 2018 | No. of first preference application | No. of places allocated | No. of appeals held | No. of appeals won by parents | Is this year typical of admissions | Distance from school of furthest out-of-area place allocated (metres) |
|--|--|--------------|-------------------|--------------------------|-----------|---|-------------------------------------|-------------------------|---------------------|-------------------------------|------------------------------------|---|
| Abraham Darby Academy www.abrahamdarbyacademy.org.uk | Ironbridge Road, Madeley, Telford TF7 5HX | 01952 386800 | Mr L Hadley | 1011 | 11-18 | 180 | 141 | 180 | 22 | 20 | Yes | 3631 |
| Telford Park School www.telfordparkschool.co.uk | Grange Avenue, Stirchley, Telford TF3 1FA | 01952 387400 | Mr L Taylor | 391 | 11-16 | 120 | 58 | 80 | 0 | 0 | Yes | All requests successful |
| Madeley Academy www.madeleyacademy.com | Castlefields Way, Madeley, Telford TF7 5FB | 01952 527700 | Lady M Satchwell | 1079 | 11-18 | 180 | 174 | 180 | 37 | 17 | Yes | 1255 |
| Telford Langley School www.telfordlangleyschool.co.uk | Duce Drive, Dawley, Telford TF4 3JS | 01952 386700 | Mr S Carter | 610 | 11-16 | 180 | 90 | 143 | 0 | 0 | Yes | All requests successful |

Newport 2017-2018 School year

| School | Address | Tel no | Head or Principal | No. on roll January 2017 | Age range | Admission no. for normal year of admission in 2017 - 2018 | No. of first preference application | No. of places allocated | No. of appeals held | No. of appeals won by parents | Is this year typical of admissions | Distance from school of furthest out-of-area place allocated (metres) |
|--|------------------------------------|--------------|-------------------|--------------------------|-----------|---|-------------------------------------|-------------------------|---------------------|-------------------------------|------------------------------------|---|
| Adams Grammar (Academy) www.adamsgs.org.uk | High Street, Newport, TF10 7BD | 01952 386300 | Mr G Hickey | 888 | 11-18 | 120 (inc. 15 boarders) | 102 | 105 plus 5 boarders | 2 | 0 | Yes | n/a |
| Burton Borough School (Community) www.burtonborough.wrekin.sch.uk | Audley Avenue, Newport, TF10 7DS | 01952 386500 | Ms Carter | 1060 | 11-16 | 225 | 201 | 225 | 8 | 3 | Yes | 8729 |
| Newport High School (Academy) www.nghs.co.uk | Wellington Road, Newport, TF10 7HL | 01952 797550 | Mrs R Garner | 527 | 11-18 | 84 | 83 | 84 | 4 | 0 | Yes | n/a |

Special schools Complex learning needs

| School | Address | Tel no | Maximum number. on roll September 2017 | Age range (mainly) |
|----------|---|--------------|--|--------------------|
| Haughton | Queen Street, Madeley, Telford TF7 4BW | 01952 387600 | 119 | 5 –11 |
| Southall | Off Rowan Avenue, Dawley, Telford TF4 3PN | 01952 387600 | 160 | 11-16 |

Special schools Severe learning difficulties

| School | Address | Tel no | Maximum number. on roll September 2017 | Age range (mainly) |
|-------------------|---|--------------|--|--------------------|
| The Bridge School | Hadley Learning Community Waterloo Road, Hadley, Telford TF1 5NQ | 01952 387108 | 175 | 5 - 16 |

Special schools Emotional and behavioural difficulties

| School | Address | Tel no | Maximum number. on roll September 2017 | Age range (mainly) |
|---------------|--|--------------|--|--------------------|
| Mount Gilbert | Hinkshay Road, Dawley, Telford TF4 3PP | 01952 387670 | 42 | 11 - 16 |

Special schools Emotional and behavioural difficulties

| School | Address | Tel no | Maximum number. on roll September 2017 | Age range (mainly) |
|------------------|--------------------------|--------------|--|--------------------|
| HLC Queensway | Queensway Hadley TF1 6AJ | 01952 388555 | 60 | 11 - 16 |

Post 16 provision

Adams' Grammar School, Newport High School, Thomas Telford School, Abraham Darby Academy, Madeley Academy and Holy Trinity Academy, all offer post 16 education.

There are also two colleges serving Telford and Wrekin:

New College

King Street, Wellington, Telford, TF1 1NY
Telephone: 01952 641892
Email: info@nct.ac.uk

Telford College of Arts & Technology

Haybridge Road, Wellington, Telford, TF1 2NP
Telephone: 01952 642200
Email: studserve@tcat.ac.uk

All colleges of further education and sixth form colleges are self governing institutions. Each college is responsible for its own admissions.

Please note: New College and Telford College of Arts & Technology will be merging.

Schools outside Telford & Wrekin

If you wish your child to attend a local authority school outside Telford & Wrekin, you should include that school on your Telford & Wrekin application form. For further details about schools in other authorities you should contact the authority concerned.

Shropshire

School Admissions Team
Learning & Skills, Shropshire Council
The Shirehall, Abbey Foregate, Shrewsbury SY2 6ND
Telephone: 0345 678 9008
Email: school-admissions@shropshire.gov.uk

Staffordshire

School Admissions and Transport Service,
Staffordshire County Council,
2 Staffordshire Place, Tipping Street, Stafford ST16 2DH
Telephone: (0300) 111 8007
Email: admissions@staffordshire.gov.uk

Wolverhampton

School Admissions Transfer Section
Wolverhampton City Council,
Education Directorate
Civic Centre, St Peters' Square, Wolverhampton WV1 1RR
Telephone: (01902) 551122
Email: schooladmissions@wolverhampton.gov.uk

8.1 Pupils with Special Educational Needs and Disabilities. Statements of SEN and Education Health and Care Plan's (EHCPs)

If your child has an Education, Health and Care Plan or a Statement of Special Educational Needs you must apply online in the same way at www.telford.gov.uk/admissions

You are able to make preferences for a mainstream school or a special school. Information on all schools in Telford and Wrekin and the way in which they support special educational needs and disability can be found in their SEN information reports at www.telfordsend.org.uk

The Local Authority is committed to inclusion and will endeavour to support children in mainstream schools wherever possible and appropriate. The majority of children who attend a mainstream primary school will transfer to a mainstream secondary school. You will want to consider carefully the views of your child's current school or setting and other professionals who work with your child when making your preference.

If your request is for a special secondary school placement this must have been discussed at the child's last Annual Review meeting which will need to have involved outside agencies. The annual review report must have been sent to the Local Authority's SEND Team, by the primary school, and it must clearly provide evidence that your child meets suitability criteria for the preferred special school that has been named. The number of places in special schools are limited, which means that it may not always be possible to allocate your child a place at your preferred school.

If your child currently attends a mainstream primary school it is important that where your first preference is a special secondary school then you name a mainstream secondary school for your second and third preferences. This is to increase your chances of being allocated a school that you have considered. In the circumstances that the Local Authority does not consider that a special school is suitable, where you have not named a mainstream school in your second or third preferences, the Local Authority will consult with the closest appropriate mainstream school to your home address to secure a placement.

If your child currently attends a special primary school and your preference is to transfer to a special secondary school then you must still apply for a place, even where a special school is all age (for example parents of children in the Bridge School at year 6 must still apply for a place at the Bridge School in year 7, where that is the preference).

Telford and Wrekin LA must comply with your preference for

a maintained LA school unless the school is unsuitable to the child's age, ability, aptitude or SEN, or

- the placement would be incompatible with the efficient education of the other children with whom your child would be educated, or
- the placement would be incompatible with the efficient use of resources.

You may also make representations to the LA for a place in an independent or non-maintained school. The LA is required to consider this preference, but can consider maintained schools too. You will need to contact the SEN Team directly on sendandinclusion@telford.gov.uk to give a preference for an independent or non-maintained school.

School places are allocated in accordance with the Education Act 1996 and Children and Families Act 2014, which requires that a decision is made after taking into account the child's special educational needs, parental preference and the formal view of the schools requested.

Telford and Wrekin LA is required to amend your child's Statement of SEN or EHC Plan **by 15 February 2018** and name the secondary school your child will be attending from September 2018. If you do not apply for a place online we will:

- Consider all information available such as the most recent Annual Review and current statement of SEN or EHC Plan;
- Proceed to consult with the closest appropriate school setting in order to secure a placement.

It is therefore important that you apply on time to express a preference of a named school for your child.

If we can't offer the school you told us is your first preference, you will have the right of appeal to the Special Educational Needs and Disability Tribunal (SENDIST).

If you would like advice and support in your decision making Telford and Wrekin IASS (Information, Advice and Support Service) can provide a comprehensive, quality and impartial advice to parents of young people and children with special educational needs.

For more information contact:

Telephone: IASS **01952 457176**

Email: info@iass.org.uk

Website: www.telfordsendiass.org.uk

9.1 Policy for Inclusive Education

Telford & Wrekin Council works with the SEND Code of Practice to support an inclusive approach to education which enables all children to have their educational needs met within their local school wherever possible.

The Council believes that inclusive education is an effective way to combat discriminatory attitudes and contribute towards the creation of welcoming and inclusive communities.

As such, the Council supports the development of inclusive education within its schools and seeks to increase the proportion of pupils with special educational needs being educated in mainstream schools whilst also seeking to meet those needs at an early stage.

In seeking to increase the proportion of pupils with special educational needs being educated in mainstream schools, Telford & Wrekin remains committed to responding to the needs of individual children, where appropriate through access to specialist provision, and taking account of parental preference.

This view of inclusive education is based on the principle of Entitlement.

Telford & Wrekin Council believes 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 special educational needs identified as early as possible;
- receive professional support, advice and resources to meet any identified special educational needs;
- to be treated with respect and have their views and opinions taken into account.

9.2 Travel assistance

Transport, or help with it, will be provided for eligible children who live beyond the maximum statutory walking distance from their nearest or designated area school or if a place is not available there, to the nearest alternative school with places. The maximum walking distance for secondary age pupils is 3 miles. New provisions were brought in by the Government for pupils from low income families transferring to secondary school from September 2008 onwards.

Children from low income groups are defined in the Education Act as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit. They will be entitled to help with transport to their three nearest suitable LA schools where they live more than 2 miles but not more than 6 miles from the school.

Forms to apply for transport assistance are available from schools or the Council's Transport Service Delivery Unit. For guidance on any transport matter please telephone on (01952) 384620. When deciding on which school you prefer you need to think about your child's journey to school. Currently 48% of children in Telford & Wrekin walk or cycle to school. 13% of pupils travel by school or public transport and the remainder travel by car.

When children are able to walk or cycle to school this can be an enjoyable and healthy way to travel. All schools in the borough now have a School Travel Plan which sets out initiatives to encourage walking, cycling, bus travel and car sharing. Many schools have recently improved their facilities by providing safer footpaths and entrances, parent waiting shelters and new cycle parking.

Some schools have also benefited from Safer Routes to School projects. These have improved safety by introducing pedestrian crossing and traffic calming on routes to the school. Other schools are making it easier to walk by supporting 'Walking Buses', 'Park and Stride' and pupil incentive schemes such as "Walk on Wednesday". Many schools have been able to provide cycle and pedestrian training for their pupils with the help of Road Safety Officers.

To view the Telford & Wrekin Sustainable & Safe Modes of Travel Strategy please go to the Borough website www.telford.gov.uk

As mentioned above, if you apply for a school which is some distance from your home address the transport arrangements will normally be the family's responsibility.

9.3 Free school meals

For further information visit www.telford.gov.uk/fsm

9.4 School uniform and clothing

No grants towards the cost of buying school uniforms or other clothing are available from the Education Authority. However, schools will be able to provide more information on this area.

9.5 Independent Schools

The Authority does not assist with the cost of education at independent schools, considering that the facilities available in its maintained schools are fully able to meet the needs of all children.

9.6 Public Examinations

The public examinations for which pupils are entered are left for each school to decide. The schools provide this information.

The cost of prescribed public examination fees for secondary school pupils entered for external examinations are met from school budgets. Parents are expected to meet the cost of examination fees in the following circumstances:

for any failure to complete examination requirements/to sit final examinations without good reason; or

for entry to other than prescribed public examinations; or

for re-sits of prescribed public examinations where no further preparation has been provided by the school concerned.

9.7 School Governors

Each school has a Governing Body, which is made up of local people, including parents of children at the school. The Governors play an important part in contributing to the leadership of the school. Governing Bodies act as a corporate body. They are responsible for determining the aims and overall conduct of the school through the setting up of a strategic framework. The Headteacher and staff are accountable to the Governing Body for the successful progress of the school.

If you would like to find out more about the work of the Governing Body, or are interested in becoming a governor yourself, you should contact the school or seek advice from the LA's School Governance Team on **(01952) 380808**

9.8 Attendance Information

By law, (Section 444 of the Education Act 1996) all children between 5 and 16 must have appropriate full time education. To achieve a regular level of attendance your child must:

- Attend school regularly
- Arrive at school on time
- Abide by school rules and attend all lessons

Your school will monitor your child's attendance because regular attendance will:

- Give your child the best possible start in life
- Enable your child to keep up with school work
- Prove to employers that your child is reliable and support him/her in getting a good job
- Reduce the risk of your child becoming a victim of crime or abuse
- Reduce the opportunity for your child becoming involved in anti-social or criminal behaviour

An attendance of 90% for year 6 may sound good but means that your child has missed 4 whole weeks of the Year 6 curriculum. If this continued throughout secondary school an entire half a year of secondary schooling would be missed! 90% is not a good attendance. Parents can help improve attendance by remembering that children should not be kept away from school for reasons such as:

- Looking after others at home
- Waiting at home for a delivery/tradesman
- Visiting relatives
- Taking long weekends
- Shopping trips
- Birthday treats

There is no automatic right to any leave in term time. The National and Local Authority policy is that no request for absence during term time should be authorised unless it is deemed by the headteacher to be in exceptional circumstances.

All requests for absence during term time must be made in writing and in advance to the school. The school will respond, in writing, with the decision of the headteacher. If parents choose to take their child on holiday that is not authorised they may be issued with a Holiday Penalty Fine of £60 per child, per parent. If the parent does not pay the

fine in the specified time they may be prosecuted in the Magistrates Court. Any queries regarding Penalty Notices should be made to the Attendance Support Team.

There is often much confusion around the school leaving date. Some parents think that a pupil can leave school as soon as they reach their 16th birthday. Parents and pupils should be aware that there is a single school leaving date – the last Friday in June in the school year in which the pupil reaches school leaving age.

Each school has a Nominated Attendance Officer attached who will be happy to help with any problems parents experience regarding school attendance.

9.9 Child Employment and Performance Licensing for children of compulsory school age

Telford and Wrekin Council recognises that children may gain positive life experiences by being given the opportunity to work part-time, and/or appear in a local or national stage play, a film, or a television advertisement, an opportunity granted to many children in the borough.

The Council's Attendance Support Team employs a Child Employment Officer who has a statutory duty to regulate, supervise and enforce legislation with respect to all aspects of the employment of children and performance licensing.

Child Employment

It is a requirement of the Employment of Children Regulations that all children of compulsory school age up to, and including the minimum school leaving age, must have a licence or permit issued by the LA when employed part-time outside school hours. The employer and parent of each child who works part-time, must complete a work permit application form and submit it to the Child Employment Officer for approval and issuing of the licence. The officer provides advice to schools, parents, employers and children on the suitability and types of jobs permitted for children to ensure that they are working in a safe environment.

A child may not begin employment until they are 13 years old and may only work 2 hours per school day to a maximum of 12 hours per school week. The number of hours increases during holidays.

Performance Licensing

The Child Employment Officer is also responsible for the issuing of performance licenses. These licences are granted to production companies, model agencies and amateur

dramatic society's after a detailed application process in partnership with the parent and school.

The Child Employment Officer is based at Darby House and can be contacted for further information and EC1 application forms on **01952 385223**
email: child.employment@telford.gov.uk

Although not statutory, the Government has introduced the raising of the participation age, which makes an exception that from 2015 all young people will stay on in some form of education, training or employment with training until they are 18.

Term dates: www.telford.gov.uk/info/1016/sc

A parent's introduction to
secondary education
including arrangements
for admission

2018-2019



Contact us...

For further information about school admissions please contact

Family Connect

Telford & Wrekin Council, Darby House,
Telford TF3 4JA

telephone: **01952 385385**

email: **familyconnect@telford.gov.uk**