

# ADMISSIONS POLICY

## For 2025-2026



ENJOYMENT, ACHIEVEMENT AND ASPIRATIONS

**Policy Lead:** Catherine York

**Last reviewed on:**

November 2023

**Approved by:** Mark Gibbons

**Next review due by:**

November 2024

# **1 Introduction**

- 1.1 As an academy, we apply the regulations on admissions fairly and equally to all those who wish to attend this school. The Schools Admissions Code (2014) sets out statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels. As our own admissions authority, our Admissions Policy conforms to the regulations that are set out in that guidance.

## **2 Aims**

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy; as are any special needs the child may have.

## **3 How parents can apply for their child to be admitted to our school**

- 3.1 In the event of oversubscription, the following criteria will apply:  
Please note that children with a statement of Education, Health and Care Plans that name a school must be admitted and this may reduce the number of places available.
- 3.1.1 Those children who are looked after by Telford & Wrekin or any other local authority and children who were previously looked after.
- 3.1.2 Children who live in the school's defined catchment 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), stepbrother(s), step-sister(s), half-brother(s), half-sister(s) living as a family at the same address and who attend the school;
  - c) other children living in the school's defined attendance area
- 3.1.3 Any places which remain available will then be allocated to applicants from outside the school's defined catchment area in the priority order a) to c) as detailed above.
- If there are not enough places for all the children in any particular category, we will give places on the basis of the straight-line distance between a central point in the school buildings and a central point in the child's home. The distances will be measured using the borough's computerised mapping system which is a Geographical Information System (shortest distance = highest priority). When a school has more applicants than places, some out of area applications will be unsuccessful.
- 3.2 The LA's admissions guidance informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference but this does not in itself guarantee a place at that particular school. The application should be made online at:

[http://www.telford.gov.uk/info/20026/school\\_admissions/3247/applying\\_for\\_a\\_school\\_place](http://www.telford.gov.uk/info/20026/school_admissions/3247/applying_for_a_school_place)

during September/October of the year prior to the year of entry and should be completed by the date stipulated – usually January of the following year. The LA will notify parents of places allocated in March/April of the following year.

**3.3** In Telford & Wrekin, there is only one admission date per year – September.

### **3.4 Oversubscription criteria**

If our school is oversubscribed, the following priority order will be applied:

1. Looked After Children and previously Looked After children,
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.

## **4 Admission appeals – for entry during the academic year**

**4.1** If we do not offer a child a place at our school, this will be because, to do so, would prejudice the education of other children by allowing the number of children in the school to increase too much.

**4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals which came into force in September 2014.)

## **5 The planned admission number**

**5.1** The 'planned admission number' is the number of children the LA considers the school can accommodate. The planned admission number for our school is 60 in all year groups (Reception, Key Stage 1 and Key Stage 2. We keep this number under review and the Governors will apply to change the number if circumstances change.

## **6 Class sizes**

**6.1** All classes with a maximum number of 30 children unless there is a temporary arrangement in place.

## **7 Monitoring and review**

**7.1** This policy will be monitored by the Governing Body and reviewed every year. The policy will always take due note of guidance provided by the local Admissions Forum.