

In – Year Admissions Form Guidance Notes

This form should be used if ;

- 1) you have moved or are planning to move, into the Telford & Wrekin area and wish to apply for a school for your child(ren)
- 2) you have moved within the Telford & Wrekin area and wish to find different schools for your child(ren)
- 3) you are not moving house but still wish to move your child(ren) to another school.

If your child is due to start primary (Reception), junior (year 3) or secondary (year 7) school in September, you should contact us for the relevant form.

Please note: if you are moving into another local authority area you should apply directly to that authority

What you need to do

Please complete an In-Year Application form for each child. Before you fill out the form we suggest you find out more about the schools by looking at their websites and/or visiting schools. You can also contact Family Connect on 01952 385385

You are allowed to put preferences for up to 3 schools or academies. If you want to apply for schools in other authorities, such as Shropshire or Staffordshire or further afield, you need to apply to the appropriate Local Authority.

Please note that applications to Thomas Telford School should not be included on this form. To apply for a place at Thomas Telford you will need to complete a separate application form obtained direct from the school.

The order of the preferences that you put on your form is very important. We will always offer you the highest possible preference, so you should put your true preference first. If we can't offer a place at your first preference school we will move on to look at the second preference and so on. Places will be allocated according to the published admission criteria for individual schools. If your application is for a faith school or a grammar school you may also be asked to provide other information so that your application can be considered.

You should also consider how you will get your child to and from school. There is more detailed information on home to school transport available on the council's website. However, you should note that Telford & Wrekin Council only provided support for eligible pupils to travel to their designated (or catchment) area school in particular sets of circumstances. If your preference is for a school other than your nearest or catchment area school you are likely to be responsible for getting your child(ren) to and from school.

Details of the child's home address are particularly important and if you are moving house you are likely to be asked to prove your new address, for example by providing evidence of exchange of contracts or a valid rental agreement.

The information that you put on the application form will be checked by the Local Authority. Any place offered may be withdrawn if your application is found to be fraudulent or intentionally misleading.

If two parents cannot agree on which school(s) to put on the form they should seek legal advice and if necessary, an appropriate court order before submitting one form. The form should be completed by the parent with whom the child is living.

The Process

Telford & Wrekin Admissions Team will contact parents with the outcome of their application within 15 school days of receiving the application wherever possible.

Parents will be expected to respond to any offer of a school place made within 10 days.

Where a place has been offered at a Telford & Wrekin School or Academy we would expect it to be taken up within 6 weeks of the offer being made and accepted, otherwise the offer will be withdrawn.

Where places cannot be offered parents will be given information about the relevant appeals process.

Telford & Wrekin Council operates a waiting list system for all oversubscribed community or voluntary controlled schools. These will be operated according to the rules laid down in the School Admissions Code and will be kept in order of the admissions criteria and not on other considerations such as the date on which the application was received.

For more information please look at the council website

www.telford.gov.uk/admissions

You can also email familyconnect@telford.gov.uk or telephone 01952 385385