

2017 - 2018



Secondary School Admissions

A mini guide to secondary transfer

This is your mini guide...

Full information can be found in the 'Secondary School Information Booklet' on our website www.telford.gov.uk/admissions

Copies can be found at schools and libraries.



How do I apply?

You must apply to your home Local Authority (LA) for a school place

If you pay your Council Tax to Telford & Wrekin, the method of application is now to apply online.

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

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

If you do not have access to a computer you can go to First Point at Southwater, Telford Town Centre and ask staff to help you submit an application.

Or

Contact the Admissions Team on 01952 380903/04/01

You **must** apply to the LA for a place
by the closing date
31 October 2016

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.

What happens if my application is late?

Applications received after the closing date are late. Your chances of being offered a place at your preferred school will be much lower if you apply late.

Your application will then not be considered until the Review stage, after the initial allocation of places, when some schools will already be full.

If we cannot offer a place at any of your preferred schools, you will be offered a place at your catchment school **if there are still places available**, or the nearest school with a place available. If you are unhappy with your child's allocation. Please log onto www.telford.gov.uk/admissions and follow the link for review.

What happens if I move house during the admissions process?

If you move house you must inform the Admissions Team immediately. If we have received proof of your new address by 23 January 2017 (exchange of contracts or a signed tenancy agreement) we will use your new address when we allocate places.

If you move house after this date we shall not be able to use your new address until the Review stage.

If your child moves into the home of a friend or relative, or you change address temporarily to improve your priority for a school place, we will not use that address for allocation purposes.

Can I change my application?

You can change your preferences up to the closing date of **31 October 2016**.

If you have moved house, or a sibling has transferred schools, we will accept changes up to 23 January 2017. After this date we cannot process changes until the Review stage.

What do I need to know about making an application?

You can apply for up to four schools.

You must rank the schools in order of preference. The school you name first should be the one where you would most like your child to go to.

We recommend that you visit secondary school open evenings (see table opposite) to find out more about each school. This will help you to rank the schools in order of preference on your application form.

You can apply for any Local Authority school. It may be in Telford & Wrekin or in another council area.

- **To apply for a place at Thomas Telford you must contact the school directly on (01952) 200 000. The closing date for applications to Thomas Telford is 4pm, Monday 26 September 2016.**
- **To apply for a place at an independent (fee paying) school you must contact the school directly.**
- **Do not include Thomas Telford or any independent school on your Telford & Wrekin application form.**

Adams' Grammar School, Newport High School and Holy Trinity Academy require parents to complete either a registration or a supplementary form. These are available directly from the individual schools.

Your child will need to sit a test if you apply for either of the Newport Grammar Schools or Thomas Telford School. You must register with the individual schools concerned to arrange to take the entrance test(s). All queries regarding entrance tests should be made directly to the school.

If we cannot offer you a place at any of your preferred schools **you will not automatically be allocated a place at your catchment school.** We strongly recommend that you include your catchment area school among your preferences.

School open evening dates

Please note: These dates are correct as of time of publication and subject to change. Please check the school website for up to date information.

| School | Open evening |
|----------------------------|---|
| Abraham Darby Academy | Wednesday 28 September 6pm-8.30pm |
| Adams' Grammar School | September 26-30 Daily at 9.30am & 1.30pm Entrance test 19 September (refer to website for details) |
| Burton Borough | Wednesday 5 October 6pm-8pm |
| Charlton | Wednesday 12 October 5pm-8pm |
| Ercall Wood | Thursday 6 October 6.30pm-8.30pm |
| Hadley Learning Community* | Tuesday 27 September 6pm |
| Holy Trinity Academy | Thursday 6 October 6pm-8.30pm |
| Madeley Academy* | Monday 3 October 4.30pm-8pm |
| Newport Girls High School | Wednesday 22 June 4-7pm Entrance test 19 September (refer to website for details) |
| The Telford Priory School | Monday 3 October 6pm-8pm |
| Telford Park School | 11 October 6.30pm-9pm |
| Telford Langley School | 13 October 6.30pm-9pm |

Please note: Newport Girls High School held open evenings /days earlier in the year and their entrance tests take place 19 September 2016.

NB: Some schools also hold open days. For more details please refer to page 18 of the **Secondary School Information Booklet** which is available from schools, libraries and online at www.telford.gov.uk/admissions

Accessibility Information

* Accessible (around 95%) to wheelchair users

** Hall and key areas accessible, some areas not accessible

Accuracy of applications

The information that you put on your application form is very important. The Local Authority (LA) will use this during the admissions process and it is essential that it is accurate.

We want the application process to go as smoothly as possible for you so please keep us updated about any changes to your details which may affect your application.

The details you put on the application will be checked. If you move house between September 2016 and 23 January 2017 you must contact the Admissions Team to let us know your new address. Any place offered may be withdrawn if your application is found to be fraudulent or intentionally misleading. We may ask you to provide proof of your address.

Timescales for grammar schools

| Dates | Actions |
|------------------------|---|
| April 2016 onwards | Test registration form available from the school |
| 1 July 2016 | Deadline for submitting completed registration forms direct to school |
| 19 September 2016 | Entrance test taken at Adams' Grammar (boys) or Newport High School (girls) |
| October 2016 | Result of entrance test sent direct from school |
| 26 - 30 September 2016 | Open week at Adams' Grammar Sessions at 9.30am and 1.30pm |
| 22 June 2016 | Open day at Newport High School 9.30am – 12noon and 4 - 7pm |
| 31 October 2016 | Deadline for submitting the LA secondary school application form |

NB: Completing the online registration form for the tests is not an application for a place. It is still necessary to complete the LA application form.

You must apply for a place **online** at www.telford.gov.uk/admissions by 31 October 2016

What happens if a school has more applicants than places?

If a school has more applications than places available then all of the applications are put in priority order, according to the over-subscription criteria.

This section will help you to understand the way in which applications are prioritised.

For **most** Telford & Wrekin schools the priority order is as follows:

1. Those children who are or were previously looked after by any Local Authority. (Child in Care)
2. Children living within the schools catchment area with an older brother or sister attending the school. (In Area Sibling)
3. Children living within the schools catchment area. (In Area)
4. Children living outside of the schools catchment area with an older brother or sister attending the school. (Out Of Area Sibling)
5. Children living outside the schools catchment area. (Out Of Area)

There are some schools where the criteria are a little different. These schools are Charlton School, Holy Trinity Academy, Hadley Learning Community, Newport High School and Adams' Grammar School.

There is a complete section on school's admissions policies and oversubscription criteria between pages 10 – 16 of the full **Secondary School Information Booklet** which can be found on our website www.telford.gov.uk/admissions or hard copies can be viewed at schools and libraries.

How places were offered last year

This section will help you to find out if your application would have been successful last year. This **does not** mean that you will definitely be offered a place this year, but it will give you a good indication.

This information shows how places were offered on **1 March 2016** to those children starting secondary school in **September 2016** who applied on time. After the offer day some remaining places were offered at review (including late applicants) and appeal.

Abraham Darby Academy

The application of the last person offered a place was **out of area – 3,833 metres.**

Adams Grammar School (Boys only)

This is a selective school which uses different criteria to offer places. You must register your child to sit a test and places are offered to boys with the highest test scores. Usually significantly oversubscribed.

Burton Borough School

The application of the last person offered a place was **out of area – 7,627 metres.**

Charlton School

Everyone who applied on time was offered a place regardless of where they lived.

Ercall Wood Technology College

Everyone who applied on time was offered a place regardless of where they lived.

Hadley Learning Community Secondary

The application of the last person offered a place was **out of area – 2,584 metres.**

Holy Trinity Academy

Everyone who applied on time was offered a place regardless of where they lived.

Madeley Academy

The application of the last person offered a place was **out of area – 1,221 metres.**

Newport High School (Girls only)

This is a selective school which uses different criteria to offer places. You must register for your child to sit a test. Usually significantly oversubscribed.

Telford Langley School

Everyone who applied on time was offered a place regardless of where they lived.

Telford Park School

Everyone who applied on time was offered a place regardless of where they lived.

Telford Priory School

Everyone who applied on time was offered a place regardless of where they lived.

All distances are measured in a straight line between a central point in the child's home and a central point in the school buildings using the borough's computerised mapping systems. Distances are used as a tie breaker with children living nearest given priority.

**You must apply to the LA for a place
by the closing date**

31 October 2016

When will I find out what school my child has been offered?

For all on time applicants who applied online, you will receive an email on 1 March 2017 with your school allocation.

Please note that because applications to Thomas Telford could not be made via the online application process, your email will not show any offer of a place at Thomas Telford.

Allocation letters will be sent out to parents who made paper applications **first class** on 1 March 2017.

Please note: we **will not** be able to advise you of your child's allocation over the phone before 1 March 2017.

Review stage

If you wish to pursue a place at a selective school, you should contact that school directly for further information.

If you are unhappy with the school place (non-selective) we have offered, you can request a Review by logging onto www.telford.gov.uk/admissions and follow the link for Review to pursue your preferred school by 17 March 2017.

At the Review stage the LA will reallocate all available places according to the published admissions policy. Both late applications and review requests are considered at the Review.

Your right of appeal

If we are not able to offer your preferred school at the Review stage you have a right of appeal. To lodge an appeal please log onto www.telford.gov.uk/admissions and follow the link for Appeal.

The deadline to return your appeal form is 7 April 2017, and appeals will be heard during May 2017.

Your child's name will go on a waiting list at this stage and will remain on the list for the remainder of the academic year 2017/18.

If places arise at a school before or after the bulk appeal hearings they will be offered to children on the waiting list in priority order.

Induction days

Year 6 pupils will be invited to attend induction days at their new Telford & Wrekin secondary school on 10 and 11 July 2017.

Transport

If you express a preference for a school which is some distance from your home address you will be responsible for the transport arrangements and associated costs (in accordance with the criteria in the Home to School Transport Policy)

Please note that there will be a consultation taking place on aspects of this policy during the Autumn Term 2016.

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by the closing date
31 October 2016**



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**