

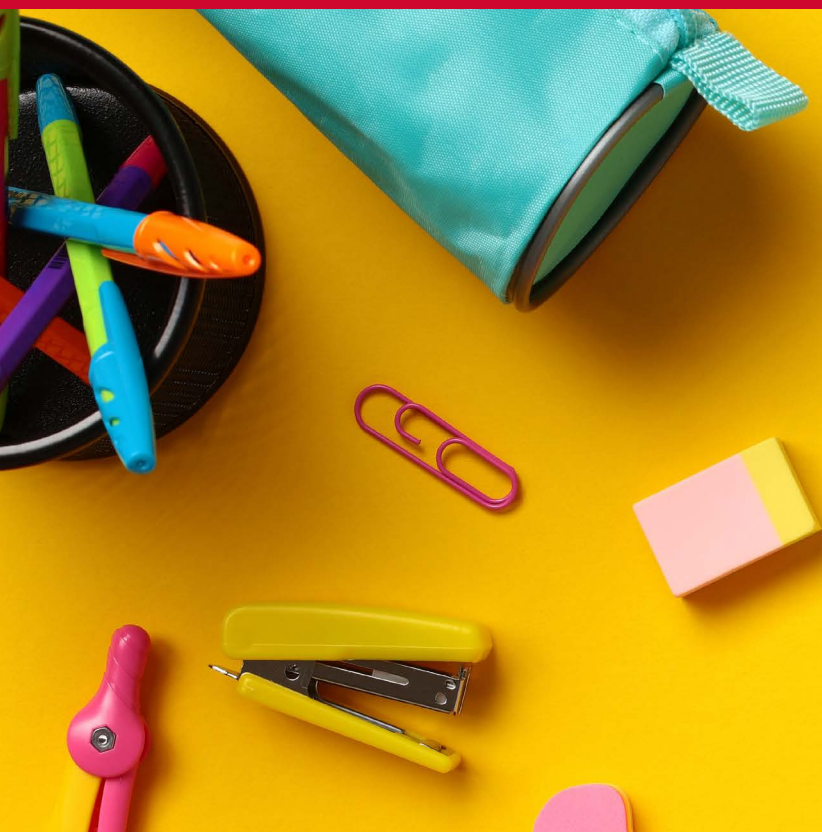


Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Guide to primary school admissions in Telford and Wrekin

2024/25



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

Key dates for admission to reception and junior in September 2024

1 September 2023

The application window opens. Complete the application online at:
www.telford.gov.uk/admissions.

You can apply to up to four schools.

If you want to apply for a place at a voluntary aided (church) school, you must also complete and return the school's supplementary information form.

31 October 2023

Closing date for online applications for children with an Education, Health, and Care Plan (EHCP).

15 January 2024 – Application Closing Date

Make sure you have applied online by this date.

15 February 2024

Children with an Education, Health, and Care Plan (EHCP) will be informed of which school has been named in their plan.

16 April 2024 – Primary National Offer Day

You will be sent an email by the School Admissions Team informing you of the outcome of your application.

June/July 2024

Appeals heard by independent appeals panel.

September 2024

Children start primary school.



Contents

1. Reception admissions	4
■ Before you apply	4
■ How to apply	4
■ How applications are considered	7
■ Oversubscription criteria	8
■ Application outcomes	9
■ Summary of reception offers for 2023/24	10
■ Waiting lists and appeals	14
■ Frequently asked questions	16
2. Children with an Education, Health and Care Plan (EHCP)	18
3. Transferring from infant to junior school	24
4. In-year admissions	25
5. School information	27
■ Catchment area maps	27
■ Primary school details	32
6. Additional information	38
■ School attendance	38
■ Leave in term time (holidays)	38
■ School travel assistance	39
■ Free school meals	40
■ School uniform and clothing	40
■ Child employment and performance licensing	41
■ School governors	41
■ Useful contacts	42

1

Reception admissions

Children start primary school at the beginning of the school year in which they become five years of age. A child born between 1 September 2019 and 31 August 2020 should start school in September 2024.

When to make your application

If your child is due to start reception in September 2024, you must complete and submit your application by **15 January 2024**.

Children with an Education, Health and Care Plan (EHCP) must apply by **31 October 2023**.

What you should do before you apply

Starting primary school is an important stage in your child's life. It is important that you carefully consider which schools to apply to.

You can visit your local schools to help you decide which schools to apply to. Meeting staff at schools and hearing what daily school life is like will really help you decide which school would be best for your child.

You will also want to consider how you will get your child to/from school. Generally, you

will be responsible for your child's travel arrangements and any associated costs if you decide that you want your child to go to a school that is not your nearest or catchment area school. See page 39 for further information.

You should also look at:

- the school's website or prospectus (information about how the school runs).
- the school's most recent Ofsted inspection report (www.ofsted.gov.uk/reports).
- the school's performance results (www.education.gov.uk/schools/performance).

You should also consider the likelihood of being offered places at the schools you prefer. This booklet explains the application process and how school admission decisions are made.

How to apply

If you live in Telford and Wrekin, you will need to complete the application via the local authority, even if you want to apply to schools outside of the borough. You should apply online at www.telford.gov.uk/admissions.

If you need any assistance or support in completing the application, please email admissions@telford.gov.uk.

When you have completed and submitted your application you will receive an instant email confirmation. If you would like to make any changes to your application once it is submitted, please email admissions@telford.gov.uk.

If you live outside of Telford and Wrekin and want to apply to a school in the borough you should apply via the local authority where you live. Contact information of nearby local authorities is provided on page 42.

1

Reception admissions

You cannot list independent (private) schools on your application. Instead, you should apply directly to these schools. Applications to independent schools do not form part of the nationally coordinated admissions process.

The number of schools you can apply for

It is strongly advised that you apply to four local primary schools. It is important that you list schools in order of preference i.e. the school you want the most should be your first preference. This will decide which school is offered if your child qualifies for admission at more than one of the schools you have applied to.

You must complete an application for a reception place, even if your child is already in the school's nursery

Children do not have an automatic right to transfer from a school's nursery class to its reception. You must make an application for a reception place. No priority is given to children currently

attending a school's nursery class so there is no guarantee that a reception place will be offered at the same school.

Twins and multiple birth children

If you have twins or multiple birth children, you will need to make a separate application for each child.

You must submit an application to the local authority, even if you have already completed a form at the school

Some voluntary aided (church) schools have a 'supplementary information form' which is used to gather

additional information that will enable the school to consider your application under its faith criteria. These forms should be completed and returned directly to schools. You must also apply to your local authority.

Parental responsibility

Both parents with parental responsibility or those with legal responsibility for a child through a court order should jointly agree which schools they wish to apply to. Where parents cannot agree, they should seek independent legal advice. The local authority cannot act as a mediator or arbitrator where parents are not in agreement.



1

Reception admissions



Your home address

You should apply using the address that you (as a parent with parental responsibility or legal custody) and your child live as your only or main place of residence.

Applications from a relative's address can only be used where they have legal responsibility for the child via a court order. You cannot otherwise apply using the address of a relative, friend, childcare provider, workplace, or business.

Where a child lives between two addresses and/or parents have shared custody of a child, you will need to apply using the address your child lives at most of the time. Where this is equally shared

you should apply using the address where child benefit is claimed.

The address used for each application will be checked against Council Tax records. Additional information may be requested from you where your address cannot be verified. An application may be withdrawn where it is found to be fraudulent or misleading.

Changing your address

If you move address before or after the application closing date 15 January 2024, you need to email the School Admissions Team at admissions@telford.gov.uk to update the address on your application. It may still be possible to change your

choice of schools after the closing date, depending on the timing of your move.

A change in your circumstances

If an older child transfers to another school after 15 January 2024 and you need to change your younger child's school preferences because of this, you should contact the School Admissions Team. Depending on when your older child transfers, it may be possible to change your school preferences.

If any medical circumstances within the family change after 15 January 2024 which means that you feel your child would need a place at a particular school,

1

Reception admissions

please contact the School Admissions Team.

Children of UK service personnel and crown servants

Families of UK service personnel and crown servants must often move at short notice. In such cases if we receive an application along with an official letter from the MOD, FCO or GCHQ, stating relocation date we will process applications in advance of the relocation based on the address of quarters that the family have been allocated.

Applying after the closing date

Applications received after 15 January 2024 will be dealt with after all on-time applications have been considered. Many schools will not have any places available after considering on-time applications.

How applications are considered

The School Admissions Team will process applications and coordinate the decisions for Telford and Wrekin children,

including those applying to schools in other local authority areas. This is done as part of a nationally coordinated admissions process, which seeks to ensure that as many children are offered a school place as soon as possible.

Your application will be considered in line with the admissions criteria for each school. If it would be possible to offer a place at more than one of your school preferences, your child will only be offered a place at one school. This will be the highest preference school at which an offer can be made.

Making the decisions on applications

The decisions on applications for Telford and Wrekin community and voluntary controlled schools are made by the School Admissions Team. If a community or voluntary controlled school receives more applications than there are places available, the local authority's oversubscription criteria are used to determine who can be offered a place.

The governing body or the academy trust will make

admission decisions for voluntary aided schools, foundation schools and academies, based on the information you provided in your application and the school's supplementary form. Admission policies and oversubscription criteria for these schools can be found on their websites or on [our website](#).

If one or more of the schools you have applied for is outside of Telford and Wrekin, the decision will be taken by the admission authority for the school and notified to the School Admissions Team. Once all admission decisions are made the School Admissions Team will then coordinate the offers of places as explained above.

The number of places available at each school in Telford and Wrekin

The number of children who can be admitted to each school in Telford and Wrekin for the school year 2024/25 is set out on pages 32-37 of this booklet.

1

Reception admissions

Oversubscription criteria for community and voluntary controlled schools in Telford and Wrekin

If a community or voluntary controlled school receives more applications than places available, it will not be possible to offer every child a place.

Children with a Statement of Special Educational Needs or an Education, Health, and Care Plan (EHCP), which names the school applied to, will be placed before all other applicants.

The remaining places will be filled in the priority order below:

1. Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in

the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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 wellbeing. The information must confirm the exceptional medical reason and demonstrate how the specified school is the only school that can meet the defined needs of the child.

b) Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), stepsister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the school.

c) Pupils in receipt of early years pupil premium or pupil premium at the point of closing the application round.

d) Other children living in the school's catchment area.

3. Children from outside the school's defined catchment area

If places are unavailable for all children living outside of the catchment area, 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 wellbeing. The information must confirm the exceptional medical reason and demonstrate how the specified school is the only school that can meet the defined needs of the child.

b) Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), stepsister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the school.

1

Reception admissions

c) Pupils in receipt of early years pupil premium or pupil premium at the point of closing the application round.

d) Children whose parent/guardian is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

e) Other children living outside of the school's catchment area.

Tiebreaker

If there are insufficient places for all children in any one category, places will be allocated based on distance between home and school as measured by straight line distance with those children living closest to the school having priority. Distances are measured using the Council's computerised mapping system.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the

same. This process will be independently verified.

Catchment areas

It is highly recommended that you list your catchment area school as one of your preferred schools as your child's application to the school in your catchment area will be given priority.

Maps of school catchment areas are on pages 27-31. You can also use our [catchment school finder](#) to find out what catchment area you live in.

Application outcomes

If your application was received on or before the closing date (15 January 2024), the School Admissions Team will notify you of the outcome by email on **16 April 2024**.

Children with an Education, Health, and Care Plan are notified of which school has been named in their plan on **15 February 2024**.



Summary of reception offers for 2023/24

School name	Places available	Total on time preferences	Number of on time 1st preferences	Total number of places offered	Number of places offered to children living within the catchment area for the school	Number of places offered to children living outside the catchment area for the school	Home to school, straight line distance for last place offered (metres) For over-subscribed schools	Children allocated school as nearest alternative offer	No. of appeals heard	No. of successful appeals
Allscott Meads	10	16	3	5	3	2	n/a	0	0	0
Apley Wood	60	103	41	45	20	25	n/a	0	0	0
Aqueduct	40	53	30	31	16	14	n/a	1	0	0
Captain Webb	60	69	54	59	28	29	n/a	2	0	0
Church Aston Infant	20	45	16	16	9	7	n/a	0	0	0
Coalbrookdale and Ironbridge CofE	30	44	21	25	n/a	n/a	0	n/a	0	0
Crudgington	20	47	24	20	5	14	7798	n/a	1	0
Dawley CofE	30	30	17	29	n/a	n/a	0	n/a	0	0
Donnington Wood Infant	60	48	29	29	25	4	n/a	0	0	0
Dothill	60	90	40	40	18	20	n/a	2	0	0
Grange Park	60	90	70	60	40	20	543	n/a	3	0
Hadley Learning Community - Primary Phase	90	128	88	88	56	31	n/a	1	2	0
High Ercall	20	40	25	20	19	1	3768	n/a	0	0

School name	Places available	Total on time preferences	Number of on time 1st preferences	Total number of places offered	Number of places offered to children living within the catchment area for the school	Number of places offered to children living outside the catchment area for the school	Home to school, straight line distance for last place offered (metres) For over-subscribed schools	Children allocated school as nearest alternative offer	No. of appeals heard	No. of successful appeals
Hollinswood	60	60	45	46	36	10	n/a	0	0	0
Holmer Lake	40	35	17	18	1	16	n/a	1	0	0
John Fletcher of Madeley	60	35	16	15	4	10	n/a	1	0	0
John Randall	30	27	17	17	6	11	n/a	0	0	0
Ladygrove	60	133	60	60	40	20	1310	n/a	2	0
Lantern	20	17	10	10	6	2	n/a	2	0	0
Lawley	60	139	49	60	34	26	704	n/a	4	0
Lawley Village	30	163	66	30	6	0	242	n/a	9	0
Lightmoor Village	30	73	38	30	22	8	679	n/a	1	0
Lilleshall	30	75	31	30	4	26	4879	n/a	0	0
Meadows	60	85	51	60	37	23	1331	n/a	0	0
Millbrook	50	57	39	41	29	11	n/a	1	0	0
Moorfield	30	78	29	28	7	21	n/a	0	0	0
Muxton	60	83	54	55	23	32	n/a	0	0	0

School name	Places available	Total on time preferences	Number of on time 1st preferences	Total number of places offered	Number of places offered to children living within the catchment area for the school	Number of places offered to children living outside the catchment area for the school	Home to school, straight line distance for last place offered (metres) For over-subscribed schools	Children allocated school as nearest alternative offer	No. of appeals heard	No. of successful appeals
Newdale	60	160	92	61	48	13	491	n/a	5	0
Newport Infant	90	95	61	60	47	13	n/a	0	0	0
Old Park	80	76	61	61	45	12	n/a	4	0	0
Priorslee	60	116	48	60	24	36	7433	n/a	2	0
Randlay	50	54	31	34	16	18	n/a	0	0	0
Redhill	60	116	74	60	50	10	1277	n/a	3	0
Short Wood	70	98	82	70	69	1	591	n/a	1	1
Sir Alexander Fleming	60	37	32	33	23	9	n/a	1	0	0
St George's CofE	75	117	54	56	54	20	n/a	1	0	0
St Lawrence CofE	13	28	16	13	4	9	3625	n/a	0	0
St Luke's Catholic	20	27	15	16	n/a	n/a	0	n/a	0	0
St Mary's Catholic	30	45	31	30	n/a	n/a	0	n/a	0	0
St Matthew's CofE	40	55	38	38	29	8	n/a	1	0	0
St Patrick's Catholic	30	51	23	30	n/a	n/a	0	n/a	0	0

School name	Places available	Total on time preferences	Number of on time 1st preferences	Total number of places offered	Number of places offered to children living within the catchment area for the school	Number of places offered to children living outside the catchment area for the school	Home to school, straight line distance for last place offered (metres) For over-subscribed schools	Children allocated school as nearest alternative offer	No. of appeals heard	No. of successful appeals
St Peter and St Paul Catholic	30	33	16	19	n/a	n/a	0	n/a	0	0
St Peter's (Bratton) CofE	60	106	57	58	38	20	n/a	0	0	0
St Peter's (Edgmond) CofE	30	60	32	30	5	25	10884	n/a	0	0
Teagues Bridge	40	57	39	40	32	8	8411	n/a	0	0
Tibberton CofE	20	33	21	20	14	6	6710	n/a	0	0
William Reynolds	60	69	52	52	31	20	n/a	1	0	0
Windmill	60	50	41	41	29	7	n/a	5	0	0
Wombridge	50	45	22	22	8	6	n/a	8	0	0
Woodlands	60	73	48	48	21	27	n/a	0	0	0
Wrekin View	60	90	57	59	34	24	n/a	1	0	0
Wrockwardine Wood Infant	70	71	42	43	19	23	n/a	1	0	0

1

Reception admissions

Accepting the school place offered

If you are happy with the school place you have been offered for your child there is nothing you need to do. The school will contact you with further information about starting school in September.

If you do not have an offer at any of the schools you have applied for

If an offer cannot be made at any of the schools you applied for, a place will be allocated at your catchment school or the nearest school to your home address where there is a vacancy after all applications have been considered.

Children that are not allocated a place at a preferred school will automatically be added to the waiting list for all schools listed on the application form.

The outcome email will also provide information on how to add your child's name to the waiting lists of other schools and how you can exercise your right of appeal.

School waiting lists

Parents can request to be added to the waiting list for their preferred school(s) after National Offer Day.

Waiting lists are ordered using the oversubscription criteria in the admission policy for each school. Therefore, a child's position on the waiting list can go down as more names are added to the waiting list.

You will need to contact voluntary aided schools, foundation schools and academies directly to confirm their waiting list procedures. Schools outside of the borough may operate waiting lists differently and you should check with the admission authority.

How to appeal against a decision not to offer a place

You have the right to appeal for a place at any of the schools listed on your application form for which a place could not be offered to your child. To lodge an appeal, you will need to log into your school admissions parent portal account.

Infant class sizes

Government legislation limits the number of children in a Reception, Year 1 and Year 2 class to 30 per teacher. Only in very limited circumstances can admission over the limit be permitted. Appeals to challenge admission decisions where infant class size legislation applies are therefore rarely successful.

Appeal timetable

Your appeal will normally be heard within 40 school days of the appeal closing date and before your child is due to start the reception in September.

The independent appeal panel

An independent panel made up of three people with knowledge of education will hear your appeal. None of the panel members will have any connection with the school or admissions authority. They are served by an independent clerk who will contact you to confirm the date, time and venue for the hearing and invite you to attend. The appeal panel's decision is final and both you and the

1

Reception admissions

local authority are required to accept it.

Deferring entry to the reception year

Children are normally admitted to their school reception class in September, at the start of the school year following their fourth birthday. Your child will get the most from their education in a school reception class if they start at the same time as their friends and other children of the same age. Primary schools in Telford and Wrekin can address an individual child's educational needs by making appropriate adjustments to the curriculum.

However, if you feel there are particular reasons why your child should not start reception in September, you can ask for your child's entry to be deferred until later in the school year. You should first discuss this with the headteacher or manager at your child's current nursery or playgroup. Following a discussion with the head teacher or manager at your child's current nursery, you should also discuss this with the headteacher of the school your child will be attending.

Where a place is deferred it cannot be given to another child, but your child must enter school by the beginning of the school term following their fifth birthday and within the school year for which the offer was made. You can also request that your child attends reception part-time from September up until the latest date entry can be deferred. You should not request to defer your child's admission to one school because you are awaiting a place at another. The latest point that your child's entry can be deferred depends on when your child was born:

Your child was born between: **September 2019 – December 2019** the point until which entry can be deferred to **January 2025** (Start of the spring term)

Your child was born between: **January 2020 – August 2020** the point until which entry can be deferred to **April 2025** (Start of summer term)

Delaying entry to the reception year

Additionally, parents of children born between April and August 2020 may seek

to delay their entry to school until the following September. Parents may consider this, for example, if:

- they have missed a significant amount of education due to ill-health.
- they were born prematurely and would otherwise be in the year below.

If you wish to request delayed entry to reception, please read our delayed entry policy and complete and return the request form to admissions@telford.gov.uk by 31 December 2023 with reasons for your request and include any reports from an appropriate education or health professional. Your request will be considered by the admission authority for the school.

If it is agreed that your child should start school later than the normal year group, it cannot be guaranteed that a place will be offered at one of your preferences.

Further information regarding delayed and deferred entry is available on [our website](#).

1

Frequently asked questions



Q. Is my child guaranteed a place at one of their four preferred schools?

Most families will be offered a place at one of their four preferred schools. However, this cannot be guaranteed. Unfortunately, it is not always possible for everyone to get a place at the school they most prefer.

When a school receives more applications than the number of places available, not all children can be admitted. It is important therefore that you fully consider the likelihood of your child getting a place at a preferred school before you make your application.

Q. What happens if I only apply to one school?

Your child will not gain any additional priority for a place at your most preferred school by not applying to other schools and applying to other schools does not reduce the likelihood of being offered a place at your most preferred school. If it is not possible to offer a place at any of the schools listed on your application, a place will be allocated at your catchment or nearest school with a place available once all applications have been considered. The schools you may have considered as second, third or fourth preference may have filled its places.

To increase the likelihood of your child getting a place at one of your preferred schools you are advised to apply to four schools.

Q. Is my child more likely to be offered a place at my first preference school?

Applications for each school are considered in line with the school's admissions criteria with no consideration given to whether it is the first, second, third or fourth preference school. However, if your child qualifies for a place at more than one school, the order in which you listed your preferences on your application form will determine the school you are offered.

This school will be the highest listed preference at which an offer can be made. Your application for schools listed as lower preferences will no longer be considered. This is why it is important to list the schools you are applying to in order of preference on the application form.

1

Frequently asked questions

Q. If my child is already in the school's nursery class, is there an automatic right to a place in the school's reception class?

No. When parents apply for their children to start reception, no priority is given to children that attend the nursery of the school. The decision on whether a place can be offered will be made in accordance with the school's admission criteria. The admissions criteria used for community and voluntary controlled schools in Telford and Wrekin is explained on page 8.

Q. Do all schools have catchment areas?

All community, voluntary controlled and foundation schools and most academies in Telford and Wrekin have a defined catchment area and give priority to local children that live within the catchment area for the school.

Most voluntary aided schools in the borough do not use catchment areas in their admissions criteria. Generally, these are faith schools and give priority to children of a particular faith.

Schools outside of Telford and Wrekin may or may not use catchment areas and you are advised to check how places are offered if you are interested in applying for a place at one or more of these schools.

Q. Is my child guaranteed a place at my preferred school if my neighbours children go to that school?

No. The number of applications a school receives each year varies, along with where families live and the number of children with older siblings that attend the school.

You can use the information on pages 10-13 to see how places were offered last year. This will give you an indication of the likelihood of being offered a place, but it cannot be guaranteed that your child will be offered a place at your preferred school even if they would have been offered a place in previous years.



2

Children with an Education, Health and Care Plan (EHCP)

If your child has an Education, Health and Care Plan you must apply online at www.telford.gov.uk/admissions by 31 October 2023.

You can make preferences for mainstream and/or special schools. Information on all schools in Telford and Wrekin and the way in which we support special educational needs and disability can be found in the SEND Local Offer 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. Most children who attend a mainstream nursery setting will transfer to a mainstream primary school. If your child currently attends a mainstream nursery, it is

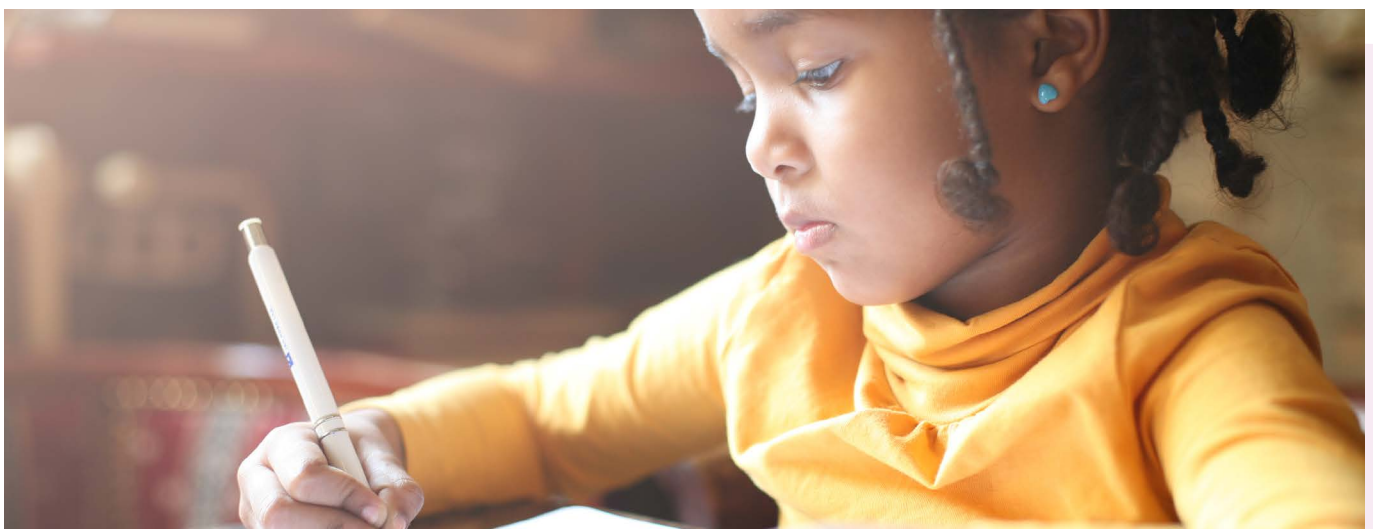
important that where your first preference is a special primary school then you name a mainstream primary school for your second and third preferences. This is to increase your chances of being allocated a school that you have considered.

You will want to carefully consider the views of your child's current school or setting and other professionals who work with your child when making a preference.

If your request is for a special school placement this must have been discussed at your child's last Annual Review

meeting which must involve outside agencies. The annual review report must have been sent to the Local Authority's SEND Team by the 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.

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



2

Children with an Education, Health and Care Plan (EHCP)

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.

The Local Authority must comply with your preference for a maintained 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 local authority for a place in an independent or non-maintained school. The Local Authority is required to consider this preference but will consider maintained schools too. You will need to contact the SEND 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 (EHCPs) requires that a decision is made after considering the child's special educational needs, parental preference and the formal view of the schools requested.

The local authority is required to amend your child's EHC Plan by 15 February 2024 and name the primary school your child will be attending from September 2024.

If you do not apply for a place online, we will:

- Consider all information available such as the most recent Annual Review and current 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 cannot offer a place at your preferred school, 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 SENDIASS (Information, Advice and Support Service) www.telfordsendiass.org.uk can provide comprehensive, quality, and impartial advice to parents of young people and children with special educational needs.

2

Children with an Education, Health and Care Plan (EHCP)

Policy for inclusive education

Telford & Wrekin Council promotes 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.

The 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 identified needs.
- Be treated with respect and have their views and opinions considered.



2

Children with an Education, Health and Care Plan (EHCP)

Haughton School - Complex Learning Needs

Contact telephone number: 01952 387540

Address: Queen Street, Madeley, Telford, TF7 4BW

Website: www.haughtonschool.co.uk

Age Range (mainly): 5-11

Queensway (South site) - Social, Emotional and Mental Health

Contact telephone number: 01952 387670

Address: Hinkshay Road, Dawley, Telford, TF4 3PP

Website: <https://queensway.school>

Age Range (mainly): 9-16

Linden Primary Specialist School - Social, Emotional and Mental Health

Contact telephone number: 01952 385601

Address: The Carpenter Family Centre, Oak Road, Overdale, Telford TF3 5BT

Website: www.lindencentre.co.uk

Age Range (mainly): 5-11

The Bridge School - Severe Learning Difficulties

Contact telephone number: 01952 387108

Address: Hadley Learning Community, Waterloo Road, Hadley, Telford TF1 5NQ

Website: www.thebridgeschool.co.uk

Age Range (mainly): 5-16

Admission criteria for each school can be found on their websites.

2

Children with an Education, Health and Care Plan (EHCP)

Specialist hubs – Communication and interaction plus cognition and learning needs

John Fletcher of Madeley Specialist Resource Hub

Contact telephone number: 01952 388188

Address: Upper Road, Telford TF7 5DL

Website: [Specialist Provision Hubs - SEND - Local Offer \(www.telfordsend.org.uk\)](http://www.telfordsend.org.uk)

Age Range (mainly): 5-7yrs

Haughton - Hollinswood Specialist Hub

Contact telephone number: 01952 286920

Address: Dale Acre Way, Telford TF3 2EP

Website: [Specialist Provision Hubs - SEND - Local Offer \(www.telfordsend.org.uk\)](http://www.telfordsend.org.uk)

Age Range (mainly): 7-11yrs



2

Children with an Education, Health and Care Plan (EHCP)

Haughton - Old Park Specialist Hub

Contact telephone number: 01952 387250

Address: Brunel Road, Malinslee, Telford TF3 2BF

Website: [Specialist Provision Hubs - SEND - Local Offer \(www.telfordsend.org.uk\)](http://www.telfordsend.org.uk)

Age Range (mainly): 7-11yrs

Newport Infant Specialist Resource Base

Contact telephone number: 01952 386610

Address: Granville Avenue, Newport TF10 7DX

Website: [Specialist Provision Hubs - SEND - Local Offer \(www.telfordsend.org.uk\)](http://www.telfordsend.org.uk)

Age Range (mainly): 5-7yrs

3

Transferring from infant to junior school

If your child goes to an infant school, they will transfer to a junior school in the September after their seventh birthday.

When your child is in a Year 2 class in an infant school, you must apply for your child's Year 3 place, even if this is for a place at the linked junior school. You must submit your application by **15 January 2024**.

Children at infant schools in the borough will normally transfer to their linked junior school at the age of seven, but you must apply for a junior school place. We treat the following as linked schools:

- Donnington Wood Infant and Junior Schools.
- Newport Infant and Junior Schools.
- Wrockwardine Wood Infant and Junior Schools.

Church Aston Infant School does not have a linked Junior School. Parents of Year 2 pupils often choose to transfer to Moorfield Primary School. Moorfield has 17 additional places in Year 3. Please refer to the school's admission criteria on page 8 to see how places are allocated.

How to apply

You should submit your application online at www.telford.gov.uk/admissions giving the name of the school you want your child to transfer to. This should be your child's linked junior school.

When you have completed and submitted your application you will receive instant email confirmation. You can make changes to

your application up until the 15 January 2024 closing date.

If you live outside of Telford and Wrekin, you should apply via the local authority where you live. Contact details of nearby local authorities is provided on page 42.

For all Year 3 places at community junior schools, we use the admission criteria listed on page 8 in priority order to decide which children should be offered places. For Donnington Wood Junior School, Newport Junior School, and Wrockwardine Wood Junior School there is an additional criterion which is applied before the consideration of children living in the catchment area of the school - this is children who are on roll at the linked infant school.

The School Admissions Team will offer places based on the admissions criteria for each school and we will notify you of the outcome of your application on **16 April 2024**.



4

In-year admissions



In-year admission is where a child starts primary school at a time other than the normal point of entry in reception. This is often when a child has moved into the Telford and Wrekin area from another part of the UK or overseas.

How to apply

To apply for in-year admission to a primary school in Telford and Wrekin, you should apply online at www.telford.gov.uk/admissions. This includes families who live outside of the borough and want to apply for a place at a school in Telford and Wrekin.

To apply to schools outside of the borough, you will need to either apply to the relevant local authority or directly to the school. Contact details for nearby local authorities are provided on page 42.

Application outcomes

The School Admissions Team will normally let you know whether a place can be offered within 15 school days of receiving an in-year application. Where a child is offered a place, they will be admitted as soon as possible.

Unplaced children

Where a child does not have a school place as a family has recently moved to Telford and Wrekin and it is not possible to offer a place at one of the schools applied for, the outcome of your application

will inform you which local schools have places available. It is advised that you inform the School Admissions Team which school you would like your child to attend so we can secure a place for them to start school as soon as possible. Where a place at a local school is not available for your child, they may be referred for placement in line with the Fair Access Protocol.

4

In-year admissions

Telford and Wrekin Fair Access Protocol

All schools and academies in Telford and Wrekin are part of the Fair Access Protocol. The protocol sets standards for dealing with applications where families who move into the borough and are not able to access a local school place. The Fair Access Panel in Telford and Wrekin meets every 3-4 weeks during term time to ensure that children do not face long delays in accessing a school place. The panel will take into consideration where you live, the schools you have applied to, and which school is best placed to accommodate additional children. It may not

be possible for the panel to offer a place at one of your preferred schools.

The protocol also provides the access to alternative education for children whose circumstances make it difficult to place them in a mainstream school.

Transferring to another school

You may want your child to transfer from one primary school in Telford and Wrekin to another. This can be arranged by the School Admissions Team, but you should first speak with the headteacher of your child's current school.

It is not always possible for a child to transfer to another school if that school is already full or if there are more applicants than places available at the time you make your application. Your child must, therefore, continue to attend school while awaiting a transfer.

If there are no places available at the school(s) you would like your child to transfer to, you can request for your child to be placed on the school's waiting list. Waiting lists are held in line with the school's admission criteria.

You will need to re-apply during the summer holidays every year if you want your child to remain on the waiting lists for the school(s) you wish for them to transfer to.

Children transfer to a secondary school in the September after reaching the age of 11 years old.

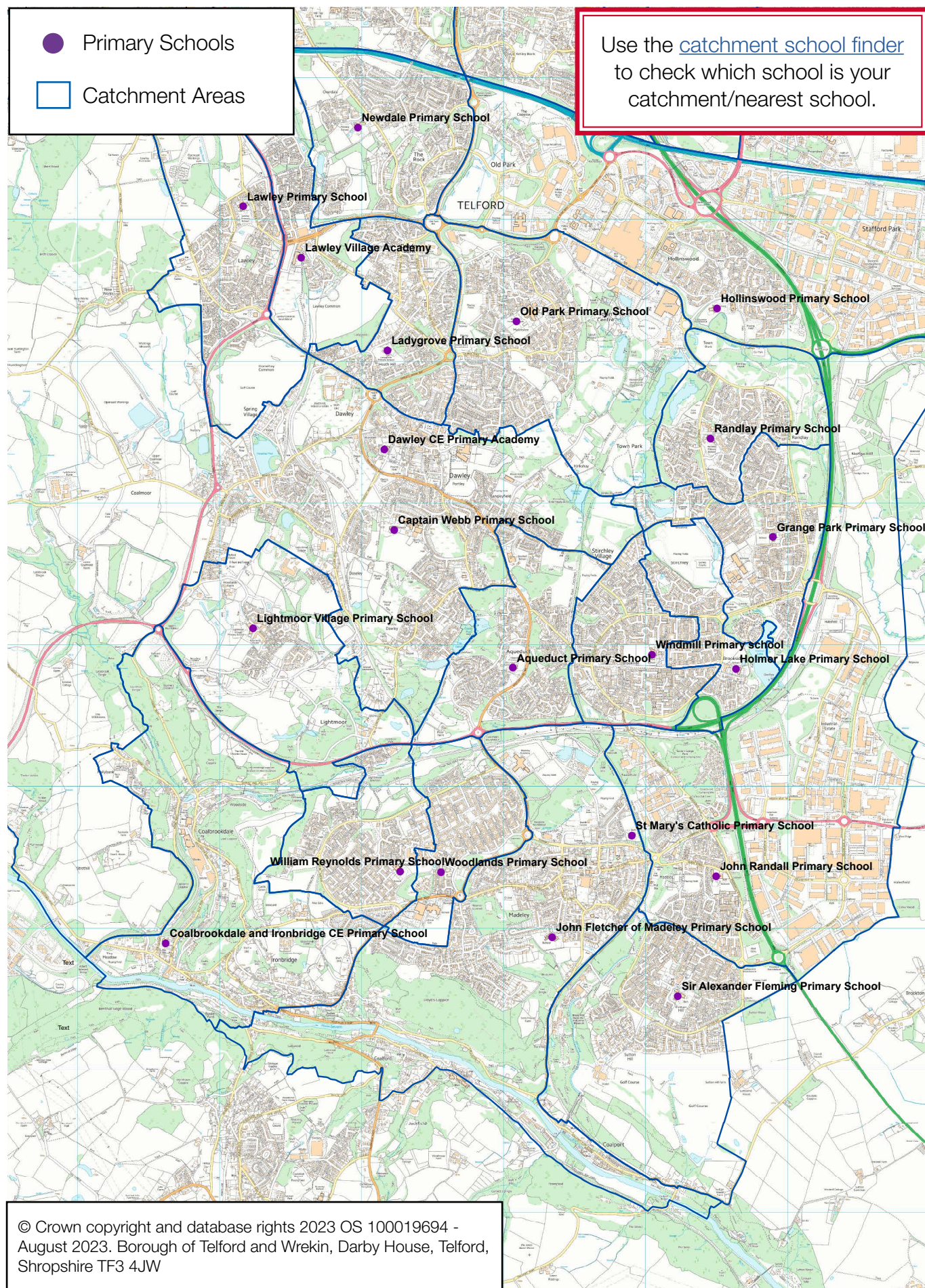


5

School information



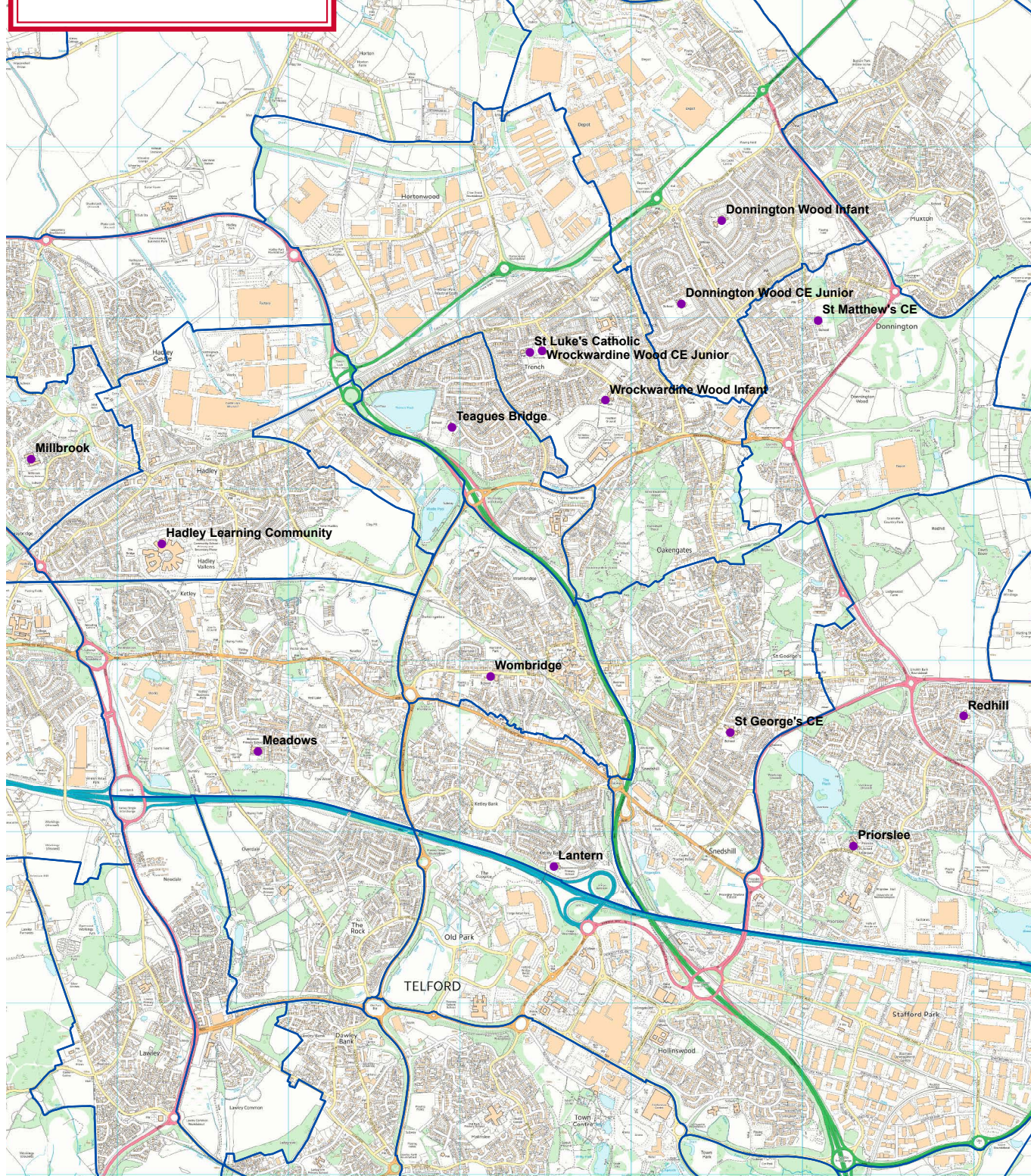
Catchment area map: South Telford



Catchment area map: North Telford

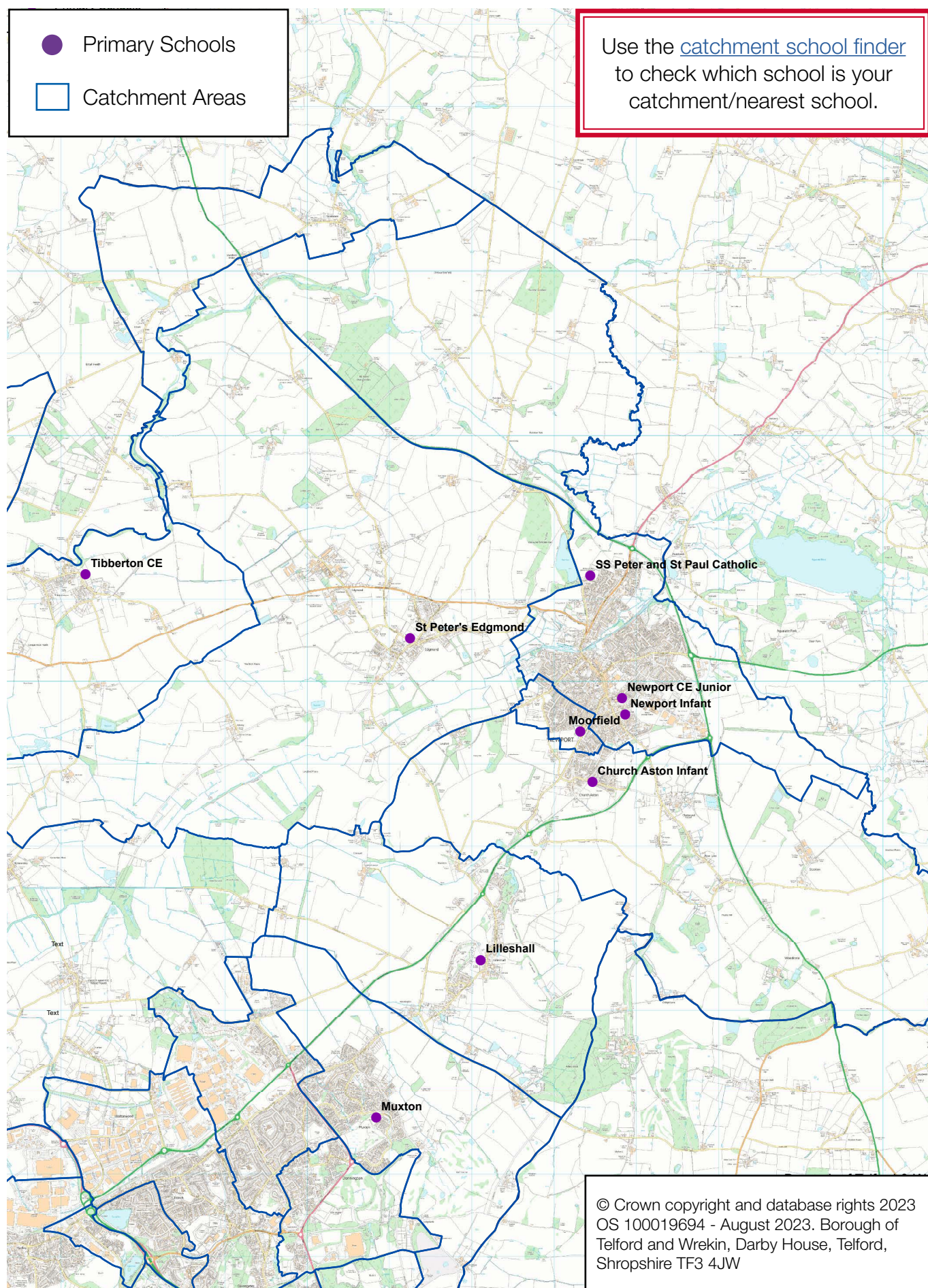
Use the [catchment school finder](#) to check which school is your catchment/nearest school.

- Primary Schools
- Catchment Areas

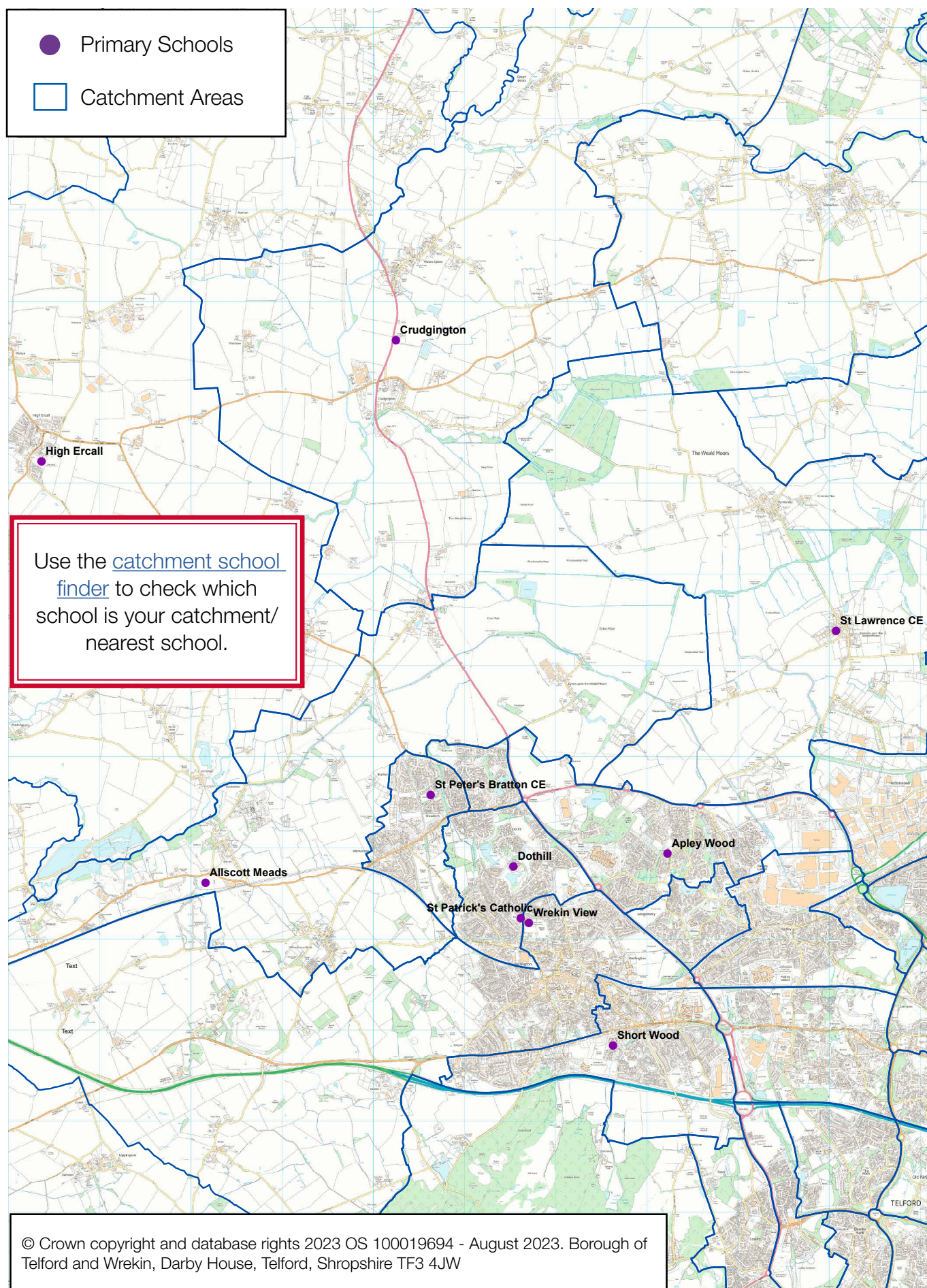


© Crown copyright and database rights 2023 OS 100019694 - August 2023. Borough of Telford and Wrekin, Darby House, Telford, Shropshire TF3 4JW

Catchment area map: Newport



Catchment area map: Wellington



Primary school details

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
Allscott Meads Primary School (Academy) Aldescote Way Telford, TF6 5FA	Welcome Allscott Meads Primary 01952 385140	3-11	20	Please click here
Apley Wood Primary School (Foundation School) Pool Farm Avenue, Apley, Telford, TF1 6FQ	www.apleywoodprimaryschool.org.uk 01952 386180	4-11	60	Please click here
Aqueduct Primary School (Community School) Castlefields Way, Telford, TF4 3RP	www.aqueductprimary.co.uk 01952 386210	5-11	40	Please click here
Captain Webb Primary School (Community School) Webb Crescent, Pool Hill, Dawley, Telford, TF4 3DU	www.captainwebbprimary.org 01952 386770	2-11	60	Please click here
Church Aston Infant School (Community School) Church Aston, Newport, TF10 9JN	www.churchastoninfantschool.co.uk 01952 386390	5-7	20	Please click here
Coalbrookdale and Ironbridge CE Primary School (Voluntary Aided School) 6 Dale Road, Coalbrookdale, Telford, TF8 7DS	www.coalbrookdaleschool.org.uk 01952 386620	5-11	30	Please click here
Crudgington Primary School (Academy) Crudgington, Telford, TF6 6JF	www.crudgingtonschool.org.uk 01952 386910	4-11	20	Please click here
Dawley Church of England Primary Academy (Academy) Doseley Road North, Dawley, Telford, TF4 3AL	www.dawley.academy 01952 386280	3-11	30	Please click here

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
Donnington Wood Infant School and Nursery Centre (Community School) Baldwin Webb Avenue, Donnington, Telford, TF2 8EP	www.donningtonwoodinfants.co.uk 01952 386640	2-7	60	Please click here
Dothill Primary School (Foundation School) Severn Drive, Wellington, Telford, TF1 3JB	www.dothillprimaryschool.co.uk 01952 386870	5-11	60	Please click here
Grange Park Primary School (Academy) Grange Avenue, Stirchley, Telford, TF3 1FA	www.grangeparkprimaryschool.co.uk 01952 387490	3-11	60	Please click here
Hadley Learning Community – Primary Phase (Academy) Crescent Road, Hadley, Telford, TF1 5JU	https://hadleylearningcommunity.org.uk/primary/ 01952 387088	3-11	90	Please click here
High Ercall Primary School (Foundation School) Church Road, High Ercall, Telford, TF2 6AF	www.highercallprimary.co.uk 01952 387570	4-11	20	Please click here
Hollinswood Primary School (Community School) Dale Acre Way, Hollinswood, Telford, TF3 2EP	www.hollinswoodprimary.co.uk 01952 386920	3-11	60	Please click here
Holmer Lake Primary School (Community School) Brookside, Telford, TF3 1LD	www.holmerlakeprimary.org 01952 387580	4-11	40	Please click here
John Fletcher of Madeley Primary School (Voluntary Controlled School) Upper Road, Madeley, Telford, TF7 5DL	www.johnrandallprimary.co.uk 01952 388390	4-11	60	Please click here

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
John Randall Primary School (Community School) Queen Street, Madeley, Telford, TF7 4DR	www.johnrandallprimary.co.uk 01952 388390	3-11	30	Please click here
Ladygrove Primary School (Community School) Old Office Road, Dawley, Telford, TF4 2LF	www.ladygroveprimary.co.uk 01952 388370	3-11	60	Please click here
Lantern Academy (Academy) Yates Way, Ketley Bank, Telford TF2 0AZ	https://lanternacademy.co.uk 01952 386961	3-11	20	Please click here
Lawley Primary School (Community School) Arleston Lane, Lawley, Telford, TF4 2PR	www.lawleyprimary.co.uk 01952 388410	5-11	60	Please click here
Lawley Village Academy (Academy) Bryce Way, Lawley, Telford, TF4 2SG	www.lawleyvillageacademy.co.uk 01952 951200	5-11	30*	Please click here
Lightmoor Village Primary School (Community School) Lightmoor Way, Lightmoor Village, Telford, TF4 3EG	www.lightmoorvillageprimary.co.uk 01952 387620	5-11	30	Please click here
Lilleshall Primary School (Community School) Limekiln Lane, Lilleshall, Newport, TF10 9EY	www.lilleshallprimaryschool.co.uk 01952 388430	5-11	30	Please click here
Meadows Primary School (Community School) Riddings Close, Ketley, Telford, TF1 5HF	www.meadowsprimaryschool.co.uk 01952 386230	4-11	60	Please click here
Millbrook Primary School (Community School) Grainger Drive, Leegomery, Telford, TF1 6UJ	www.millbrookprimary.org.uk 01952 386470	3-11	50	Please click here

* The Local Authority are working with the Trust to expand the school to provide an additional 30 Reception places for 2024/25.

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
Moorfield Primary School (Foundation School) Wellington Road, Newport TF10 7QU	www.moorfieldprimaryschool.co.uk 01952 387780	5-11	30	Please click here
Muxton Primary School (Community School) Marshbrook Way, Muxton, Telford, TF2 8SA	www.muxtonprimary.org.uk 01952 327007	5-11	60	Please click here
Newdale Primary School & Nursery (Community School) Marlborough Way, Newdale, Telford, TF3 5HA	www.newdaleschool.org.uk 01952 387720	2-11	60	Please click here
Newport Infant School (Community School) Granville Ave, Newport, TF10 7DX	www.newportinfants.co.uk 01952 386610	5-7	90	Please click here
Old Park Primary School (Community School) Brunel Road, Malinslee, Telford, TF3 2BF	www.oldparkprimary.co.uk 01952 387250	2-11	80	Please click here
Priorslee Academy (Academy) Priorslee Avenue, Telford, TF2 9RS	www.priorsleeprimaryacademy.com 01952 387927	3-11	60	Please click here
Randlay Primary School (Community School) Randlay, Telford, TF3 2LR	www.randlayprimaryschool.co.uk 01952 386986	3-11	50	Please click here
Redhill Primary Academy (Academy) Gatcombe Way, Priorslee, Telford, TF2 9GZ	https://redhill.ttsonline.net/ 01952 387979	3-11	60	Please click here
Short Wood Primary School (Foundation School) Limekiln Lane, Wellington, Telford, TF1 2JA	www.shortwoodprimaryschool.com/ 01952 387360	3-11	70	Please click here

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
Sir Alexander Fleming Primary School (Community School) 109 Southgate, Sutton Hill, Telford, TF7 4HG	https://siralexanderflemingprimaryschool.org.uk 01952 327810	3-11	60	Please click here
St George's Church of England Primary School (Voluntary Controlled School) London Rd, St George's, Telford, TF2 9LJ	www.stgeorgescofe.education 01952 387750	3-11	75	Please click here
St Lawrence Church of England Voluntary Controlled Primary School (Voluntary Controlled School), Preston on the Weald Moors, Telford, TF6 6DH	www.stlawrencecofe.org.uk 01952 387780	5-11	13	Please click here
St Luke's Catholic Primary School (Voluntary Aided School) Church Rd, Trench, Telford, TF2 7HG	www.stlukesatholicprimary.org.uk 01952 388222	5-11	20	Please click here
St Mary's Catholic Primary School (Voluntary Aided School) Coronation Crescent, Madeley, Telford, TF7 5EJ	www.stmaryscatholicprimarytelford.co.uk 01952 388255	4-11	30	Please click here
St Matthew's Church of England Aided Primary School and Nursery Centre (Voluntary Aided School) Church Road, Donnington Wood, Telford, TF2 7PZ	www.stmatthewscofe.com 01952 386260	3-11	40	Please click here
St Patrick's Catholic Primary School (Voluntary Aided School) North Rd, Wellington, Telford, TF1 3ER	www.stpatricksschool.co.uk 01952 386160	3-11	30	Please click here

School name and address	Contact details	Age range	Published admission number (PAN)	Admission arrangements
St Peter and St Paul Catholic Primary School (Voluntary Aided School) Coppice Drive, Off Deerpark Drive, Newport, TF10 0FT	www.sspeterandpaulcatholicprimary.org.uk 01952 386450	5-11	30	Please click here
St Peter's Church of England Controlled Primary School, Edgmond (Voluntary Controlled School) Stackyard Lane, Edgmond, Newport, TF10 8JQ	www.stpetersedgmond.org.uk 01952 811692	5-11	30	Please click here
St Peter's Church of England Controlled Primary School, Bratton (Voluntary Controlled School) Bratton, Telford, TF5 0NT	www.brattonstpeters.org.uk 01952 387980	5-11	60	Please click here
Teagues Bridge Primary School (Community School) Teagues Crescent, Trench, TF2 6RE	www.teaguesbridgeprimary.org 01952 388450	5-11	20	Please click here
Tibberton Church of England Primary School (Voluntary Controlled School) Off Maslan Crescent, Tibberton, Newport, TF10 8NN	www.tibbertonschool.org.uk 01952 387790	5-11	20	Please click here
William Reynolds Primary School (Community School) Westbourne, Woodside, Telford, TF7 5QW	www.williamreynoldsprimary.org 01952 388280	3-11	60	Please click here

School attendance

By law, (Section 444 of the Education Act 1996) all children between 5 and 16 must receive appropriate full-time education. To achieve this 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 schoolwork
- 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 a Year 6 pupil 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. Any pupil nationally who has an attendance level of 90% or below is deemed a persistent absentee by the Department for Education.

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

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

Leave in term time (holidays)

There is no automatic right to any leave in term time.

The Local Authority policy, in line with the Education (Pupil Registration) Regulations 2006, 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 prior to booking a holiday, in writing and in advance to the school. The school will respond, in writing, with the decision of the head teacher.

If parents choose to take their child on holiday that is not authorised, they may be issued with a Penalty Notice fine of £60 per child, per parent.

6

Additional information

If the parent does not pay the Penalty Notice 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.

School travel assistance

A primary school age child will be eligible for travel assistance if:

- They attend their nearest or catchment area school; and
- They are under the age of 8 live more than 2 miles from the school; or
- They are aged 8 or over and live more than 3 miles from the school.

A primary school age child will also be eligible if they are entitled to free school meals or if you (as a parent/guardian) receive the maximum amount of Working Tax Credit/ Universal Credit, and:

- They attend their nearest or catchment area school; and

- They are aged 8 or over and live more than 3 miles from the school.

The suitability of the walking route to school will also be taken into consideration.

Travel assistance will also be provided for children with special educational needs, disabilities and mobility problems who cannot reasonably be expected to walk to school, even if accompanied by a parent/ carer.

Travel assistance may also be agreed in exceptional circumstances, such as for children living in emergency

accommodation or residential care, children with disabled parents, or looked after children who have moved to a new placement, and it is in the child's best interest to continue attending their nearest school.

Travel assistance for eligible primary school age children in Telford and Wrekin is usually provided in the form of a free bus pass for the child and parent, so parents can accompany their child on the journey to/from school. Other forms of travel assistance may be provided based on the child's needs or availability on existing vehicles.



6

Additional information



For further information on school travel assistance and to apply, please visit travelassistance.telford.gov.uk or contact the Passenger Transport Team on 01952 384545 or emailing travelassistance@telford.gov.uk.

Applications must be made by 30 June 2024 to ensure that travel arrangements for eligible children can be put in place for September 2024.

Free school meals

All children in Reception, Year 1 and Year 2 receive free school meals.

Your child may also be eligible for free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Visit www.gov.uk/apply-free-school-meals for further information.

School uniform and clothing

The Local Authority does not provide any grants towards the cost of buying school uniforms or other clothing. However, schools may also be able to provide information on what local support is available.

Telford Crisis Support may be able to offer support through their School Uniform Project. Further information is available at www.telfordcrisissupport.org.uk and you can contact them by emailing admin@telfordcrisissupport.org.uk or calling 07878 296958.

6

Additional information

Child employment and performance licensing for children of compulsory school age

Telford & 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 too 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.

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.

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 societies 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

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 head teacher 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 Local Authority's School Governance Team on (01952) 380808.

6

Additional information

Useful contacts

Telford & Wrekin

School Admissions Team

Darby House, Lawn Central,
Telford, TF3 4JA

Email: Admissions@telford.gov.uk

SEND Team Email:
Sendandinclusion@telford.gov.uk

Shropshire

School Admissions Team

Learning and Skills, Shropshire
Council c/o The Shirehall,
Abbey Foregate, Shrewsbury
SY2 6ND

Email: school-admissions@shropshire.gov.uk

Staffordshire

School Admissions and
Transport Service

Staffordshire County Council,
1 Staffordshire Place, Stafford
ST16 2DH

Email: admissions@staffordshire.gov.uk

Wolverhampton

School Admissions and
Appeals Team

City of Wolverhampton
Council, Civic Centre,
St Peter's Square,
Wolverhampton WV1 1SH

Email: schooladmissions@wolverhampton.gov.uk



