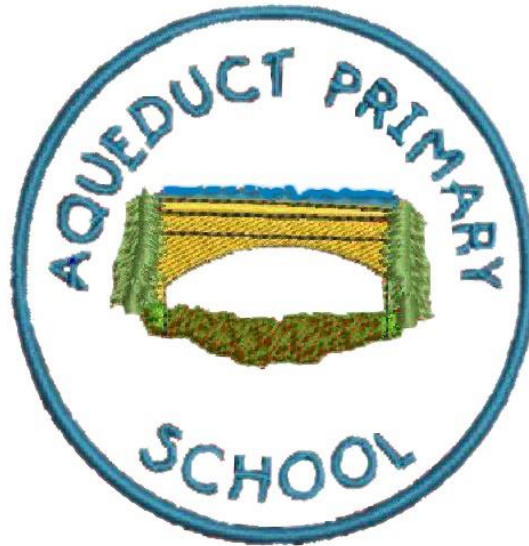


# Aqueduct Primary School

## Admissions Policy



2022

*Adopted by staff and Governors March 22*

*To be reviewed before March 23*

*Our Strapline*

*Building tomorrow, Leading the way ...*

*Our Values*

*Positivity, happiness, learning, kindness, safety, and respect.*

## Introduction

Aqueduct Primary School is a community school and follows the guidelines for admissions as set out by Telford and Wrekin Council. The Admissions Authority for our school is therefore Telford and Wrekin Council. The Department of Education (DfE) published revised Codes (Admissions 2014 & Admission Appeals 2012). Telford & Wrekin Council's admission arrangements take account of the revisions contained within the new Codes. For full details of Telford and Wrekin's Determined Admission Arrangements please visit [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions).

This policy aims to show how Aqueduct Primary School works in conjunction with Telford and Wrekin's admissions team to allocate places.

## Before applying for a place at Aqueduct Primary School

Whilst all admissions are administered centrally by Telford and Wrekin's admissions team, we always encourage parents and carers who are looking for a primary school place for their child to visit us here at Aqueduct primary School.

To arrange a visit please contact the school office on 01952 386210.

## How to apply for a Reception Place at Aqueduct Primary School

The Local Authority operates a co-ordinated scheme for admissions in Reception. The coordinated scheme of admissions into Reception is designed to ensure that all children applying for Reception places receive only one offer of a place in a Telford & Wrekin school.

In Telford & Wrekin, there is one admission date per year - September. As you can see from the table below, the application process will begin around twelve months before your child is eligible to start school.

Date of birth	Apply between	Can start school
1 September 2017 - 31 August 2018	October 2021 - 15 January 2022	September 2022
1 September 2018 - 31 August 2019	October 2022 - 15 January 2023	September 2023
1 September 2019 - 31 August 2020	October 2023 - 15 January 2024	September 2024

If your child was born between 1 September 2017 - 31 August 2018 you **must** apply for a Reception place in a primary school or infant school for the academic year 2022/23.

An application must be made to transfer from a nursery class to primary school even within the same school; there is no automatic allocation of a place.

The LA's annual admissions prospectus 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. To apply for a school place Parents/Carers will need to register for a 'My Telford' or 'Everyday Telford' account via the Telford & Wrekin Council Website. Once registered Parents/Carers apply for a school place on-line, once completed you will receive an acknowledgement email.

Telford & Wrekin will notify parents of places allocated in March of the following year via email. Applications must be made by 15th January 2022.

Applications will be considered and in the case of oversubscribed schools the oversubscription criteria would be applied, details of which can be found by visiting [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

## *Applying for a place at Aqueduct Primary School during the academic year*

*To apply for a school place Parents/Carers will need to register for a 'My Telford' or 'Everyday Telford' account via the Telford & Wrekin Council Website. Once registered Parents/Carers apply for a school place on-line, and when the application is completed, you will receive an acknowledgement email.*

*The School Admissions Team may undertake to verify address details and for any family moving house, to request proof of exchange of contracts or a tenancy agreement (where the families previous house has been sold or another tenancy agreement has come to an end).*

*Once you have applied online for a place at Aqueduct Primary School, the School Admissions Team at Telford and Wrekin will assess the application against the Council's Admissions Policy to see if a place can be offered.*

*The School Admissions Team will check to see if we have space in the appropriate year group here at Aqueduct Primary Where a space exists the Admissions Team will offer you the place.*

*The School Admissions Team will aim to notify parents / carers of the outcome of their application within 15 days of the application being received wherever possible.*

### *The PAN - Published Admission Number*

*The 'published admission number' is the number of children the LA considers the school can accommodate. Governors have agreed to set the Aqueduct Primary School PAN at 40 for each year group. We keep this number under review and the Governors will apply to change the number if circumstances change*

*Once the school's planned admission number has been reached a school should not normally admit above that published number, unless the school and the local authority agree that an additional admission will not adversely affect the school in the longer term.*

## *Admission appeals - for entry during the academic year*

*If the Local Authority has not offered you a place at our school, this will be because of the number of children already attending our school.*

*If parents wish to appeal against a decision to not offer a place, they can do so by applying to the Local Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned.*

## *Transition to Secondary School - Year 7*

*When your child reaches Year 6 you will need to apply online for a place at Secondary School. Applications must be completed online at <https://www.telford.gov.uk/admissions> by the 31st October 2022.*

*Telford & Wrekin parents / guardians can list up to four school preferences on their application form. Parents / guardians should list, in order of preference, all the maintained schools and academies at which they wish their child to be considered for a place, including those in neighbouring authorities.*

*The one exception to this is Thomas Telford School which is the local City Technology College, and which operates its own independent admissions arrangements. These arrangements can be viewed on the school's website: <http://www.ttsonline.net/>*

*The process for applying for a place at the selective schools, Haberdashers' Adams Grammar and Newport Girls' High School, begins in the 2021/22 academic year. Full details of their application procedure can be found on their websites.*

*Telford & Wrekin operates an equal preference scheme. This means that they offer a place at the highest possible preference. They will try to allocate a place at your first preference school, but if they cannot, they will then consider your second preference alongside other preferences expressed by families for that school. If they cannot allocate this, then they will then consider your third preference in the same way, and so on.*

*Some 'Own Admission Authority' schools (foundation, voluntary aided, academy or trust schools) require additional information from parents / guardians to operate their admissions criteria. Parents / guardians*

should contact the individual schools to request a supplementary information form and should return the form directly to the school concerned.

Once places are allocated, usually on the first of March. Aqueduct primary will work with the secondary schools to ensure your child's transition, from Primary to Secondary is as smooth as possible. The secondary schools usually come and visit us here at Aqueduct to meet the new pupils, and they have transition days in July when your child will attend their new school for a couple of days.

### **Monitoring and review**

This policy will be monitored by the Governing Body and reviewed annually in the light of any changed circumstances, either in our school or in the local area. The policy will always follow the Telford and Wrekin Determined Admission Arrangements.

### **Safeguarding**

Aqueduct School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have an up-to-date Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers, and governors) must ensure that they are aware of these procedures. Families are welcome to read the Policy on the school website.

Our Designated Safeguard Leads (DSLs) are: Tammy Lockley (HEAD), Jo Clarke, (Deputy) Cara Duppa, (EYFS lead) Ash Palin, (Assistant Head) Eloise Harrow (SENCO) and Lisa Batchelor (Inclusion Support Manager).

Our safeguarding governor is Mrs Louise Aubrey.