



# TELFORD JUNIOR SCHOOL

## ADMISSIONS POLICY SEPTEMBER 2025 ENTRY

**Approval and Review**

This policy is reviewed in discussion with staff and governors.

**Effective from:** September 2025

**Approved by:** TJS Governing Body

**Review Date:**

**Review Leader:** Head Teacher

## **Admissions Policy (September 2025 entry)**

Telford Junior School became an academy on 1 September 2023 and the admission authority for Telford Junior School is the academy trust – Elm Tree MAT. The MAT is also responsible for arranging an independent appeal against refusal of a place at the school and must act in accordance with admissions legislation and the School Admissions Code.

### **Purpose of this Policy**

The purpose of the Policy is to ensure that places at Telford Junior School are allocated and offered in an open and fair way in accordance with the School Admissions Code.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school. A parent requesting a place at the school in year 3 must apply to the local authority - Warwickshire County Council. The annual closing date for applications to be made to the local authority is 15 January for a place the following September.

### **Published admission number**

Telford Junior School will have an admission number of 90 for entry into year 3. If the School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in order against its published oversubscription criteria below and return that list to the local authority.

### **Oversubscription criteria**

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who receive the Pupil Premium, or Service Premium, through their current school, at the time the application is made.
3. Children who currently attend the Telford Infant School and who intend to remain at that school until the end of the academic year prior to joining Telford Junior School
4. Children living in the Priority Area for the Telford Junior School, who will have a sibling attending Telford Infant School or Telford Junior School at the time of admission.
5. Other children living in the Priority Area for Telford Junior School.
6. Children living outside the Priority Area for Telford Junior School, who will have a sibling attending Telford Infant School or Telford Junior School at the time of admission.
7. Other children living outside the Priority Area for the school with those living closest to Telford Junior School being given priority.

### **Notes**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire

County Council and all distances are subject to changes which may occur with updates of mapping data).

Where two or more children receive equal admission priority given the above criteria, random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission. This process will be independently verified by a person appointed by the admission authority. Telford Junior School may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangements or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

The catchment area for Telford Junior School is set out at: [Priority area maps for schools – Warwickshire County Council](#)

### **Right to Appeal**

Parents have the right to appeal against Telford Junior School's decision to refuse admission. When the School informs a parent of a decision to refuse their child a place at the school, it will include: The reason why admission was refused.

- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Elm Tree MAT will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal Telford Junior School is required to admit the child.

### **Withdrawing an offer or a place**

Telford Junior School reserves the right to withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (20 school days). During this 20 school day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

Telford Junior School will not withdraw a place once a child has started at the School, except where that place was fraudulently obtained.

## **Waiting list**

If Telford Junior School is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission.

## **In year applications**

Telford Junior School is responsible for administering in-year applications. A parent requesting a place at the school should download an application form from the school's website. On receipt of an in-year application the school will:

- Allocate a place if one is available.
- If a place is not available, inform parents of that fact and the reasons why and inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

## **In Year Fair Access Protocol**

As required by the School Admissions Code, Telford Junior School will participate in the Fair Access Protocol arrangements.

## **Children out of normal age group**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.18 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Telford Junior School along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group.

## **Separated Parents**

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. Telford Junior School will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the

application, The School reserves the right not to process either application until an agreement between the parents is reached.

**Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where Telford Junior School agree - even if this means going above the school's Published Admission Number.