

Applying for a place in Yr 3 in September 2015 (Infant to Junior transfer)

3.1 How to apply for a place

If your child is already attending an infant school you will be given an application form to complete. This will be given to your child by his/her current teacher in September/October of Year 2. If your child is attending a primary school but you wish to apply for a place in an alternative school in Year 3 in September 2015 and wish to be considered as part of the infant/junior admissions round, you should contact the Admissions Team by telephoning 01952 380/904/03/01 to request an application form. The closing date for returning this form is 15 January 2015. Please refer to paragraph 1.9 for information about late applications and changes of preference. Any forms received after the dates stated in 1.9 will be processed as part of the in-year admissions protocol and will not be considered until after the May half-term 2015. You can also apply online by visiting

www.telford.gov.uk/admissions where you will find a link to an online application form. Further information about online applications can be found at the back of this booklet. **All Infant to Junior applications must be made by 15 January 2015.**

3.2 What if a school has fewer places than applicants?

Priority is given to children who have attended the linked infant school. If a junior school has more applications than places available, places will be allocated up to the admission number in the following priority order:

- 1 Those children who are looked after by Telford & Wrekin or any other local authority; and then
- 2 Those children who have attended the linked infant school.

If places are unavailable for all of these children, places will be given first to:

- a) those children who live within the attendance area and have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
- b) those children who live within the attendance area and 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; and then
- c) other children who live in the school's defined attendance area; and then
- d) children who live outside the school's attendance area on health grounds where there is written medical evidence that admission to the school is essential for the medical well being of the child; and then

e) children who live outside the school's defined attendance area and 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; and then

f) other children who live outside the school's defined attendance area.

If there are insufficient places for all children in any one category, places will be allocated on the basis of distance between home and school as measured by straight line distance with those children closest to the school having priority. Distances are measured using the Council's computerised mapping system. Any places which remain available will then be allocated to children who have not been attending the linked infant school in Year 2, in the priority order as detailed above.

3.3 Linked Infant/Junior Schools

Linked infant and junior schools in Telford & Wrekin where the above rules apply are:

Donnington Wood Infant

Donnington Wood Junior

Newport Infant

Newport Junior

Wrockwardine Wood Infant

Wrockwardine Wood Junior

Church Aston Infant School does not have a linked Junior School. Most Year 2 pupils transfer to Moorfield Primary School. Moorfield has 20 additional places in Year 3. Moorfield's admission policy is printed on page 14.

3.4 Late Applications and changes of preference

Please refer to Paragraph 1.9 on page 7.

3.5 When will I know if my child has a place?

Allocation letters will be posted to your home address on 16 April 2015. Online applicants will be able to see their allocation after 6pm on the evening of the day the letters are posted (before the post arrives at their home address). You will need your user ID and password. If your application is not successful you will have the same options of review and appeal as described in paragraphs 2.2 to 2.6 on pages 8 and 9. Please note the following dates:

Deadline for requesting a review - noon on 6 May 2015
 Deadline for submitting an appeal form - 14 May 2015
 Appeals - will be held in June 2015.