

Thomas Telford School



Rules of Admission Year 7 September 2012

For approval by the Governing Board

March 2011

RULES OF ADMISSION TO YEAR 7 FOR SEPTEMBER 2012

When reading these rules, parents should understand that Thomas Telford School, a City Technology College, is part of the Government's specialist school initiative and that the Rules of Admission differ from those of Local Authority Schools.

In particular we draw our students from a defined catchment area and have to ensure as far as possible that the intake is representative of the full range of ability and broadly representative of the community in the catchment area. Thus any proximity test (distance between home and School) is irrelevant.

Preference is not given in favour of siblings (brothers and sisters) or of those with medical conditions.

Places Available

Thomas Telford School will admit 168 Year 7 pupils in September 2012. These places will be filled by selecting from the full range of ability of applicants, in accordance with the criteria embodied in the Funding Agreement between the School and the Secretary of State for Education.

The distribution of places between Telford and Wolverhampton students is controlled by the Funding Agreement. Between 30% and 40% of places will be given to students residing within the City of Wolverhampton or residing outside the city but within postcodes WV6, WV8 and WV9. The remainder will be allocated to students residing within the Telford Town boundary.

Those who apply will be invited to attend for assessment to determine the band of ability within which they will be considered. Following this assessment, your child will be placed in one of nine bands of ability A, B, C, D, E, F, G, H or I, Band A being the lowest and Band I the highest. Within each band, places will be allocated as far as practicable over the full range of ability.

The School is especially equipped in the Technology, Science and Mathematics curriculum areas and this should be taken into account by prospective students and their parents when applying. The School also provides full coverage of the National Curriculum.

The general aim of Thomas Telford School is to maximise student performance. In pursuing this aim parents or guardians must be prepared to commit themselves to active support of their children, in attendance, in work and in conformity with School rules, throughout their stay, which they should intend to continue beyond age 16. Parents must also support the School in its endeavours to educate their child throughout the longer school day and year, which involves attending extra sessions.

Eligibility

Eligible applicants are those children residing in Telford and Wolverhampton as described previously, who were born between 1 September 2000 and 31 August 2001, or who will have completed Year 6 by 31 August 2012.

At the time of offer (1 March 2012), applicants must be residing in the catchment area. The School's ruling on residence, as defined in the Funding Agreement, is final.

Procedures for Admission

To apply, parents of prospective students will be asked to complete an application/declaration form (Ref AD 2012) for their eligible child.

Parents will also need to provide a **PHOTOCOPY** of the child's Year 5 report from the present school which should also include details of their school attendance over the past year.

Special Education Needs

Parents of applicants with Special Education Needs should submit relevant documents (eg Statement or Individual Education Plan or Psychologist's Report or official letter of support for medical conditions) with the application form so that the School can consider whether any special arrangements are necessary for the Assessment (eg extra time, wheelchair access, larger print, etc).

The properly completed application/declaration form, together with the Year 5 report and attendance details, must be received by the School before **4.00pm on Monday 26 September 2011**.

The application will only be valid if all information is supplied and the application form is completed, signed and returned by the date specified.

A date will then be set for the prospective student to attend for assessment.

Applicants who do not attend for assessment will not be considered further.

The Headmaster will select students from within ability bands and in exercising his professional judgement will take into account the following:

- range of ability to be admitted – from 9 ability bands
- geographic dispersal of intake – broadly representative of the Wolverhampton and Telford catchment areas
- competence in Technology, Science and Mathematics – attainment and effort will be given a score in each of the subjects, extracted from the Year 5 report. Applicants with the highest score in each band of ability will be given priority
- those applicants most likely to benefit from the education on offer at the School and who have the strongest motivation to succeed.

168 applicants will be offered a place for admission in September 2012 while all other applicants will be offered an opportunity to be placed on the reserve list. If an offer of a place is not accepted, it will then be offered to an applicant in the same ability band on the reserve list.

Applicants will be informed of the outcome of their application by letter posted on **Thursday 1 March 2012** and those who have been offered a place will be asked to complete and return an acceptance form by **4.00pm Monday 12 March 2012**.

Thomas Telford School will ensure that the Local Authority and the applicant's Primary School Head Teacher are informed of outcomes.

The reserve list will be dissolved on **1 September 2012** and any vacancies that occur after this date will be filled through the implementation of the School's transfer policy. Details regarding transfer are available from the Admissions Department.

Appeals

Appeals shall be considered only when made on the grounds that the School's published Rules of Admission had not been properly and fairly applied. Appeals shall **not** be considered which are made only against the Headmaster's professional judgement whether or not to admit a child. Appeals will be considered by a panel appointed for the purpose and will include an independent panel member. Appeals should be presented in writing to the Appeals Panel no later than 4.00pm on **Monday 12 March 2012** and must indicate how, in considering the applicant, the School has breached the Rules of Admission. Where there are admissible grounds of appeal, the appellant is entitled to present a case in person.

Where the claim that the School's published procedure has not been properly and fairly applied is upheld, the application will be considered afresh following the procedure in its entirety so far as the changed circumstances permit; and the decision whether or not to admit the applicant will not be influenced by any consideration of the number of students already admitted.

The decision of the Appeals Panel will be final.

Timetable for 2012 Admissions

2011

Thursday 1 September

Application Forms and School Prospectus available

Monday 26 September

Deadline for return of Application Forms and School Report with attendance details

Saturday and Sunday 8 and 9 October, Saturday and Sunday 15 and 16 October

Students assessed. Parents will have an opportunity to view the School during their child's assessment

2012

Thursday 1 March

Letters notifying parents/guardians of outcome of applications posted

Wednesday 7 March

Open Day for successful applicants and their parents

Monday 12 March 4.00pm

Parents notify Thomas Telford School of acceptance of offer

Monday 12 March 4.00pm

Final deadline for submission of appeals against decisions

March - April

Appeals considered

Appellants notified of outcome of appeal during first week of May

June - July

An induction programme for the new intake will be provided. This will include an opportunity to visit the School and completion of routine administration matters.

1 September

Reserve list dissolved