**Rules of Admission for Transfer**

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, Academies, Foundation Schools and Voluntary Aided Schools.

In particular, students are drawn from a defined catchment area and as far as possible, the intake is representative of the full range of ability and broadly representative of the community in the catchment area. Any proximity test (distance between home and School) is irrelevant and preference is not given in favour of siblings or of those with medical conditions.

**Placing the student on the Transfer List.**

The Transfer List is open to students from Year 7 to Year 11.

Applicants who have previously applied to Year 7 while they were in Year 6 should contact Admissions at Thomas Telford School to request to be placed on the transfer list. This is normally after 31 August in the year of admission applied for when the waiting list has been disbanded.

Applicants who have not previously applied to the school should complete a Transfer Form which is available under ‘Admissions Mid-Year Transfer’ on the school website.

Parents can provide more information, such as the student’s latest school report, to update their transfer file at any time.

**Allocating a place from the Transfer List.**

When a student leaves Thomas Telford School their place will be offered to a student from the Transfer List who is considered to be the best fit for the vacancy according to the judgment of the Headmaster, as detailed in the Scheme of Government which applies to the school as a City Technology College. Each transfer is considered using the same broad criteria as contained in the rules of admission.

If a student is unsuccessful in gaining a transfer place when a vacancy occurs they will remain on the transfer list and be considered for any future places without prejudice.

**Appeals regarding unsuccessful application for a Transfer.**

Appeals should be presented in writing. Appeals shall be considered only when made on the grounds that the school’s published Rules of Admission for Transfer have not been properly and fairly applied. Appeals will be considered by a panel appointed for the purpose and will include an independent panel member, they are not heard by the Headmaster or the Governing Board.

In the event of an appeal for transfer being upheld, the same process as a successful Year 7 appeal will be used.