

Thomas Telford School



Rules of Admission Year 7 September 2025

For approval by the Governing Board

RULES OF ADMISSION TO YEAR 7 FOR SEPTEMBER 2025

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 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 226 Year 7 pupils in September 2025. 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 a non-verbal reasoning 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 2013 and 31 August 2014, or who will have completed Year 6 by 31 August 2025.

At the time of offer (1 March 2025), 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 2025) 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 Education, Health and Care 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). Where a student cannot access the assessment (e.g. visually impaired students) a different but equivalent selection procedure will be used.

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 23 September 2024**.

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.

226 applicants will be offered a place for admission in September 2025 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 **Friday 28 February 2025** and those who have been offered a place will be asked to complete and return an acceptance form by **4.00pm Monday 10 March 2025**.

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 2025** 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 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 31 March 2025** 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 2025 Admissions

2024

1 September

Application Forms and School Prospectus available

Monday 23 September

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

Saturday 12, Sunday 13 and Saturday 19 October

Students assessed.

2025

Friday 28 February

Letters notifying parents/guardians of outcome of applications posted

Monday 10 March 4.00pm

Parents notify Thomas Telford School of acceptance of offer

Monday 31 April 4.00pm

Final deadline for submission of appeals against decisions

April

Appeals considered

Appellants notified of outcome of appeal during first week of May

June - July

Completion of routine administration matters.

Induction of the new students.

1 September

Reserve list dissolved