

# Lilleshall Primary School



## Admissions Policy

Updated: Summer Term 2026

Review Autumn Term 2027

This policy must be loaded onto the school website when reviewed

## **1 Introduction**

Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code 2021 and the statutory Appeals Code of Practice 2022.

## **2 Aims**

**2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

**2.2** All applications will be treated on merit and in a sensitive manner.

**2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.

**2.4** A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

## **3 How parents can apply for their child to be admitted to our School**

**3.1** Our school is a community school, and it determines the admission arrangements in agreement with the Local Authority (LA = Telford & Wrekin Council). The Admissions Authority for our school is therefore the LA which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

**3.2** The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that particular school. Information on the admissions process at Telford and Wrekin Council can be found using the attached link. [Introduction - Starting School - Telford & Wrekin Council](#)

Applications should be made using the LA online portal using the above link. Usually, the LA will get in touch with you around September/October and applications should be completed by the date stipulated – usually January of the following year. Children with an EHCP need to have their applications in by the end of October. The LA will notify parents of places allocated in March of the following year.

**3.3** In Telford & Wrekin, there is one admission date per year – September.

## **4 Admission appeals – for entry during the academic year**

**4.1** If we do not offer a child a place at our school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Governors have agreed that the admission number school for Lilleshall Primary School is 30 pupils in Key Stage 1 and 31 pupils in Key Stage 2.

**4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal

arrangements are set out in the revised Code of Practice on School Admissions Appeals which came into force in September 2004.)

## **5 The planned admission number**

**5.1** The 'planned admission number' is the number of children the LA considers the school can accommodate. Governors have agreed to set the Lilleshall Primary School an admission number at 30 for each year group in Key Stage 1 and 31 for each year group in Key Stage 2. We keep these numbers under review, and the Governors will apply to change the number if circumstances change.

## **6 Foundation and Key Stage One**

**6.1** We teach Foundation Stage and Key Stage One children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 Key Stage Two**

**7.1** We teach Key Stage Two children (aged seven to eleven) in classes that have a maximum number of 31 children.

## **8 Monitoring and review**

**8.1** This policy will be monitored by the Governing Body and reviewed annually in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.