Newport Infant School and Nursery

Admission Arrangements

Date of Policy Creation	**September 2025**
Policy Lead	**Governing Body**
Date of Policy Adoption by Governing Body	**November 2025**
Frequency of review	**Annually**
Review Due	**September 2026**

Admission Arrangements
To apply for a place at Newport Infant School you must contact the Admissions Team at the Local Authority.

As a maintained school the admissions policy of Newport Infant School and Nursery is determined by the Local Authority, *Telford and Wrekin Council,* and they set the admissions criteria and allocate places, whether they are Reception places or mid-year transfers (i.e. coming from another school). As such they are also responsible for handling any appeals where applications are unsuccessful. ***If you require a place in our Nursery please refer to the separate Nursery Admissions Policy.***

For information on applying for a school place, and to find out about admission arrangements please visit
http://www.telford.gov.uk/info/20026/school_admissions/3247/applying_for_a_school_place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.
You will receive an offer for a school place directly from your local authority.

Applications for in-year admissions should be completed through:
http://www.telford.gov.uk/info/20026/school_admissions/3247/applying_for_a_school_place

Newport Infant School and Nursery has an informal cap on admissions numbers of 60 children per year group. If the year group is already full only the Local Authority can exceed the standard number. The appeal procedure is not difficult and we would be pleased to help you get any information you may require, should the need arise.

The LA will advise us you have requested a place, and then advise us if you were successful. Once you are successful the school will then ask you to complete our in-house Multi-purpose consent form, this provides us with information on all contacts, medical needs and consents we require. We will also request you provide proof of identity for yourself (normally a driving licence or passport), and for your child (birth certificate).
This information is then recorded and stored in line with our GDPR Data Protection Policies.