

# Parents guide to primary school admissions

2024 - 25



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a parents' guide to  
primary school  
admissions 2024-25



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**This booklet describes Dudley Council's arrangements for admitting children to primary schools in September 2024.**

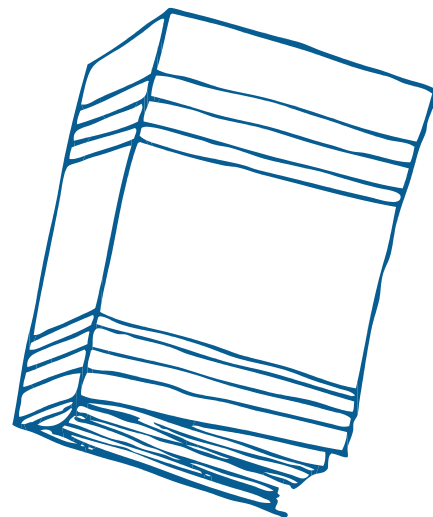
**If you would like this document on audiotape, in large type, or translation into your own community language, please contact the School Admissions Service.**



## a guide for parents

This booklet provides details of the admission arrangements that will operate at primary schools in the Dudley borough for admissions in September 2024.

We have also included general information which you may find useful.



If you would like further information about a particular school, a more detailed booklet ('the school prospectus') may be obtained direct from the individual primary school concerned. Other documents available direct from the school or online include the School Profile and inspection reports by the Office for Standards in Education (Ofsted).

Please pay particular attention to the timetable set out on Page 7, especially the closing date for applications, and the specific detail given about each school's admission arrangements that are set out from Page 9 onwards.

Local Authorities (LAs) are required to work with each other in relation to admission to Reception Class for all schools, whether the schools are in Dudley or in other boroughs. This means that each child will only receive one offer of a school place, which will be sent to them by the LA where they live.

We do our very best to find places for all children at their first preference primary school, but we cannot always do this. Overall, for admissions in September 2023 we were able to meet 98% of one of the preferences expressed. Most disappointments are caused when parents select popular schools at some distance from their home address. However, whichever school your child attends in Dudley, you may be confident that the LA and the schoolwork closely to ensure your child will be educated to the highest standard.

**Catherine Driscoll**

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## types of admission authorities operating in Dudley

### Community and voluntary controlled schools

Dudley Local Authority (LA) is the admissions authority, i.e. it has responsibility for deciding arrangements for admitting pupils to community schools, including the admissions criteria.

The admissions policy for community and voluntary controlled schools has been confirmed following consultation with the governing bodies and Headteachers of all schools in the borough, as well as a number of other agencies.

Catchment areas do not exist in the Dudley borough. See Pages 14 - 16 for full details of the admissions policy adopted for community and voluntary controlled schools.

### Foundation and voluntary aided schools

The governing body is the admissions authority, i.e. it has responsibility for deciding the arrangements for admitting pupils as above..

### Academy schools

Academies are public funded independent schools free from local authority and national Government control. They have the responsibility of setting their own admission arrangements and criteria. The school's governing body is responsible for determining the admission and appeal arrangements for the academy.

The individual school governing body is responsible for determining admissions and appeal arrangements for foundation and voluntary aided schools. You will find details of the various admissions policies adopted from Page 17 onwards.

Please note that academy, foundation and voluntary aided schools in Dudley borough have separate admission policies.

**All schools** in Dudley will consider applicants on an equal basis and will not give priority to first preferred applicants. If a child meets the admissions criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent/carer ranked highest on their form.

Please note that academies and voluntary aided schools in Dudley borough have separate admission policies and can be found from Page 17 onwards.



## admission to primary schools

### Admission point

All children born between 1 September 2019 and 31 August 2020. Will be admitted in September 2024.

### Can I choose which school to send my child to?

You do not have the right to choose which school your child attends. Under current legislation, you have the right to express a preference. This preference must be met unless to do so would be prejudicial to effective education and/or prejudicial to the efficient use of resources at the preferred school, i.e. the admission of further pupils will be detrimental to the teaching and learning experiences of other children.

### Preference ranking

All applications will be assessed against the relevant admission policies regardless of the order of preference. If a child meets the admissions criteria for two or more primary schools included on the application form, the school that the parent ranked highest on their form will be allocated. No school in Dudley will give priority to first preference applicants. Please see the example of how this works on Page 100.

Places are not allocated on a first come, first served basis. You are therefore advised to assess the likelihood of your preferences being agreed under the school's admissions policy before completing your application. The tables on Page 109 onwards will assist you with this.

You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child already attending). Also, if a school is very popular, there is no guarantee that your child will be allocated a place.

### Important information

**Please note that registering your child early will not guarantee admission to the preferred school or give any advantage in the admissions process.**

**Attendance at a nursery attached to a primary school will not guarantee admission to that particular primary school or give any advantage to the pupil in the admissions process.**

**Registering at a nursery is a separate procedure to registering at a primary school. If your child attends a nursery unit, you should ensure that you register your child at your preferred primary school, as this is not an automatic procedure.**

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before expressing a preference for a primary school.

If you are applying for an academy, foundation or voluntary aided school, you may be required to complete a supplementary form. Please check with the individual schools since this could affect the outcome of your application.

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## Important dates

Online application available	<b>1 October 2023</b>
Return date of paper application form	<b>15 January 2024 by 5pm *</b>
Return date of online applications	<b>15 January 2024 by midnight</b>
Decision emails to parents	<b>16 April 2024 by 2pm</b>
Decision letters to parents	<b>16 April 2024 by 2nd class post</b>
Appeals to be heard	<b>June/July 2024</b>

\* **Failure to return your form by this date may affect the outcome of your application.**

## What is the co-ordinated scheme?

Local Authorities (LAs) are required to co-ordinate primary admissions for all maintained (non-fee paying) schools. Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire (LAs) have agreed to co-ordinate applications for their schools.

For full details of Dudley's scheme, please contact the School Admissions Service on **0300 555 2345** or go to **[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)**

This will ensure all parents only receive one offer of a school place from their home LA.

## Deferred entry to reception class

Parents can request to defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Any Reception place offered following an application made for September 2024 will be withdrawn if the child does not take up that place by the first day of the summer term 2025. The parent of a child whose fifth birthday falls during the summer term, who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be compulsory school age), will therefore need to make a separate in-year application for a place in Year 1 at the school. Please refer to the policy on admissions outside the chronological year group.

## Delayed entry

The LA has a policy in place for exceptional circumstances, the full details can be found at **[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)** . Please refer to the policy on admissions outside of the chronological year group.





## process

### General information

It is important that you thoroughly read and understand 'A Parents' Guide to Primary School Admissions' before completing any application form.

### Number of preferences

You can state up to five preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring local authority. You are strongly advised not to make only one school preference since it will not give you any advantage in the school admissions process. The Admissions Service will allow an additional late preference **after offer day** if you have been unsuccessful in being allocated a place at one of your original preferences - up to a maximum of 6 preferences. If you wish to add more than 6 preferences, then you will have to remove one of your original preferences.

### How can I assess the likelihood of being allocated my preferred school?

Statistical and historical information relating to admission at each school can be found on Page 109 onwards.

### Will I get priority for my first preferred school?

All schools will consider applicants on an equal basis and will not give priority to first preference applicants. If a child meets the criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent ranked highest.

### Will I get priority for a school within my home LA?

Under current legislation, the authority is unable to give priority to pupils who live within Dudley borough. All applications will be considered against the admissions policy of the school concerned, regardless of which borough the child resides in.

### I don't live in Dudley borough. How do I apply for a Dudley primary school?

You must include the school on the form provided by your own Local Authority. Please note there may be different closing dates and admissions policies in operation (see list on Page 122 for contact numbers of neighbouring Local Authorities).

### I live in Dudley. How do I apply for a primary school outside of Dudley borough?

You must include the school on the form provided by Dudley Local Authority where you will be able to express up to five preferences for schools inside or outside of the Dudley borough. If you want to apply for a school outside the borough, you must obtain the information booklet from the relevant Local Authority (see list on Page 122 for contact numbers of neighbouring Local Authorities) to ensure that you understand the admissions policy for the school concerned. If you are successful in gaining a place at a school which is not maintained by Dudley Local Authority, the council will not assist you financially to enable your child to attend the school concerned.

### What happens if I do not return my application on time?

If you do not complete and return an application, your child may not be allocated a school place until all those who did have been offered places. It is then possible that your preferred schools will be too full to admit your child.

### How can I get information about schools online?

The School Admissions web Page will give links to school web sites and other web Pages giving information about schools (such as the Ofsted site [www.ofsted.gov.uk](http://www.ofsted.gov.uk)). It will also include a copy of this information booklet.



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## The process for considering medical applications

Only applications that are supported by the child's hospital consultant will be considered. Please see oversubscription criteria for more information. After the closing date for applications, a panel will be convened to consider the request and supportive information. The panel will consist of a number of professionals from Children's Services.

## How to apply

From 1 October 2023, if you live in the Dudley borough, you should either apply online at [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions) or complete a paper application which is available on request from the School Admissions Service. You should state all of your school preferences up to a maximum of five in rank order.

### Important information

Please note that places are not allocated on a first come, first served basis. You are therefore advised to assess the likelihood of your preferences being agreed under the school's admissions policy before stating your preferences. You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child attending the school already). Also, if a school is very popular, there is no guarantee that your child will be allocated a place.



## online applications

### Why should I apply online?

Some of the benefits of applying online are:

- Email decision received by 2pm on day of offer
- It is quick and easy to use
- You can apply 24 hours a day, 7 days a week
- There is no risk that your application will be lost in the post
- You will receive an email confirmation that your application has been received
- You can change your application up to the closing date by contacting the School Admissions Service
- It is safe and secure

### When can I use the online system?

The online system will be available 24 hours a day, 7 days a week from 1 October 2023 until the closing date of 15 January 2024.

### Will my application be secure?

Yes. The system has a series of security features that prevents others from seeing your details.

### Who makes the application?

The person who has parental responsibility should submit the application for the child's school place. If you need further advice about who should apply for your child's school place, please contact the School Admissions Service at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk). If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult with those other persons before expressing a preference for a primary school. Please note the School Admissions Service will only accept changes from the person who made the original request.

### What details will be requested?

You will not be asked to give any more information than you would need to if you were making a paper application.

### If I can't finish the application, may I go back to it later?

Yes. You have until the closing date to complete and submit your application.

### Having made an electronic application, can I change my preferences or submit other information?

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admissions Service at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk). The Admissions Service will only accept changes from the person who made the application.

### How will I know that the changes have been logged?

You can check the status of your application when you log in to the system and select your existing record. However, once your application has been submitted and received by the Local Authority any changes you have sent direct to the School Admissions Service will not be shown on your on-line account.



### **Should I send a paper copy as well?**

No. If you do submit an online application and a paper form, the last one received will supersede the first one and the school allocation will be made using the data on the last received form.

### **Will I be told the result of my application electronically?**

Yes. On 16 April 2024 by 2pm.

### **What do I need to do to apply online?**

The council offers free computer access at its libraries and Dudley Council Plus offices in Castle Street, Dudley. Local library staff will be able to help you.

Some schools will also provide computer access. You should check with your local school to find out whether they provide this service.

### **Paper applications**

Even though it may be quicker and easier to apply online, paper applications can still be made available. Please phone the School Admissions Service on **0300 555 2345** to request a paper application form.

It is advisable that parents check with the School Admissions Service to ensure that their application form has been received before the closing date. You are advised to return your form either by hand to Dudley Council Plus, 259 Castle Street, Dudley DY1 1LQ asking for a receipt, or return it by recorded delivery. The council will not accept responsibility for lost forms unless it has been sent by recorded delivery or you have a valid receipt.

### **What happens if I move house after I have completed an application form?**

You will need to provide documentary evidence to confirm this. A change of address will be considered up to 24 March 2024 (only applies to Dudley residents). After that date, it may not be possible for the new address to be considered for allocation purposes. Please also see Page 102.

Please note: if your child's permanent residence changes at any point from 1 September 2023 to 31 August 2024, it is the parents' responsibility to notify the LA immediately. You must do this even if you have notified your child's school/nursery.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

### **Late applications**

If you do not apply for a place, your child may not be allocated a school place until all those who did apply on time have been offered places. It is then possible that your preferred schools will be too full to admit your child. Preferences that are received after the final closing date (15 January 2024) will be considered after applications that were received within the deadline have been dealt with.

However, there will be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants.

In each circumstance, supporting documentary evidence must be provided by the parent/carers at the time of application.

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## Repeat applications

It is not the Local Authority's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age explaining why it is in the child's best interest to be admitted outside of their normal age. This may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority, who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group. Please refer to the LA Policy relating to admitting a child outside their chronological age, which can be found at [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions).

## Currently living abroad and wanting admission into a school

Parents are advised that when entering the United Kingdom that they check their visas permit them to access a state funded school.

## Waiting lists

If a community or voluntary controlled school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, those applicants who are unsuccessful will be asked if they wish to be placed on the waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up and down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.

## When will I know the outcome of my application?

Parents will be informed of the decision relating to their application in writing, posted 2nd class, on 16 April 2024.

If you apply online, you will receive notification by email on 16 April 2024 by 2pm.

## Can the admissions authority withdraw the offer of a school place once it has been made?

An admissions authority can withdraw the offer of a school place where a parent has obtained the place by providing the council with fraudulent or intentionally misleading information. This power has been used in previous years in Dudley where parents have provided false information.

## How can I contact the School Admissions Service?

Telephone 0300 555 2345

E-mail - [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

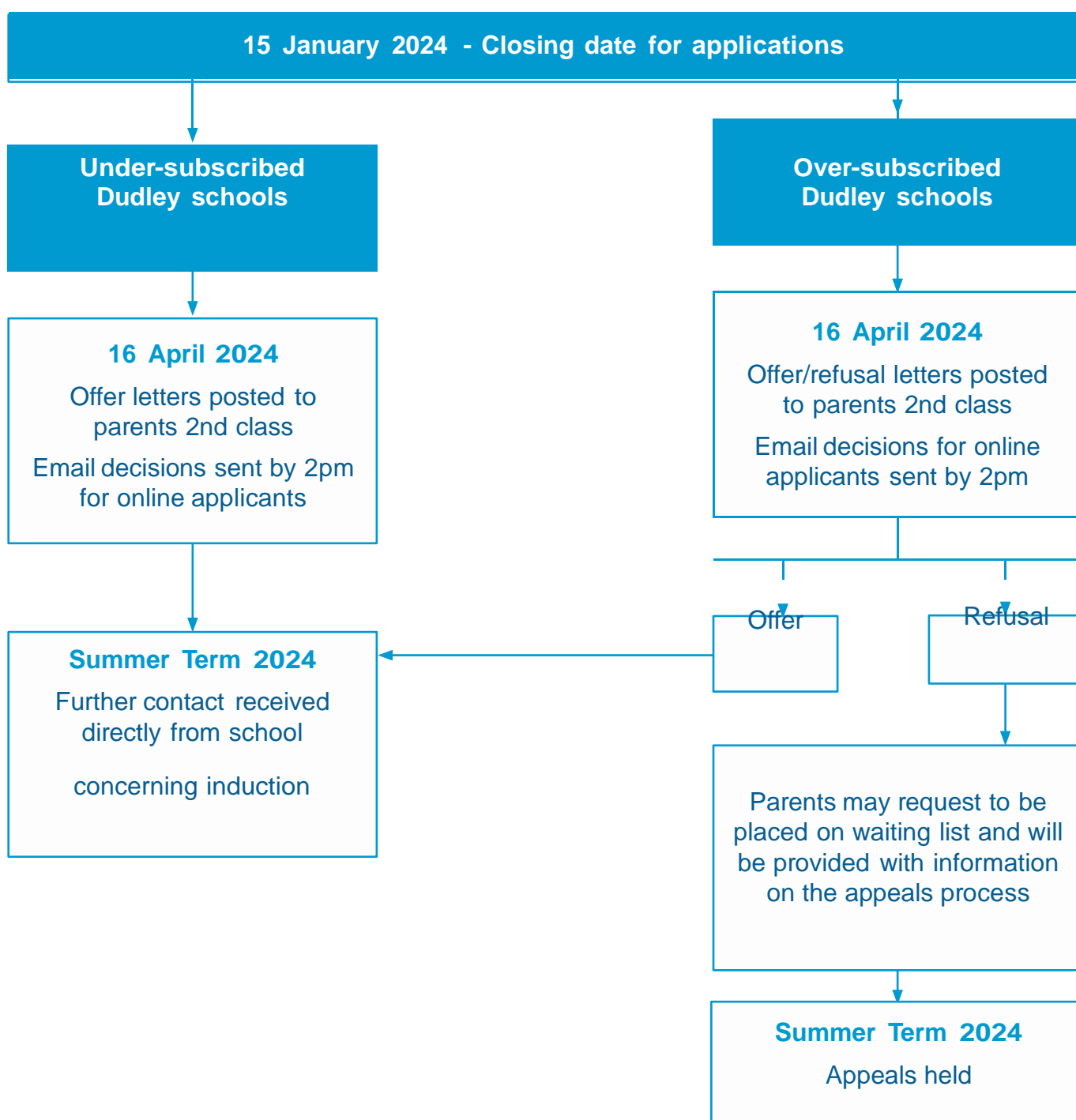
Website - [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

Information is also available at the above website.



## primary school admissions flowchart

September 2024/25





# admission policy for community and voluntary controlled primary schools in Dudley

## Principles

Dudley Council has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. The Council does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Council ensure that the process is fair and equitable for all.

## Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2014

## Desired outcomes of Dudley Admission Policy & Scheme

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community or voluntary controlled primary school wherever requested.
- To enable parents to make informed preferences and to ensure that the Council implements a fair and transparent admissions policy across the Borough for the benefit of all parents who wish to express preferences for Dudley primary schools.
- To keep to the minimum the number of parents who are not allocated a place at any of their preferred primary schools.
- To ensure that all parents receive only one offer of a school place at the same time, irrespective of the schools or Council for which they are applying, through coordination of the process.

## Community and Voluntary Controlled Primary School Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community and voluntary controlled primary schools that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community or voluntary controlled school is the most appropriate school to meet the condition.

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- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the preferred school in the academic year 2024/25.
- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

## Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents.
- Any Dudley child not obtaining a school at any of their preferred primary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.





### Deferred entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Please also see the admission outside the chronological age range policy - [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Council setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group - to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Council which will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent/carer at the time of application.

### Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed above, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's' applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the Council's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## The following pages detail the admissions policies for academy, foundation and voluntary aided primary schools

### Alder Coppice Primary School

The School admits all children into Reception during September and does not have a January intake. The Governors have adopted a policy of taking one intake into the School in September of each academic year for pupils whose fifth birthday falls in the academic year (1 September - 31 August).

#### The published admission number for 2024 will be 60.

Where there are more applications than available places the following criteria will be used to allocate the available places:

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- b) Second priority shall be given to pupils with a 'serious medical condition' where Alder Coppice Primary School is deemed by the Governing Board to be the most appropriate school to meet the child's serious medical condition.  
*(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criterion. This supportive information should detail why Alder Coppice Primary School is the most appropriate to meet the child's medical condition rather than any other school. The Governing Board will not seek to obtain medical evidence on behalf of parents).*
- c) Third priority shall be given to pupils who have a brother/sister, half brother/half sister (where the children share one common parent) or step brother/step sister living at the same address and who will still be attending Alder Coppice Primary School in 2024-2025.
- d) Any remaining places will be filled according to those pupils who live closest to the School, determined by a straight line measurement in metres, from the home address to the main entrance of Alder Coppice Primary School.

#### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with

accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place at the Alder Coppice Primary School if the School is named in the EHC Plan.
- Any child not obtaining a place at Alder Coppice Primary School will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The Governing Board will usually admit in excess of the PAN to prevent the separation of twins.
- Parents have the right to retain a place offered and request that their child be admitted to Reception later during the 2024 - 2025 academic year or until the Term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until their child reaches compulsory school age.
- In the event that we are unable to distinguish between applicants for the final place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than

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guardianship), the friends' or relatives' address will not be considered for allocation purposes.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the School week then the home address will be determined as the address where the child lives for the majority of the School week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- The Local Authority School Admissions Service will administer the Admissions Policy on behalf of the Governing Board as part of their co-ordinated admissions scheme.
- Applications for in-year admissions should be made to the Local Authority who will consult with the governors of the School.
- A separate application must be made for a nursery place and a school place since attendance at the Nursery does not guarantee a place in school.
- Application Forms are available from, and returnable to, the Local Authority or available online at [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each exceptional circumstance supportive documentary evidence must be provided by the parent/ carer at the time of application.

## Waiting lists

If the School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the School's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After 31 August 2025 the waiting list will no longer be in operation.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on the waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admissions number or any number that the School agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Governing Board setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Board who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Deferred entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024 - 2025 academic year or until the Term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Repeat applications

It is not the Policy of the Governing Board to consider repeat applications in the same academic year, unless there have been significant and material changes in the circumstances of the applicant.



## Beechwood CE Primary School

**The published admissions number for year 2024/25 will be 30.**

Beechwood CE Primary School part of the group of schools within the drb ignite multi trust primarily serves parents who wish their children to receive an education provided by a church school.

**The Trust have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year, (1 September - 31 August).**

Where the number of applicants exceeds the admissions limit, places will be offered in the following order:

1. Relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, Child Arrangement Order, or special guardianship order. See notes below.
2. Children of The Church of England Faith (see note 4 below) living in the parishes of St Edmund & St John who have a brother or sister (see Note 5 below) in the school at the time of admission living inside the two parish areas of St Edmund & St John.
3. Children of other Christian denominations, or other faiths, who have a brother or sister (see note 6) in the school at the time of Admission.
4. Children of the Church of England faith living in the two parish areas of St Edmund & St John.
5. Children of the Church of England faith living outside the two parish areas of St Edmund & St John who have a brother or sister (see note 5) in the school at the time of admission.
6. Children of the Church of England faith living outside the two parish areas of St Edmunds and St John.
7. Children of other Christian denominations, or other faiths, who have no brother or sister in the school at the time of Admission.
8. All other children who are not included in the above criteria.

### Over-subscription

If there is over-subscription within a category, the Trustees will give priority to children living closest to the school determined by shortest straight-line distance measured from the main entrance of the school to the home address (see note 6 below).

### Note 1

Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A child is regarded

as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### Note 2

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### Note 3

Children with an Education Health Care Plan that names the school must be admitted. This will reduce the number of places available to applicants.

### Note 4

In the case of categories 2 - 8, the governors will require evidence in the form of a letter from the Parish Priest or Faith Leader confirming attendance over a 12-month period of at least once a month in the year prior to admissions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### Note 5

The definition of brother or sister is:

- A brother or sister sharing the same parents.
- Half-brother or half-sister, where two children share one common parent.
- Step-brother or step-sister, where two children are related by a parent's marriage
- Adopted or fostered children.

All siblings must be living at the same address.

### Note 6

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence



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to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case.

The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

## Note 7

Special conditions will apply in the event that one child from a multiple birth does not gain admission to the preferred school through the admissions criteria. In the case of multiple births, the parents must select which child is to be offered the place.

## Note 8

The Trustees have agreed to follow the same process and time scale as adopted by Dudley LA and the 2024/2025 Co-ordinated admission arrangements across Dudley Borough schools.

## Note 9

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of The Trust, will randomly select the child to be offered the final place.

## Late applications

Applications received after the closing date will only be considered after applications that were received within the deadline have been dealt with, with the following exceptions:

- Where a child moves into the Borough after the closing date and therefore the parent/carer could not apply within the deadline given.
- Where a child moves within the Borough and as a result needs to make new preferences for schools within the new area.
- Where there were exceptional circumstances that stopped a parent/carer returning the application form within the deadline e.g. An emergency admission to hospital.

## Appeals

If you are not offered a place at the school, you have the right to appeal to an independent panel. The Local Authority will administer this process on behalf of The Trust, the relevant form and guidance notes can be obtained from The School Admissions Service.

## Waiting list

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Deferred entry to reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/25 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

THERE IS NO CHARGE RELATING TO THE ADMISSION OF PUPILS.



## Bramford Primary School

The published admissions number for year 2024/2025 will be 60.

### Principles

Bramford Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their preferred school wherever possible.

The School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

### Desired outcomes of Bramford Admission Policy & Scheme:

- To maximise the opportunity for parents' preferences to be met and for children to be able to attend their preferred school.
- To enable parents to make informed preferences and to ensure that the School implements a fair and transparent admissions policy.
- That, working with the Local Authority, the number of parents who are not allocated a place at any of their preferred primary schools remains low.
- That the process is coordinated to such an extent that all parents receive only one offer of a school place at the same time, irrespective of the schools or LA for which they are applying.

Bramford Primary School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their local school wherever possible. The School does not use a selective admissions policy based on aptitude or academic achievement.

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children of staff in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
- c) Third priority for admission shall be given to children with a "serious and ongoing medical condition" where Bramford is the most appropriate school to meet the condition.  
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The School will not seek to obtain medical evidence on behalf of parents.)
- d) Fourth priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Bramford in the academic year 2024/2025.
- e) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002, or the Adoption Act 1976. A Child Arrangements Order is defined in section 8 of the Children Act 1989, amended by Section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/25 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The school setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request

that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

## Application process

For admissions at the normal point of entry the LA will co-ordinate all applications for all schools, including Bramford through our agreement with them. See the coordinated scheme for further details.

In year admission applications will be coordinated by the LA for Academies who have indicated this in their admission arrangements.

## Repeat applications

It is not the Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Bromley Pensnett Primary School

The published admissions number for year 2024/2025 will be 30.

Bromley Pensnett Primary School is part of drb Multi Academy Trust and follows Dudley Council's Admission Policy employing the council to oversee the running of the admissions process, in line with its policy.

### Principles

Bromley Pensnett Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Bromley Pensnett Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Bromley Pensnett Primary School is the most appropriate school to meet the condition.  
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this

criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Bromley Pensnett Primary School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Bromley Pensnett Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.



- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred entry to reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Governing Body who will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 23, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Christ Church CE Primary School

The published admissions number for year  
2024/2025 will be 75.

### Principles

Christ Church CE Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. The school does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the trust ensure that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Christ Church Primary School is the most appropriate school to meet the condition. See notes below for clarification.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the Christ Church Primary School in the academic year 2024/25.
- d) Any places that remain available once the above applicants have been admitted will be filled according

to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Christ Church Primary School.

### Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criterion. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Christ Church Primary School is the most appropriate to meet their child's medical condition rather than any other school. Neither the school nor the Trust will seek to obtain medical evidence on behalf of parents.
- Any child not obtaining a place in our school will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes. NB If your address changes you must notify your home

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local authority immediately. Trustees' reserve the right to withdraw a place subsequently found to have been based on fraudulent or intentionally misleading information.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. Elements Diocesan Learning Trust is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number for the school to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Application process (Normal age of entry into Reception Class)

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated scheme which is available from The Academy Office or Dudley School Admissions Service.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the school setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted

out their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the school which will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on pages 5 and 6, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





# Church of the Ascension CE Primary School

The published admissions number for year 2024/2025 will be 45.

## Principles

Church of the Ascension CE Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. The school does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the trust ensure that the process is fair and equitable for all.

## Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Church of the Ascension CE Primary School is the most appropriate school to meet the condition. See notes below for clarification.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the Church of the Ascension CE Primary School in the academic year 2024/25.

- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Church of the Ascension CE Primary School.

## Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criterion. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Church of the Ascension CE Primary School is the most appropriate to meet their child's medical condition rather than any other school. Neither the school nor the Trust will seek to obtain medical evidence on behalf of parents.
- Any child not obtaining a place in our school will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not

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be considered for allocation purposes. NB If your address changes you must notify your home local authority immediately. Trustees' reserve the right to withdraw a place subsequently found to have been based on fraudulent or intentionally misleading information.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. Elements Diocesan Learning Trust is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number for the school to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Application process (Normal age of entry into Reception Class)

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated scheme which is available from The Academy Office or Dudley School Admissions Service.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the school setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to

send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the school which will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on pages 5 and 6, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Colley Lane Primary Academy

The published admissions number for year  
2024/2025 will be 60.

### Principles

Colley Lane Primary Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Colley Lane Primary Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Colley Lane Primary Academy is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended

another school. Parents should also indicate why Colley Lane Primary Academy is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Colley Lane Primary Academy in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.  
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.



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- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Governing Body who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 29, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Coseley Technology Primary School

The school will not open in September 2024.

### Introduction

Coseley Technology Primary is a 4-11 primary school supported by Shireland Collegiate Academy Trust and established via the free school programme. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

### Our vision & values

The Trust's vision is to provide exceptional educational opportunities for students to develop both their abilities and their respect for others. The Trust has three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Trust Primary Academies. They are: **Excite / Explore / Excel**

### Admission number(s)

The school is a two form entry primary and as such has an admission number of 60 pupils for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with Education Health and Care Plans will be admitted to the school where the Local Authority (LA) has specifically named Coseley Technology Primary as the most appropriate placement.

### Application process

Applications for Coseley Technology Primary will be processed by the Dudley Local Authority. To apply for a place at Coseley Technology Primary in the normal admissions round, an application must be submitted to LA in which you live naming "Coseley Technology

Primary" on the application form. Applications must be made by 15 January 2024.

Parents/carers will be offered a place at one school by the LA. If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day. In this instance, once places have been confirmed, you need to advise the LA in writing whether you wish to accept your offer.

Those that are not offered a place at Coseley Technology Primary will be informed on the national offer day and will be offered a place at an alternative school by the LA.

Offers will be made on 16 April 2024. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>1</sup>.
2. Priority will next be given to the siblings of pupils currently attending the school at the time the application is received.
3. Priority will next be given to children living closest to the school. Distance will be measured from the child's home to the front gates of the school in a straight line. *Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of the school week (Sunday to Thursday night) and which is registered with their GP.*
  - 1 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.

### Tie-break

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the child's home to the front gates of the school in a straight line.

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If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. The LA or another body unconnected from the Shireland Collegiate Academy Trust will conduct the random allocation.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed the PAN.

## Late applications

Parents who are offered a place for their child in the Reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

## Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The Shireland Collegiate Academy Trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

## Waiting lists

The school will operate a waiting list for each open year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the 31 December after the year of entry, unless parents specifically request to have their child's name remain on the list. This will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## In-year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the reception

class, parents must apply using the in-year application form available on LA's website.

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (as defined in the previous section).

Parents will be advised of the outcome of their application in writing from the LA and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Clerk to the Appeals Panel, Coseley Technology Primary c/o Shireland Collegiate Academy Trust, Waterloo Road, Smethwick, B66 4ND or [info@ctp.shirelandcat.net](mailto:info@ctp.shirelandcat.net)

## Notes

### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Looked after children:

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

### Previously looked after children:

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.



## Cradley CE Primary School

The published admission number will be 30.

### Principles

Cradley Church of England Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Cradley Church of England Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

The Governors of Cradley CE are especially committed to serving the families within the District of Cradley as stated in the Trust Deed of 1855.

"Cradley CE Primary is a school with a strong Christian ethos, open to all children, regardless of faith or background."

The Governors have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year, (1 September - 31 August).

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

Where the number of applicants exceeds the admissions limit of 30, places at the school will be allocated on the basis of the following criteria in order of priority.

1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child

arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. (see notes)

2. Children who have a brother/sister, half brother/half sister (where the children share one common parent), or step brother/ step sister, living at the same address and who will still be attending the preferred school in the academic year 2024-2025.
3. Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight line measurement in metres, from the home address to the main entrance of the preferred school.

### Notes

- i. A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children's Act 1989) at the time of making an application to the school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

- ii. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- iii. In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place at the school named in the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an Education, Health and Care (EHC) Plan.
- iv. Definition of brother or sister also relates to adopted or fostered children living at the same home address. The definition of a brother or sister is:
  - a. A brother or sister sharing the same parents;
  - b. Half-brother or half-sister, where two children have one common parent;
  - c. Step-brother or step-sister, where two children are related by a parents marriage;





- v. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- vi. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- vii. Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admission criteria. The Governing body will exceed the admissions number for the school to prevent separation of twins/triplets.
- viii. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Admission of children outside their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should first make an application for the normal age group. Parents should then submit a formal written request to the Governing Body, outlining the reasons why the child should be considered for admittance into a class outside of their normal age group and submitting any supporting documentation. The Governing Body will consider the application and advise parents the outcome of their application prior to the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head teacher. If parents are considering this option they should read the DFE guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-schooladmission>

### Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024-2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

If an offer of a place cannot be made and parents wish to appeal against the judgement they will have the right of appeal to an Independent Appeals Panel.

Any child not obtaining a place will be advised about the independent appeals process.

The governors have agreed to follow the same process and time scale as adopted by Dudley MBC and the 2024-2025 Co-ordinated admission arrangements across Dudley Borough Schools.

### Late applications

Applications received after the closing date will only be considered after applications that were received within the deadline have been dealt with, with the following exceptions:

- Where a child moves into the Borough after the closing date and therefore parent/carer could not apply within the deadline given.
- Where a child moves within the Borough and as a result needs to make new preferences for schools within the new area.
- Where there are exceptional circumstances that stopped a parent/carer returning the application form within the deadline. e.g. emergency admission to hospital.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 33, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

### In-Year applications

For applications to move to Cradley CE within the academic year, parents should contact the Local Authority who will co-ordinate this.



## Dudley Wood Primary School

The published admissions number for year 2024/2025 will be 60.

### Principles

Dudley Wood Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Dudley Wood Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Rivers C. of E. Academy Trust ('The Trust') ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Dudley Wood Primary School is the most appropriate school to meet the condition.  
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criterion. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended

another school. Parents should also indicate why Dudley Wood Primary School is the most appropriate to meet their child's medical condition rather than any other school. The Trust will not seek to obtain medical evidence on behalf of parents.

- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Dudley Wood Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the

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school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number to prevent the separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to the Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not The Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Foxyyards Academy

The published admission number will be 45.

### Principles

Foxyyards Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Foxyyards Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England) (Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Foxyyards Academy is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Foxyyards Academy is the most appropriate to meet their child's medical condition rather than any other school. The Trust will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Foxyyards Academy in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address



they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred entry to reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be

made by The Trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 37, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not The Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Halesowen CE Primary School

**The published admission number will be 30.**

### Admissions policy

Whilst every effort will be made to meet parents' wishes as to a placement at this school for their child/children, **registration does not automatically guarantee a place.**

**It should also be noted that registration for a place at the school is a separate process from registration for a Nursery place. Parents whose child attends the Nursery must, if they wish their child to continue on into the school, complete a separate application form.**

### Admissions criteria

Places at the school will be allocated on the basis of the following criteria:

- a) Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. (see notes)
- b) Children who have a "serious and ongoing medical condition" where Halesowen C of E Primary School is the most appropriate school to meet the condition.  
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother/step-sister living at the same address and who will still be attending the preferred school in the academic year 2024/2025
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Halesowen C of E Primary School.

### Notes

- A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children's Act 1989) at the time of making an application to the school.
- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence in force prior to 22 April 2014 is deemed to be a child arrangements order
- Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education, Health and Care (EHC) Plan will be offered a place at the school named in the EHC Plan as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have a an Education, Health and Care (EHC) Plan.
- Any Dudley child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission

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to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.

- Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/25 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should first make an application for the normal age group. Parents should then submit a formal written request to the Governing Body, outlining the reasons why the child should be considered for admittance into a class outside of their normal age group and submitting any supporting documentation. The Governing Body will consider the application and advise parents the outcome of their application prior to the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head teacher. If parents are considering this option they should read the DFE guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission> .

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Application process

For admissions at the normal point of entry the Governors have agreed that the Local Authority will co-ordinate all applications for all schools in Dudley. See the co-ordinated scheme for further details.

The Governing Body have also agreed that in-year admission applications will be co-ordinated by the Local Authority.

## Repeat applications

It is not the School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





# Ham Dingle Primary School

The published admissions number for year 2024/2025 will be 60.

## Introduction

Ham Dingle Primary School is part of United Learning Academy Trust.

Ham Dingle Primary School follows Dudley Council's Admission Policy and employs the council to oversee the running of the admissions process, in line with its policy.

## Principles

Ham Dingle Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Ham Dingle Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the local governing body ensures that the process is fair and equitable for all.

## Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. (See notes below).
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where it can be evidenced that Ham Dingle Primary School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Ham Dingle Primary School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents).

- c) Third priority for admission shall be given to children who have a brother/sister, half- brother / sister (where the children share one common parent), or step-brother / step- sister, living at the same address and who will still be attending Ham Dingle Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

## Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002.
- A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.

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- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Local Governing Body will exceed the admission number in order to prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.

## Deferred entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents should make their application to The Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Local Governing Body who will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025.

After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 41, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Local Governing Body's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Hob Green Primary School

**The published admissions number for year 2024/2025 will be 30.**

Hob Green Primary School is part of drb Multi Academy Trust.

Hob Green Primary School follows Dudley Council's Admission Policy and employs the council to oversee the running of the admissions process, in line with its policy.

### Principles

Hob Green Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Hob Green Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Hob Green Primary School is the most appropriate school to meet the condition.

*(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Hob Green Primary School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)*

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Hob Green Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.



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- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such

as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Governing Body who will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 43, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Hurst Hill Primary School

The published admissions number for year 2024/2025 will be 30.

### Principles

Hurst Hill Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Hurst Hill Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Trust ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children of all school teaching and non-teaching staff directly employed by the Trust at the time of the admission of the child in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Hurst Hill Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At

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least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Jesson's CE Primary School

Jesson's CE Primary School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

### **The published admissions number for year 2024/2025 will be 90.**

Jesson's Church of England Primary School primarily serves parents who wish their children to receive an education provided by a church school. There will be no charge relating to the admission of pupils.

### **The governors have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year, (1 September - 31 August).**

Where the number of applicants exceeds the admissions limit, places will be offered as follows:

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangements order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. See notes below.
- b) Children who have a child living at the **same address** who is their brother/sister, half brother/sister or stepbrother/sister and who are **attending this school at the requested time of entry**. The definition of brother or sister also relates to adopted or fostered children living at the same home address.
- c) Children of families who are active members of the Church of England (see note 2 below).
- d) Children of families committed to the practice of the Christian Religion. (See note 2 below).
- e) Children of families committed to the practice of other religions who would like their children educated at a Church of England School. (See note 3 below).
- f) Proximity of the child's home to the school, with those living nearer being accorded the higher priority. The

distance will be measured in a straight line between the front door of the dwelling to the doors of the main entrance to the school in School Street.

In accordance with legislation a child with a Health and Care (EHC) Plans will be offered a place at the school named in the statement or EHCP as the most appropriate to meet the child's individual needs. This may reduce the amount of places available for children who do not have an ECHP.

### **Note 1**

Relevant looked after children means children who are looked after by a Local Authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Note 2**

In assessing eligibility under priorities (c) and (d), a letter to accompany the supplementary form from the parish priest or minister is required. This must provide evidence of attendance of at least once a month in the 12 months' prior to application.

### **Note 3**

In assessing eligibility under priority (e) a letter to accompany the supplementary form from a faith leader to confirm that they are members of the faith community.

### **Note 4**

In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats or children from multiple births where infant class size legislation would be breached, then the final place will be randomly selected by drawing lots.

### **Note 5**

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school



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week, (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

## Note 6

Where parents apply for a place outside the normal round of admissions i.e. during the school year, they will be referred to the Local Authority School Admissions Department in the first instance.

Parents of pupils not offered a place will be advised of their right to appeal to an independent appeals panel.

**The governors have agreed to follow the same process and time scale as adopted by Dudley MBC and the 2024/2025 Co-ordinated admission arrangements across Dudley Borough Schools.**

## Late Applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting Lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 47, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/25 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body of Jesson's CE Primary School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Repeat applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.





## Kates Hill Primary School

**The published admissions number for year 2024/2025 will be 60.**

Kates Hill Primary is a member of Dudley Academies Trust which operates several academies in the West Midlands region. The admissions policy aims to make clear the admissions process, maximise the opportunity to meet parental preferences and to meet the individual needs of learners wherever possible.

### Aims

This policy aims to:

- Explain how to apply for a place at the academy (school).
- Set out the academy's arrangements for allocating places to the learners who apply.
- Explain how to appeal against a decision not to offer your child a place.

### Legislation and Statutory Requirements

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

- School Admissions Code 2021.
- School Admission Appeals Code.

As an academy, we are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

### Definitions

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

A child is regarded as having been in state care outside of England and if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### 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. Further details and timescales are set out in the local authority's co-ordinated scheme which is available from The School Admissions Service.

There is no charge or cost related to the admission of a child to a school.

Copies of school catchment area maps are available from the local authority or the academy.

Applications for places will be made in accordance with Dudley local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the local authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>.

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.

### Requests for admission outside the normal age group

Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents/carers views.
- Information about the child's academic, social, and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The principal's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

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Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## Oversubscription criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

- Highest priority will be given to looked after children and all previously looked after children but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order.
- Priority will next be given to learners with a "serious and ongoing medical condition" where Kates Hill Primary is the most appropriate setting to meet the condition. Parents/carers must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Kates Hill Primary the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents/carers.
- Priority will next be given to children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former learners of the academy.
- In each category, priority will be given to those living nearest the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a

straight line from the child's home address to the main entrance to the academy. A child's home address will be where they are resident for most nights in a normal school week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

## Fair Access Protocol

We participate in Dudley Metropolitan Borough Council's (DMBC) Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## In-Year admissions

Parents/carers can apply for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. The academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to decide.

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Parents/carers will be notified of the outcome of their in-year application in writing within 15 school days. Parents/carers whose application is turned down are entitled to appeal.

## Waiting list

Where the academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by learners moving into the area who qualify for a higher criterion or by parents/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e., they can go up or down the list.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team  
Council House  
Priory Road  
Dudley DY1 1HF

Telephone: **0300 555 2345**

Email: [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

Website: [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have 20 school days, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than 5 school days before the appeal hearing.

Parents/carers will be given at least 10 school days' notice of the appeal hearing unless they agree to a shorter period of notice. Appeals must be heard within 40 school days of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

## Links to other policies

This policy should be read in conjunction with the academy's other policies:

- SEN Policy
- Curriculum Policy



## Lapal Primary School

The published admissions number for year 2024/2025 will be 45

### Principles

Lapal Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Lapal Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Trust ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children of all school teaching and non-teaching staff directly employed by the Trust at the time of the admission of the child in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Lapal Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to





provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Lutley Primary School

The published admissions number for year 2024/2025 will be 90

### Principles

Lutley Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Lutley Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Trust ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children of all school teaching and non-teaching staff directly employed by the Trust at the time of the admission of the child in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Lapal Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to



provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 54, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Manor Way Primary Academy

### Principles

Manor Way Primary Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Manor Way Primary Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

### The published admissions number for year 2024/2025 will be 30

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Manor Way Primary Academy is the most appropriate school to meet the condition.  

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another

school. Parents should also indicate why Manor Way Primary Academy is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Manor Way Primary Academy in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.

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- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such

as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 56, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Netherbrook Primary Academy

### General

The Academy will comply with the Department for Education's School Admissions ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the School Standards and Framework Act 1998.

The Academy through The Elliot Foundation Academies Trust (TEFAT) who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

The Academy will participate in the co-ordinated admissions arrangements for Reception and in-year entry which will be administered by Dudley Council Primary School Admissions Service.

### Admission numbers

#### 1. Published Admission Number (PAN) - Reception Entry

The Academy has an agreed PAN of 60 (2 Form Entry). The Academy will accordingly admit 60 children (aged rising 5) if sufficient applications are received.

### Application process

#### 2. Reception admission

Applications for a reception place must be made via the online application form provided and administered by the home local authority (the one that the parent/carer pays council tax to).

For further information on this process please visit your home LA website.

The Academy will consider all applications for a reception place under the published admissions criteria clause 3.

#### 3. Admission Criteria

When the Academy is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP)<sup>1</sup> where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

- a) A 'looked after child' (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Details of eligibility must be supplied by the allocated social worker or foster carer.

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. Proof of eligibility will be required.

- b) Children for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.
  - i) The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Academy by the application closing date, for the applicant to be considered under this criterion.
- c) Children who, on the date of admission, will have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step-brother or sister) who will be living with them at the same address and on roll of the Academy. Children will be considered under this criterion if they have a sibling who attends the Academy and will continue to be on roll when the child joins the Academy.
- d) Children living nearest the Academy who live closest to the school, determined by a straight line measurement in metres, from the home address to the main entrance of the school.

#### 4. How distances are calculated

- a) Distance will be calculated using a straight line (as the crow flies) measurement from the reference point of the child's home address to the reference point of the Academy (as determined by the LA's computerised system).
- b) For families who live outside of Dudley distances are determined using a combination of local maps and online resources.
- c) All measurements will be administered by the LA and calculated digitally.

#### 5. Additional information

- a) Accessibility by car or public transport, a childminder's or business address cannot be taken into consideration.
- b) Children living at more than one address:
  - their main residence will be where they spend the majority of their school nights (Sunday to Thursday)
  - if they divide their time equally between two addresses further evidence will be required to identify the child's home.





c) When a place is offered proof of eligibility will be required. The Academy will follow the process used by the LA to establish eligibility. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn, and the parent/carer will be given the right of appeal.

#### 6. Tie break

##### Sibling

If there are more siblings than there are places available, the places will be offered to the siblings who meet clause 3d, 3e and 3f in this order.

##### Distance

In the event of a tie break under 3e or 3f random allocation will be used, which will be undertaken by a person independent of the school and TEFAT.

#### 7. Infant Class Size Legislation

The Academy is required to comply with the Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

#### 8. Children of Service Personnel (UK Armed Force)

The Academy will consider applications for a place from families of UK Service Personnel (UK Armed Forces) or a Crown Servant returning from overseas as a result of a posting; under the published admissions criteria clause 3. The distance measurement used to consider the application will be calculated to the posting address or unit postal address, providing proof of posting is supplied (e.g. a letter that declares the relocation date and unit postal or quartering area address) with the application. Places can be allocated in advance of the family arriving in the area.

### Waiting lists

#### 9. Reception

- a) The Academy will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 August of the new academic year. Applicants who have not been offered a place by the Academy or a \*higher preference from their LA online application form will be allocated a place on the waiting list. \*Higher preference – an applicant has been offered a place at a school that the parent/carer placed higher on the application form than their preference of the Academy.
- b) Parents/Carers of applicants who placed the Academy as a lower preference on the application form and received a higher preference or wish to make a new application should apply to the LA.

c) Parents/Carers who would like their child's name to remain on the reception waiting list after the 31 August will need to reapply under the In-year waiting list process set out in clause 10.

#### 10. In Year Admission

- a) The Academy will operate a waiting list for applications submitted for years 1 - 6 and reception after the 31 August. Applications should be made to Dudley Admissions Service - in year admissions. The LA will consider all such applications on behalf of the academy and if the year group applied for has a place available admit the child, unless one of the permitted reliefs applies<sup>2</sup>.
- b) If more applications are received than there are places available, the admissions criteria clause 3 will be applied. Parents/Carers will be advised of the outcome of their application within 10 school days. The waiting list will operate for the full academic year.

11. The date of application will not be taken into consideration for all waiting lists as the applicant's position will be determined solely in accordance with the oversubscription criteria set out in clause 3. If at the end of the academic year a parent/carer would like their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

#### 12. Appeals

Where an application to the Academy is declined, parents/carers have the right to appeal to an independent appeal panel. The Academy will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

#### 13. Reception starting dates

Children will qualify for admission to the reception class in the September following their fourth birthday. Where an offer has been made:

- the child's parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age 3 and not beyond the beginning of the final term of the school year for which the offer was made; and
- where the parent/carer wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

#### 14. Admission of children outside their normal age group including summer-born children

- a) The Academy will consider an application for a place outside of the child's normal age group, which includes summer born children (1 April - 31 August), their decision will be based on the circumstances of



each case and in the best interests of the child concerned. Parents/Carers will need to write to the academy giving a reason and providing documentation to support this request.

- b) The Academy will take into account the parent/carer's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- c) The Academy will consider the information provided and inform the parent/carer in writing of their decision. If the Academy agrees to this request the child will be considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.
- d) Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

#### 15. Fair access

The Academy will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard to place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.



## Netherton CE Primary School

Netherton C of E Primary School is a part of the Diocese of Worcester Academy Trust and as such is its own admissions authority but works within the Dudley Council co-ordinated scheme. All applicants are therefore required to complete a Common Application Form (CAF) which can be obtained online from the Local Authority (LA) or from the school.

All parents living within Dudley are required to use the common application process, which seeks five schools ranked in order of parental preference. All applications must be made to the home Local Authority, including applications to schools which are their own admissions authorities, and must be returned to the LA by the closing date, which is midnight on the 15 January 2024. The national allocation date for all primary school places is 16 April 2024 when applicants will receive only one offer, which will be the highest ranked preference school which has a place available. Very occasionally none of the preferred schools may be offered in which case parents will be offered a place for their child at the nearest available school.

### Class size

The school's Published Admission Number (PAN) set by the Governing Body/Trustees is 60 per year group giving a total of 420 for the whole school. The Trustees retain the right to amend the PAN for future years. Where applications for places in Reception exceed the PAN Admissions Criteria as given below will be followed.

### Admissions criteria

Children who have an Education Health and Care Plan, which names the school as best placed to meet their needs will be offered places before all other children. After those places will be offered in the following priority order:

#### Priority 1: \*'Looked after'

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

#### Priority 2: Siblings

Siblings (see below for definition) of pupils attending the school and living within the catchment area of the Academy.

In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.

\*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

#### Priority 3: Children of a member of staff

Children of any member of staff at the Academy, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.

#### Priority 4: Remaining places

Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

Where there are too many applicants from within any of the above criteria priority will be decided on shortest distance from home address to the school. In the event of a tiebreak for priority 4, random allocation will be used to determine the final place allocated.

\*The home address is defined as the only or main permanent residential address, at the time of allocation of places, where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (i.e., three or more days out of five Monday to Friday during term-time). Where care is split equally, parents/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of Child Benefit will be the address on which the application will be processed. Documentary evidence of a home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

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## Late applications

The Governing Body/Trustees have agreed in its co-ordinated scheme to accept late applications and treat them as being on time, only in the following circumstances:

Where a family has just moved address; (please refer to the LA's Parents' Admissions Guide booklet)

Where it is agreed by the school's Admissions Committee that individual circumstances apply, and the delay was reasonable given the circumstances of the case.

In each of the above cases supporting documentary evidence will be required.

In all other circumstances, or if the application is not received until after the normal closing date of 15 January 2024, late applications will receive a lower priority, and will only be considered after the applications which were received (or deemed to be) on time.

## Waiting lists

Waiting lists, are maintained by the Local Authority on behalf of the school and parents need to apply, in order to be included. These waiting lists will be maintained until the 31 August 2025. At that stage parents will need to reapply at the start of the following term if they wish to be included. Parents must ask to join the waiting list; it is not an automatic process.

## Fair Access Protocol

As part of the Local Authority's Fair Access Protocol, the Academy will exceed the published admission number to admit pupils covered by the Protocol.

## 'In Year' transfer arrangements

Parents/Carers wishing to apply for a place during the school year can do so by contacting Dudley Local Authority who will issue the relevant application form and consult The Trust regarding the decision.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is significantly performing academically above age expectations or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Trust will request the head teacher of the school to take account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical

history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.

## Appeals

Should a place not be offered, parents have a right of appeal against the decision. Any appeals must be made via Dudley Admissions within 20 school days of the date of the letter refusing a place.

Appeals will be heard by an Independent Appeals Panel whose decision is binding on all parties. The Panel will be constituted in accordance with the School Standards and Framework Act 1998 and the hearing conducted in line with the School Admission Appeals Code 2012 issued by the DfE (Department for Education) (or any subsequent legislation or code of practice).

The Independent Appeals Panel will inform parents of the outcome of appeals.





## Northfield Road Primary School

### Principles

Northfield Road Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. Northfield Road Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by Northfield Road Primary School ensure that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

### The published admissions number for year 2024/2025 will be 60

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at Northfield Road Primary School that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Northfield Road Primary School is the most appropriate school to meet the condition.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Northfield Road Primary School in the academic year 2024/25.

- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Northfield Road Primary School.

### Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Northfield Road Primary School is the most appropriate to meet their child's medical condition rather than any other school. Northfield Road Primary School will not seek to obtain medical evidence on behalf of parents.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.

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- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. Northfield Road Primary School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. Northfield Road Primary School will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to Northfield Road Primary School setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This

should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by Northfield Road Primary School which will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If Northfield Road Primary School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on pages 3 and 4, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's' applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not Northfield Road Primary School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Olive Hill Primary School

### Principles

Olive Hill Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Olive Hill Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

### The published admissions number for year 2024/2025 will be 60

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Olive Hill Primary School is the most appropriate school to meet the condition.  
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Olive

Hill Primary School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Olive Hill Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the



school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the school setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.

A decision as to whether this is an appropriate course of action will be made by the school who will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 3, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Our Lady & St Kenelm Catholic Primary

The school's admission number for the school year 2024/25 is 30.

The admissions process for Our Lady & St Kenelm Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady & St Kenelm Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady & St Kenelm Catholic Primary School on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16th April, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 16th April, or on the next working day.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2024/2025.

The parish boundary map is available on the school's website.

### Over subscription criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady & St Kenelm who have a brother or sister (see Note 4 below) attending Our Lady & St Kenelm Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady & St Kenelm.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady & St Kenelm Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady & St Kenelm Catholic Primary School at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or

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Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that

are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes.

If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 31 March 2024. After this date it may not be possible for the new address to be considered for allocation purposes.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

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A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1 April and 31 August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in

the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

## Appeals

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 15 January 2024 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be

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considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application.

You are encouraged to ensure that your application is received on time.

## **Change of preference after the closing date**

Once parents have submitted their preference, after the closing date of 15 January 2024 they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## **Waiting lists**

In addition to their right to appeal, children who have not been offered a place at Our Lady & St Kenelm Catholic Primary school can request that their name be added to a waiting list. The waiting list will be maintained until the end of the Summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## **In year Fair Access Protocol**

The Governing Body of Our Lady & St Kenelm Catholic Primary is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## **Applications other than the normal intake to reception class (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [our-lady.dudley.sch.uk](http://our-lady.dudley.sch.uk)

Our Lady & St Kenelm Catholic Primary School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the governors. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school.

If there are no places available, you can request that the child be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governor's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.





## Pedmore CE Primary School

The published admissions number for year  
2024/2025 will be 30

### Our vision

Our vision has been developed to enable the coming together of like-minded Primary Schools in Dudley – schools that are separate, discrete elements that choose to coalesce as a cohesive whole to speak with one shared voice in education for the Borough. Each person in these school communities, children, and adults alike, are also elements in bringing to fruition an education that enables their own flourishing and that of others. They are unique individuals, each with their own agency and characteristics, but who have an exponential effect when working together with a shared vision and purpose.

This is the vision in which the headteachers, governors and wider stakeholders have placed their trust and it is essential that it is upheld at every stage.

Each school, despite sharing some similarities, has its own unique context, community, culture, ethos, vision, and values. These will be honoured at all times as part of Elements Diocesan Learning Trust.

The vision is deeply rooted in, and is an outworking of, the Church of England's Vision for Education. Elements Diocesan Learning Trust is committed in being 'Deeply Christian: Serving the Common Good', inspired by the particular scripture in John 10:10 where Jesus declares 'I have come that they may have life, and have it to the full'. These words, combined with the vision's four main guiding elements - educating for Wisdom, Knowledge & Skills; Hope & Aspiration; Community & Living Well Together; and Dignity & Respect form the core vision for Elements Diocesan Learning Trust. At times, it is expected that interpretation of what the vision means in practice will vary between individuals and that there will be differences of opinion. At such times, discussion around decisions and actions will be respectful, honouring the four strands of the vision itself and remembering the original reasons for this collaboration.

These core elements of the Church of England's Vision for Education have supported the formation of our founding core values:

### Our values

- **Wisdom** - The decisions we take are wise and are based on informed discussions and evidence and aimed at ensuring we achieve the best outcomes for all without forsaking our values
- **Hope** - we have hope for a positive future and always finding positive outcomes
- **Honesty** - we are honest with all inside and outside our organisation, whilst being sensitive to how we deliver these messages

- **Community and Helpfulness** - we work in co-operation and partnership with all staff and wider stakeholders
- **Dignity and compassion** - we treat all those within and outside our organisation with dignity, irrespective of the circumstances, and we show everyone compassion for the difficulties that they are experiencing
- **Respect** - we are respectful to all, dedicated to ensuring inclusivity and diversity with those that we work with and for others that meet and our actions may affect.
- **Integrity** - we have strong principles rooted in our Christian mission that lead our actions and decisions

### Principles

Pedmore CE Primary School has an inclusive education policy which aims to maximise the opportunity to meet parental preference. The school does not support the use of selective admissions policies based on aptitude or academic achievement.

The admissions arrangements set by the Trust ensure that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at Northfield Road Primary School that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Pedmore CE Primary School is the most appropriate school to meet the condition. See notes below for clarification.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the

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children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the Pedmore CE Primary School in the academic year 2024/25.

- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Pedmore CE Primary School.

## Important notes that support the above criteria

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criterion. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why Pedmore CE Primary School is the most appropriate to meet their child's medical condition rather than any other school. Neither the school nor the Trust will seek to obtain medical evidence on behalf of parents.
- Any child not obtaining a place in our school will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are

normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes. NB If your address changes you must notify your home local authority immediately. Trustees' reserve the right to withdraw a place subsequently found to have been based on fraudulent or intentionally misleading information.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. Elements Diocesan Learning Trust is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number for the school to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Application Process (Normal Age of entry into reception Class)

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated scheme which is available from The Academy Office or Dudley School Admissions Service.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the school

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setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the school which will take into account the circumstances of the case.

**Parents do not have the right to insist that their child is admitted to a particular year group.**

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on pages 5 and 6, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## In-year applications

All applications made for children wishing to join Pedmore CE Primary School are coordinated by The School Admissions Service of Dudley Local Authority, who also hold all waiting lists.

Governors agree to exceed the PAN by three children in Key Stage 2 classes. Places that become available in the Year 3 class in September, are allocated according to the published admission policy by Dudley School Admissions Service, on the last day of the first half of the preceding Summer Term.



## Priory Primary School

The published admissions number for year 2024/2025 is 60

### Principles

Priory Primary School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

Priory Primary School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Trust ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at Northfield Road Primary School that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children of all school teaching and non-teaching staff directly employed by the Trust at the time of the admission of the child in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Priory Primary School in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide





documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

### Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 74, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### Repeat applications

It is not the trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## Rufford Primary School

The published admissions number for year 2024/2025 is 30

### Entry requirements for selective places or banding

Rufford Primary School does not use a selective policy based on aptitude or academic achievement.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

### Oversubscription criteria

The following criteria will be used to allocate Reception places at Rufford Primary School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Rufford Primary School is the most appropriate school to meet the condition;
- c. Third priority for admission shall be given to children who have a sibling who will still be attending Rufford Primary School in September 2024;
- d. Fourth priority for admission shall be given to children of any member of staff in either or both of the following circumstances:
  - i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Rufford Primary School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Rufford Primary School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions

### Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Children below compulsory school age

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's' applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.



## Sledmere Primary School

The published admissions number for year 2024/2025 will be 90.

Sledmere Primary School are part of the Dudley LA admissions scheme.

The closing date for admissions will be 23:59 on 15 January 2024. Allocations results will be notified on 16 April 2024 by the applicants' home Local Authority (LA).

All applicants must:

1. Complete the Common Application Form by applying online to the **Local Authority where they reside**:
2. In addition, applicants applying under the oversubscription criteria relating to Children **whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council.

Parents who would like their child to be admitted to this school during the year their child is five should ensure they complete all the necessary application forms.

Admission to nursery does not mean automatic entry to the Primary school and a separate application must be made.

### Admission Criteria for the schools in PHMAT for Reception and In-year admissions

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are fewer applicants than the PAN, all children will be offered a place. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

#### 1. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### 2. Supporting evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

#### 2. Medical/Social

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

#### Supporting Evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents would be asking the Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for the school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

#### 3. Children with a sibling already attending the school at the time of admission

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of



admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

**4.Children whose parent/carer is a member of staff\* employed at the school** for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidence by completing the Supplementary Information Form (SIF).

\* Priority can only be given to children of staff at the individual Academy that the application is for.

Parents should be aware that where the SIF is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school(s) concerned.

This criteria applies to all permanent staff members.

**5.Children who live closest to our schools**

The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the CWC software, with those living closest to the school receiving the highest priority. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

**Home address**

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

**Acceptable proof of address includes:**

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;

- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the City of Wolverhampton Council (and the home Local Authority if this is not the same) which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the City of Wolverhampton Council School Admissions Team (and the home Local Authority if this is not the same) as soon as possible of these circumstances.

**Additional Arrangements and Information**

**Applications for children to be admitted outside their normal age group**

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 15 January 2024.

This will include Parents of a "summer born child" that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any parent wishing to make such a request must put the request in writing to the Admissions and Appeals section at CWC no later than 15 January 2024

This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher of the school concerned will also be sought as part of the decision-making process.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2025, then the original application is withdrawn and the parents must submit a



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fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the decision is to agree the request for an application in Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

Before any application is submitted it is strongly recommended that parents/carers also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## Deferred entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Late applications

Applications received after the closing date will be treated as late.

Applications received after the closing date and before the final date for late submissions (12 February) with approved written evidence will only be incorporated into the initial allocation process if the late submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will give consideration to the reasons, following which the application will be:

Either

1) incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned

Or

2) considered only after all other applications.

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

## Material changes of circumstance

In claiming material changes of circumstances, the applicant, at the time of application, must supply

documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

## Special Educational Needs

The admission of children with an Education and Health Care Plan (EHCP) will be agreed between the home Local Authority's SEN Statutory Assessment and Review Team, parents and school in accordance with parental preference, as far as possible, and the child's individual needs. Children with an EHCP are given overall priority to the named school. This will reduce the number of places at the school, which are available for allocation in accordance with the above criteria.

## Tie breaker for oversubscription

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

## In-year Fair Access Protocol

The Trustees of PHMAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## Multiple births

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

## Response to allocation

Parents/Carers must respond to an allocation of a school place within 2 weeks of the notification of the availability of a school place. Response should be made to the school you have been allocated a place. In the absence of a response, the offer may be revoked and the place may be allocated to someone else

## Waiting lists

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list. Unless

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offered a higher preference school. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

The Admitting Authority will maintain the waiting list until 31 December 2024.

Parents and carers will be asked to confirm on a termly basis their wish for their child to remain on the waiting list in order for the list to be kept up to date.

## **In-Year Admissions**

The admissions arrangements outlined in this section apply to in-year admissions for this and subsequent academic years.

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. With the exception of a child with an Education, Health and Care Plan (EHCP) requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made :

For Sledmere Primary School, applications should be made via Changing Schools | Dudley Council

All applicants must:

1. Complete the In Year Transfer Form:
2. In addition, applicants applying under oversubscribed criteria relating to **children whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, CWC.

## **Admission appeals**

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

## **Fraudulent or misleading applications**

The CWC will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

## **Withdrawing offer places**

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

## **Financial implications**

There is no charge or cost related to the admission of a child to Perry Multi-Academy Trust.



## St. Chad's Primary School

**The published admissions number for year 2024/2025 will be 30**

St Chad's Primary School is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Multi Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Joseph's Catholic Primary School.

The admissions process for St Joseph's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Primary School on the application form. Applications need to be made by 15 January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16th April, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 16th April, or on the next working day.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families

in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at

30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2024/2025.

### Over subscription criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Chad and All Saints, Sedgley and St Peter and the English Martyrs, Lower Gornal who have a brother or sister (see Note 4 below) attending St Chad's Catholic Primary School, Sedgley at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Chad and All Saints, Sedgley and St Peter and the English Martyrs, Lower Gornal
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Chad's Catholic Primary School, Sedgley at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Chad's Catholic Primary School, Sedgley at the time of admission.
9. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

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## Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school.

A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 4

For all applicants the definition of a brother or sister is:

A brother or sister sharing the same parents

- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

## Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents. If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 24 March 2024. After this date it may not be possible for the new address to be considered for allocation purposes. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School entry

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.



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Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1 April and 31 August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be

considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission> .

## Applications from children currently attending St. Chad's Nursery

Attendance at St Chad's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Chad's Primary. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their child to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a

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second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 15 January 2024 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application.

You are encouraged to ensure that your application is received on time.

## Change of preference after closing date

Once parents have submitted their preference, after the closing date of 15 January 2024 they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Chad's Primary school can request that their name be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In-year Fair Access Protocol

The Local Governing Body of St Chad's Primary is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to Reception Class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at St. Chad's Catholic Primary School, Catholic Lane, Sedgley, Dudley ([st-chads.dudley.sch.uk](http://st-chads.dudley.sch.uk))

St Chad's Primary is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [Insert the link to the local authority's application page]

If there are no places available, you can request that the child be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.



## St. James's CE Primary

The published admissions number for year 2024/2025 will be 60

### Principles

St. James's C.E. Primary has an Admissions Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

St. James's C.E. Primary does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. (see note 1 below)
- b) Children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, **living at the same address and who will still be attending St. James's C.E. Primary at the requested time of entry.** (See note 2 below)
- c) Families who can demonstrate a close commitment to St James's Church, Wollaston. (See note 3 below)

- d) Families who can demonstrate a close commitment to a recognised Christian Church. (See note 3 below)
- e) Children of families committed to the practice of other religions (dictate a list of faiths- we need to be more explicit without excluding churches or faiths) who would like their children educated at a Church of England School. (See note 4 below)
- f) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school. (see note 5 below)

In accordance with legislation a child with a Health and Care plan (EHCP) will be offered a place at the school named in the statement or EHCP as the most appropriate to meet the child's individual needs. This may reduce the amount of places available for children who do not have an EHCP.

### Note 1

A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children's Act 1989) at the time of making an application to the school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence in force prior to 22 April 2014 is deemed to be a child arrangements order Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### Note 2a

Definition of brother or sister also relates to adopted or fostered children living the same home address. The definition of a brother or sister is:

A brother or sister sharing the same parents;

Half-brother or half-sister, where two children have one common parent;

Step-brother or step-sister, where two children are related by a parent's marriage.

### Note 2b

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school



week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation

#### **Note 2c**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.

#### **Note 2d**

In the event that we are unable to distinguish between applicants for the final available place, such as the case of children who live in the same block of flats or children from multiple births where infant class size legislation would be breached, then the final place will be randomly selected by drawing lots.

#### **Note 3**

In assessing eligibility under priorities c and d consideration will be given to any information about religious affiliations supplied by local religious leaders.

If you are applying under one of these categories, you will need to complete a supplementary form, available from the school office. "Attendance at a place of worship must be at least once per month for at least one year prior to application". The form has to be signed by the parish priest, minister, religious leader or church warden, and returned to the school.

**Denominational** Children whose parent(s)/carer(s) are faithful and committed worshippers, this means attending any of the following at least twice a month for a minimum period of six months prior to application:

- A.) St James, Wollaston or St Michael and All Angels, Norton
- B.) Any other Church of England Church in Stourbridge.
- C.) One of the other Christian Congregations in Stourbridge
- D.) Any of the 6 identified world faiths which are taught in School.

For the purposes of criterion 3, a letter of support from their parish priest, minister or church leader must accompany the application confirming attendance of any of the named churches at least twice a month for a minimum period of six months prior to application. In any case of over subscription, applicants within this criterion will be ranked fairly and without reference to provision of a supplementary Information form.

#### **Note 4**

In assessing eligibility under priority (e) a letter to accompany the supplementary form from a faith leader to confirm that they are members of the faith community.

#### **Note 5**

Where parents apply for a place outside the normal round of admissions i.e. during the school year, they will be referred to the Local Authority School admissions department in the first instance.

#### **Note 6**

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

**Parents of pupils not offered a place will be advised of their right to appeal to an independent appeals panel.**

#### **Deferred entry to Reception Class**

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

#### **Admission of children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group. The Governor admissions panel will make a decision based on the individual circumstances of each case.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Governing Body who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

#### **Late applications**

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.



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In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## **Waiting lists**

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## **Repeat applications**

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.



## St Joseph's Catholic Primary School, Dudley

### The published admissions number for year 2024/2025 will be 30

St Joseph's Catholic Primary School is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Multi Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Joseph's Catholic Primary School.

The admissions process for St Joseph's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Primary School on the application form. Applications need to be made by 15 January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16th April, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 16th April, or on the next working day.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families

in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at

30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2024/2025.

### Over subscription criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Blessed Lady and St Thomas of Canterbury, Dudley who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School, Dudley at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Blessed lady and St Thomas of Canterbury, Dudley
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.
5. Baptised Catholic children (see Note 2 below) living in the parish of Sacred Heart and the Holy Souls, Tipton.
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School (Dudley) at the time of admission.
9. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

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## Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or

special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 4

For all applicants the definition of a brother or sister is:  
A brother or sister sharing the same parents

- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

## Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats.

If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents. If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 31 March 2024.

After this date it may not be possible for the new address to be considered for allocation purposes. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn. Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 31 March 2024. After this date it may not be possible for the new address to be considered for allocation purposes.

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If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School entry

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1 April and 31 August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## Applications from children currently attending St. Joseph's Catholic Primary School's Nursery

Attendance at St Joseph's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Joseph's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Local Governing Body at the school address. Appeals will be heard by an independent panel.



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Please note that parents do not have the right to appeal if their request for their child to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 15 January 2024 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application.

You are encouraged to ensure that your application is received on time.

## Change of preference after closing date

Once parents have submitted their preference, after the closing date of 15 January 2024 they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Joseph's Catholic Primary School can request that their name be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is

always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In-year Fair Access Protocol

The Local Governing Body of St Joseph's Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to Reception Class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at St. Joseph's Catholic Primary School, Hillcrest Road, Dudley ([st-jo-dud.dudley.sch.uk](http://st-jo-dud.dudley.sch.uk))

St Joseph's Catholic Primary School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [Insert the link to the local authority's application page]

If there are no places available, you can request that the child be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.



## St Joseph's Catholic Primary School, Stourbridge

St Joseph's Catholic Primary School is part of the Emmaus Catholic MAC. The admissions authority for the school is the Board of Directors of the Emmaus Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Joseph's Catholic Primary School

The admissions process for St Joseph's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Primary School on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16 April, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 16 April, or on the next working day.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families

in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 (PAN) pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2024/2025.

The parish boundary map can be accessed on the following link Boundary Map - **Boundary Map - Google My Maps** and a copy is also available on the school website.

### The admission number for the academic year 2024/25 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the academy and parish or by post on request.

### Over-subscription criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and All Saints who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and All Saints.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.

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5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.
8. Non-Catholic children.

## Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

## Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the

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home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 31 March 2024. After this date it may not be possible for the new address to be considered for allocation purposes.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for

example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1 April and 31 August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission> .

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the



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Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their child to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 15 January 2024 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application.

You are encouraged to ensure that your application is received on time.

## Change in preference after closing date

Once parents have submitted their preference, after the closing date of 15 January 2024 they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Joseph's Catholic Primary School, can request that their name be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that

waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In-year Fair Access Protocol

The Local Governing Body St Joseph's Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications other than the normal intake to Reception Class (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at St Joseph's Catholic Primary School Stourbridge - Admissions

St Joseph's Catholic Primary School] is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via Changing Schools | Dudley Council

If there are no places available, you can request that the child be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.



## St Mary's CE (VC) Primary School

The published admissions number for year  
2024/2025 will be 30

### Our vision

Our vision has been developed to enable the coming together of like-minded Primary Schools in Dudley – schools that are separate, discrete elements that choose to coalesce as a cohesive whole to speak with one shared voice in education for the Borough. Each person in these school communities, children, and adults alike, are also elements in bringing to fruition an education that enables their own flourishing and that of others. They are unique individuals, each with their own agency and characteristics, but who have an exponential effect when working together with a shared vision and purpose.

This is the vision in which the headteachers, governors and wider stakeholders have placed their trust and it is essential that it is upheld at every stage.

Each school, despite sharing some similarities, has its own unique context, community, culture, ethos, vision, and values. These will be honoured at all times as part of Elements Diocesan Learning Trust.

The vision is deeply rooted in, and is an outworking of, the Church of England's Vision for Education. Elements Diocesan Learning Trust is committed in being 'Deeply Christian: Serving the Common Good', inspired by the particular scripture in John 10:10 where Jesus declares 'I have come that they may have life, and have it to the full'. These words, combined with the vision's four main guiding elements - educating for Wisdom, Knowledge & Skills; Hope & Aspiration; Community & Living Well Together; and Dignity & Respect form the core vision for Elements Diocesan Learning Trust. At times, it is expected that interpretation of what the vision means in practice will vary between individuals and that there will be differences of opinion. At such times, discussion around decisions and actions will be respectful, honouring the four strands of the vision itself and remembering the original reasons for this collaboration.

These core elements of the Church of England's Vision for Education have supported the formation of our founding core values:

### Our values

- **Wisdom** - The decisions we take are wise and are based on informed discussions and evidence and aimed at ensuring we achieve the best outcomes for all without forsaking our values
- **Hope** - we have hope for a positive future and always finding positive outcomes
- **Honesty** - we are honest with all inside and outside our organisation, whilst being sensitive to how we deliver these messages

- **Community and Helpfulness** - we work in co-operation and partnership with all staff and wider stakeholders
- **Dignity and compassion** - we treat all those within and outside our organisation with dignity, irrespective of the circumstances, and we show everyone compassion for the difficulties that they are experiencing
- **Respect** - we are respectful to all, dedicated to ensuring inclusivity and diversity with those that we work with and for others that meet and our actions may affect.
- **Integrity** - we have strong principles rooted in our Christian mission that lead our actions and decisions

### Principles

St Mary's CE (VC) Primary School has an inclusive education policy which aims to maximise the opportunity to meet parental preference. The school does not support the use of selective admissions policies based on aptitude or academic achievement.

The admissions arrangements set by the Trust ensure that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at Northfield Road Primary School that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where St Mary's CE (VC) Primary School is the most appropriate school to meet the condition. See notes below for clarification.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the

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children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the St Mary's CE (VC) Primary School in the academic year 2024/25.

- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of St Mary's CE (VC) Primary School.

## Important notes that support the above criteria

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criterion. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why St Mary's CE (VC) Primary School is the most appropriate to meet their child's medical condition rather than any other school. Neither the school nor the Trust will seek to obtain medical evidence on behalf of parents.
- Any child not obtaining a place in our school will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are

normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes. NB If your address changes you must notify your home local authority immediately. Trustees' reserve the right to withdraw a place subsequently found to have been based on fraudulent or intentionally misleading information.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. Elements Diocesan Learning Trust is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Trust will exceed the admission number for the school to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Deferred entry to Reception class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

## Application Process (Normal Age of entry into reception Class)

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated scheme which is available from The Academy Office or Dudley School Admissions Service.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the school

# a parents' guide to primary school admissions 2024-25



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setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the school which will take into account the circumstances of the case.

**Parents do not have the right to insist that their child is admitted to a particular year group.**

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on pages 5 and 6, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the School's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.





## Appendix for Catholic schools:

### A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### Written evidence of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

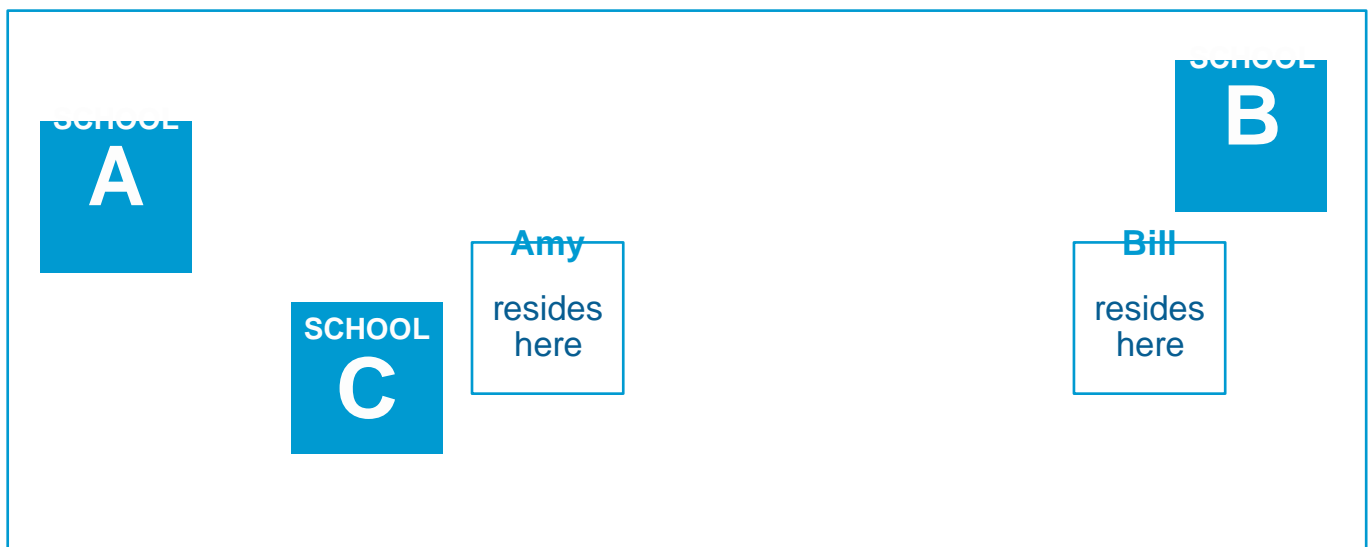
Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.



## example of preference allocations



**Bill** lives closer to school **B** than school **A**. However, parents prefer to send **Bill** to school **A** so they express that as a first preference, school **B** as a second preference and school **C** as a third preference.

He does not meet the criteria for school **A** but does for school **B** and **C**. He is offered a place at school **B** as this was ranked higher by the parents.

**Amy's** parents want her to go to school **B** as her first preferred school.

**Bill** is offered a place at school **B** over and above **Amy** because he had a higher priority under the admissions criteria i.e he lived closer.

**Amy** was offered a place at the next closest school with a place available.



## what are my rights if my application is unsuccessful?

### General

If your child is refused admission to any school, you have a right of appeal to an independent appeals panel. Please note that you may lodge appeals for admission to as many schools as you wish, providing you have made a preference for the school.

Being offered a place at an alternative school will not affect the outcome of your appeal.

### What happens if places become available between the point of allocation and the start of term?

Places will be allocated from the waiting list. Please see further details below.

### Appeals for community and voluntary controlled schools

If you choose to exercise your right of appeal, arrangements will be made for you to attend the appeal hearing.

Please note that the decision of the independent appeal panel is binding on both parties and it is not the council's policy to consider repeat appeals in the same academic year unless there has been a significant material change in circumstances.

### Appeals for academies, foundation and voluntary aided schools

If you are refused admission to an academy, foundation or voluntary aided school, you will be informed of the separate appeals process in the letter informing you of the decision.

### Infant class size appeals

Due to legislation, no infant class with a single qualified teacher may contain more than 30 pupils. If your application for a place at the school of your preference is refused for these reasons, the Appeal Panel can only uphold your appeal if it is satisfied that:

- (1) the LA's decision to refuse a place was not one which a reasonable local education authority would make in the circumstances, or
- (2) your child would have been offered a place if the published admission arrangements had been properly followed.

It must be emphasised, therefore, that appeals of this type will succeed in very few cases (see also page 103).

### Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.



## what do I need to consider before expressing my preference?

Please think very carefully before making your preferences and assess the likelihood of your application being agreed.

You will be able to assess whether a school is usually oversubscribed by the number of applications received for the school against the published admission number or the number of appeals held in previous years. This information is given on page 108 - 121. Other local authorities can provide you with similar information.

Parents can obtain information, advice and guidance from the School Admissions Service regarding the admission process. Telephone **0300 555 2345**.

### **Whose address may I use on the application?**

The child's address is considered to be the child's parents' genuine principal place of residence at the time of the allocation of places (16 April 2024), where they are normally and regularly living.

**If a child is resident with friends or relatives for reasons other than legal guardianship, the friends' or relatives' address will not be considered.**

Due to problems in previous years, it may be necessary for the School Admissions Service to carry out checks to confirm that information given in relation to child's home address is genuine.

Parents may be asked to produce documentary evidence of the address given within 48 hours.

It may be necessary for a home visit to assist in the process of verifying an address. Also, parents may be asked to provide the child benefit proof, working/tax credits, at least one utility bill, together with a driving licence and bank statement clearly showing names and addresses.

The evidence must demonstrate where the child resides as well as the parent.

**Please note: if your child's permanent residence changes at any point from 1 September 2023 to 31 August 2024, it is the parents' responsibility to notify the LA. You must do this even if you have notified your child's school/nursery.**

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

The School Admissions Service may use other council databases to check the information provided on the form is correct, as well as databases in neighbouring local authorities.





## Infant class size legislation

Legislation states that no infant class may contain more than 30 pupils and be taught by one fully qualified teacher. Only in very limited circumstances can admission over 30 be permitted. Please contact the Admissions Service if you would like more detailed information regarding this.

### What do I need to do before I return the completed application form?

- Ensure you have read and understood this guide
- Check that you have completed all relevant sections of the form
- Ensure you have provided any supportive evidence required
- Completed any additional forms where necessary (please check the admissions arrangements of each school to which you are applying).



## special educational need and the Children & Families Act 2014

At the beginning of each new school year, a very small number of children will be starting school with a recognised special educational need or disability, identified either through a medical professional, early educational setting or another route.

In most cases, there will have been detailed contact with parents and/or carers and arrangements for starting school will have been carefully planned.

Once they have had a chance to settle down and become used to the new school routines, the vast majority of children starting primary school will thrive in their new environment. Nevertheless, as a parent and/or carer, and after a period of time, you may feel that your child is experiencing some difficulties with his or her learning.

All Dudley primary schools have Special Educational Needs Co-ordinator (SENCO) and every school is required, by law, to publish SEN Information on their school website which describes how the school will identify and assess children who may have special educational needs or disability (SEND). This requirement is set out in the SEND Code of Practice published by the Department for Education in 2015

If you have any concerns at all, in the first instance, you should talk to your child's class teacher or the school's SENCo. Then, if necessary, the headteacher, who will be able to discuss your concerns in more detail.

Further information or advice may be obtained from:

**The SEN Team**

**01384 814360**

**Email: [senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)**



## privacy notice: school admissions

This notice explains what personal data (information) we hold about you, how we collect, how we use and intend to share information about you. We are required to give you this information under data protection law.

### Who is the Data Controller for the information you provide?

Dudley Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on **0300 555 8283** or by email to **information.governance@dudley.gov.uk**

We collect and hold information about you and your child in order to process your application regarding your child's admission to school. The Local Authority and schools will need this information to ensure the application is assessed appropriately.

### Why do we need your information?

We use your information to allocate your child a place at school in accordance with the School Admissions Code September 2021 and the legislation set out in the Schools Standards and Framework Act 1998.

The Council is responsible for processing admissions to reception class and transfers from primary to secondary school, and also processes all in year admission requests i.e. where a child is moving between schools within the authority, or has moved into the authority from another authority.

### What legal basis allows us to use your information?

The Department of Education's School Admissions Code published in September 2021, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998. This requires parents and carers to apply for a school place, requests parents/carers to express their school preferences, and allows them an opportunity on the form (and any supplementary form/s) to outline the reasons why they are requesting the school(s) of preference. For school appeals, the Department for Education's School Admission Appeals Code published in February 2012, which has statutory force underpins legislation set out in the School Standards and Framework Act 1998 which sets out the requirement to allow a parent/carer to appeal for a school place if they have been refused. The lawful basis for processing your personal data is 'Public Task' as we need the information to carry out our public functions as set out in law.

### We collect the following information

You are required to complete all aspects of the application form. We collect the following information:

- your personal information (such as name, home address, contact details and email address).
- your child's personal information (such as name, date of birth, address if different from yours).
- Council Tax number.
- current or previous education provision.
- school preference information and parent's reasons for selection.
- name and date of birth of any sibling already attending your preferred school.
- looked after children, adoption, special guardianship order or child arrangement history.
- professional supporting documents if relevant to your application.
- background education history if applying for an in-year admission.
- country of origin if a new arrival to the country.
- Medical information about your child if pertinent to the application in line with the medical criteria.

We also obtain personal information from other sources as follows:

- additional admissions related information that you have provided directly to your preferred or offered school.
- confirmation of looked after children, adoption, special guardianship order or child arrangement history from Virtual Schools.
- confirmation of Education Health and Care Plan status from SEN Department.
- the result of any school's own academic/aptitude test that your child has taken part in.
- faith information if application relates to faith criteria.

### **How do we collect your information?**

The initial application for your child to start primary school or transfer from primary to secondary school can either be submitted online or a paper application. Transfers in-year require a hard copy application to be completed. Additional information may be requested either by letter, email, telephone, or face-to-face.

### **Who do we share the information with?**

The Admissions Team intends to, where a lawful basis exists, also use your information for other legitimate purposes and will share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school application, to fulfil the council's safeguarding duty and comply with the Prevent Strategy, and to provide Central Government bodies with mandatory data returns, The Home Office to notify of potential illegal immigration, and the Police, at times, request information as part of a criminal investigation. We intend, where necessary, to also share your information with:

- Any of your preferred schools, including the school your child is allocated.
- Members of the independent appeals panel, where necessary, in accordance with the School Admission Code and the School Admissions Appeals Code.
- Black Country Foundation Partnership Trust for school health visits and checks
- Relevant information with neighbouring authorities when applying for a school in their authority in accordance with the schools Standards and Framework Act 1998
- Birmingham Community Healthcare Trust (BCHT) to assist with the administration and management of the Child Health Information System.
- Teams within Dudley Council working to improve outcomes for children and young people.
- External bodies including; other Councils/boroughs where appropriate, Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudication.
- For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, Council Tax Records, the Housing Team, Elections and the Fraud Team
- We will share personal information with law enforcement or other authorities if required by applicable law.

### **How long will the personal information be kept?**

The information provided will be retained by the Admissions Service until your child reaches government statutory school leaving age.

### **Will this information be used to make an automated decision about me?**

No - School places are allocated for Primary Reception and Secondary Year 7 intake using an automated decision-making process. The local authority will have manually entered the criteria for each application, the system will then allocate the highest school preference that each child can be offered.



## Keeping your information secure

Your information will be securely stored on the Management Information System used by the Council to process application for school admissions and appeals. Currently this is the Synergy Servelec system, but this may change should the Council change its IT provider at any time in the future.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Your rights and access to your information

You have the right to request a copy of the information that we hold about you. The UK General Data Protection Regulation also gives you additional rights about information we hold about you and how we use it, including the right to:

Request to have your information deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.

Request your information to be rectified if it is inaccurate or incomplete.

Have your information transferred or copied should you move to another authority.

To submit a Subject Access Request email the Admissions Team at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

## If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on **0300 555 2345** between 9am - 5pm Monday to Friday.

You have the right to complain to us if you think we have not complied with our obligation for handling your personal information. Please contact our Data protection officer at [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk) or write to Data Protection Officer, Information Governance Service, The Council House, Priory Road, Dudley, West Midlands DY1 1HF. Your concerns will be investigated via the respective Council's complaints procedures.

If you are not satisfied with the Council's response, UK General Data Protection Regulation (UK GDPR) gives you the right to complain to the information Commissioner's Office (ICO). You can visit the ICO website at:

**<https://ico.org.uk/concerns/handling/>**

In addition, the Corporate Privacy Notice is available at

**<https://www.dudley.gov.uk/privacy-disclaimer-statement/>**



## details of all Dudley primary schools

The following table provides information relating to the allocation of places in 2021/22, 2022/23 and 2023/24. It gives a breakdown of how places were allocated in accordance with the admissions criteria for each of the schools.

It has been included in an attempt to give you as much information as possible regarding admission to schools in the Dudley Borough.

There is no guarantee that a similar situation will occur in 2024/25.

### Key to columns

#### Type

Categorisation of school

**A** - Academy

**C** - Community

**FD** - Foundation

**VC** - Voluntary controlled

**VA** - Voluntary aided

#### PAN 2024/2025

Published admission number for Reception Class (number of places available as agreed by the local authority in consultation with school governors).

#### NOR

Total number of pupils on roll May 2023 (excludes nursery places, where applicable).

\*\*

Data available direct from the school.

#### Distance to home measurement

Distances are calculated on the basis of a straight line measurement between the applicants home address and the school's main entrance. The LA uses a computerised system from Synergy which calculates all distances in metres. The co-ordinates of the applicants home address are taken from the Ordnance Survey's Address Base™ digital data product.

The co-ordinates of the school are those of the 'main entrance point' nominated by a senior member of staff, marked and digitised with reference to Ordnance Survey MasterMap™ digital data product.

If you would like further information in respect, of this please contact the School Admissions Service.

#### Furthest distance

The distance of the last applicant admitted under the distance criteria in metres. Please note that this measurement will vary from year-to-year, dependent on the addresses of the applicants. On request, the School Admissions Service will undertake individual measurements for parents before places are allocated.

### Useful websites

[www.education.gov.uk](http://www.education.gov.uk)

[www.gov.uk/find-school-in-england](http://www.gov.uk/find-school-in-england)

### Note

Where there are no entries in any of the columns, this indicates that all children who applied were admitted to the school.

### School information

[www.dudley.gov.uk/resident/learning-school/schools-and-colleges/school-information](http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/school-information)

All primary schools are listed. Just double click on the required school.

Please note that all Dudley primary schools are co-educational - there are no single sex primary schools.

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to academic year	Published admission number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and
FD	Alder Coppice Primary The Northway Dudley DY3 3PS 01384 816610 (Mr P Mandelstam) <b>DFE No: 3325200</b>	3-11	390	60	2023/24	60	111	44	47	1	0	0	18	N/A	-	-
					2022/23	60	110	46	50	1	0	0	14	N/A	-	-
					2021/22	60	93	35	41	0	0	0	16	N/A	-	-
C	Amblecote Primary School Drive Amblecote Stourbridge DY8 4DQ 01384 818335 (Ms J Cook) <b>DFE No: 3322123</b>	5-11	307	45	2023/24	45	122	59	46	4	0	0	26	N/A	751	3/0
					2022/23	45	133	41	45	0	0	0	19	N/A	-	-
					2021/22	45	130	40	45	0	1	0	16	N/A	1494	-
C	Ashwood Park Primary off Bells Lane, Ashwood Park Estate, Wordsley Stourbridge DY8 5DJ 01384 818545 (Mr K Butler) <b>DFE No. 3322141</b>	3-11	305	45	2023/24	45	74	33	34	0	1	0	15	N/A	-	-
					2022/23	45	92	34	38	0	1	0	13	N/A	-	-
					2021/22	45	84	44	45	0	2	0	18	N/A	-	-
A	Beechwood CE Primary School Beechwood Road Dudley DY2 7QA (Mrs S Blick) 01384 470127 <b>DFE No: 3322003</b>	5-11	203	30	2023/24	30	84	16	30	0	0	0	8	N/A	2848	-
					2022/23	30	68	20	30	0	0	0	12	N/A	988	-
					2021/22	30	76	16	30	0	0	0	14	N/A	2046	-
C	Belle Vue Primary Lawnswood Road Wordsley Stourbridge DY8 5BZ 01384 818615 (Mr J Marshall) <b>DFE No: 3322151</b>	3-11	403	60	2023/24	60	132	51	51	2	0	0	23	N/A	-	-
					2022/23	60	174	58	60	0	0	0	36	N/A	996	2/0
					2021/22	60	149	52	60	1	0	0	18	N/A	-	-
C	Blanford Mere Primary Mimosa Walk Blanford Mere Estate Kingswinford DY6 7EA 01384 818365 (Mrs K Crook) <b>DFE No: 3322077</b>	5-11	313	45	2023/24	45	95	47	45	1	0	0	8	N/A	2624	2/0
					2022/23	45	98	44	45	1	0	0	14	N/A	-	-
					2021/22	45	115	59	46	0	0	0	27	N/A	976	4/1

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and allowed
A	Blowers Green Primary Blowers Green Road Dudley DY2 8UZ 01384 818490 (Mrs Z Adams) <b>DFE No: 3322000</b>	3-11	209	30	2023/24	30	137	57	30	1	0	0	21	N/A	310	3/0
					2022/23	30	135	48	30	2	0	0	13	N/A	570	2/0
					2021/22	30	102	42	30	2	0	0	12	N/A	1355	5/0
A	Bramford Primary Park Road, Woodsetton Dudley DY1 4JH 01384 818915 (Mrs L Guest) <b>DFE No: 3322045</b>	3-11	422	60	2023/24	60	155	64	60	2	1	0	21	N/A	1913	1/0
					2022/23	60	148	70	61	1	2	0	32	N/A	846	5/0
					2021/22	60	152	66	60	0	3	0	21	N/A	2354	2/0
C	Brierley Hill Primary Mill Street Brierley Hill DY5 2TD 01384 816980 (Mrs T Allport) <b>DFE No: 3322023</b>	3-11	195	30	2023/24	30	94	24	30	0	0	0	11	N/A	1803	-
					2022/23	30	85	33	30	1	0	0	15	N/A	1473	1/0
					2021/22	30	61	16	27	0	0	0	8	N/A	-	-
C	Brockmoor Primary Belle Isle Brockmoor Brierley Hill DY5 3UZ 01384 816635 (Mr R Bond) <b>DFE No: 3322024</b>	3-11	380	60	2023/24	60	87	43	46	2	0	0	14	N/A	-	-
					2022/23	60	77	47	52	0	1	0	27	N/A	-	-
					2021/22	60	80	45	57	0	0	0	26	N/A	-	-
C	Bromley Hills Primary Granville Drive Kingswinford DY6 8LW 01384 816940 (Mr J Stevens) <b>DFE No: 3322142</b>	5-11	300	45	2023/24	45	93	37	37	0	0	0	21	N/A	-	-
					2022/23	45	100	30	35	0	0	0	13	N/A	-	-
					2021/22	45	111	41	45	0	3	0	15	N/A	2241	3/0
C	Brook Primary George Street, Wordsley Stourbridge DY8 5YN 01384 389888 (Ms M Fellows) <b>DFE No: 3322029</b>	5-11	409	60	2023/24	60	73	49	48	0	0	0	25	N/A	-	-
					2022/23	60	113	47	59	1	1	0	22	N/A	-	-
					2021/22	60	109	56	58	1	1	0	25	N/A	-	-



Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and
C	Caslon Primary Beeches View Avenue Halesowen B63 2ES 01384 818875 (Mrs L Holden-Gough) <b>DFE No: 3322112</b>	3-11	211	30	2023/24	30	59	28	29	0	0	0	14	N/A	-	-
					2022/23	30	52	20	22	0	1	0	8	N/A	-	-
					2021/22	30	60	26	30	0	1	0	14	N/A	1546	-
A	Christ Church CE Primary Church Road, Coseley Bilston WV14 8YB 01384 818375 (Acting Head - Miss R Edkins) <b>DFE No: 3323010</b>	3-11	529	75	2023/24	75	133	85	75	2	1	0	23	N/A	1710	-
					2022/23	75	128	90	75	2	1	0	27	N/A	804	3/0
					2021/22	30	125	70	75	0	0	0	34	N/A	-	-
A	Church of the Ascension Primary New Street, Wall Heath Kingswinford DY6 9AH 01384 818760 (Mr S Hudson) <b>DFE No: 3323007</b>	5-11	309	45	2023/24	45	103	37	38	0	0	0	14	N/A	-	-
					2022/23	45	97	43	45	1	0	0	14	N/A	3932	-
					2021/22	45	111	51	45	0	0	0	16	N/A	2377	-
A	Colley Lane Primary Colley Lane Halesowen B63 2TN 01384 816765 (Mr D Simpson) <b>DFE No: 3322102</b>	3-11	474	60	2023/24	60	109	48	50	0	0	0	25	N/A	-	-
					2022/23	60	116	61	60	0	0	0	38	N/A	3823	-
					2021/22	90	135	57	69	0	1	0	24	N/A	-	-
C	Cotwall End Primary Cotwall End Road Sedgley, Dudley DY3 3YG 01384 818730 (Ms C Williams) <b>DFE No: 3322130</b>	5-11	418	60	2023/24	60	182	80	61	1	1	0	27	N/A	1282	1/0
					2022/23	60	180	61	60	0	1	0	20	N/A	2166	-
					2021/22	60	200	69	60	0	0	0	28	N/A	1808	2/0
VA	Cradley CE Primary Church Road Halesowen B63 2UL 01384 818230 (Ms M Harris) <b>DFE No: 3323350</b>	5-11	211	30	2023/24	30	120	38	29	0	0	0	13	N/A	-	-
					2022/23	30	100	39	30	0	0	0	11	N/A	1240	1/0
					2021/22	30	102	42	30	0	0	0	12	N/A	697	-

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and
C	Crestwood Park Primary Lapwood Avenue Crestwood Park Estate Kingswinford DY6 8RP 01384 818315 (Ms A Cooper) <b>DFE No: 3322072</b>	5-11	213	30	2023/24	30	94	31	30	1	0	0	9	N/A	8299	-
					2022/23	30	92	43	30	1	0	0	13	N/A	592	1/0
					2021/22	30	108	46	30	1	0	0	15	N/A	591	2/0
C	Dawley Brook Primary Dubarry Avenue, Valley Fields Kingswinford DY6 9BP 01384 818770 (Mrs L Maskell) <b>DFE No: 3322043</b>	3-11	208	30	2023/24	30	98	18	22	0	4	0	4	N/A	-	-
					2022/23	30	88	14	24	0	0	0	11	N/A	-	-
					2021/22	30	91	25	31	1	0	0	13	N/A	4410	-
C	Dingle Community Primary Madeley Road Kingswinford DY6 8PF 01384 818305 (Mrs G Anderson) <b>DFE No: 3322152</b>	5-11	195	30	2023/24	30	59	20	20	0	0	0	10	N/A	-	-
					2022/23	30	95	34	30	0	0	0	18	N/A	912	5/0
					2021/22	30	74	24	30	0	0	0	12	N/A	-	1/0
A	Dudley Wood Primary Dudley Wood Road Dudley DY2 0DB 01384 818690 (Ms E Guest) <b>DFE No: 3322005</b>	3-11	409	60	2023/24	60	103	54	60	0	0	0	26	N/A	-	-
					2022/23	60	131	49	60	0	0	0	22	N/A	8764	-
					2021/22	60	116	49	61	1	1	0	28	N/A	-	-
C	Fairhaven Primary Barnett Lane Wordsley Stourbridge DY8 5PY 01384 818385 (Mr T Garner) <b>DFE No: 3322063</b>	5-11	296	45	2023/24	45	110	29	33	0	0	0	7	N/A	-	-
					2022/23	45	132	48	45	2	0	0	17	N/A	1659	2/0
					2021/22	45	128	30	39	0	1	0	16	N/A	-	-
A	Foxyards Primary Foxyards Road Tipton DY4 8BH 01384 818740 (Mrs Lowe) <b>DFE No: 3322014</b>	3-11	308	45	2023/24	45	62	26	36	0	0	0	10	N/A	-	-
					2022/23	45	83	38	45	2	0	0	23	N/A	-	-
					2021/22	45	57	26	35	2	1	0	17	N/A	-	-

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and
C	Gig Mill Primary The Broadway Norton Stourbridge DY8 3HL 01384 818600 (Mrs A Hannaway) <b>DFE No: 3322145</b>	3-11	535	90	2023/24	60	124	54	56	0	0	0	20	N/A	-	-
					2022/23	90	143	56	67	1	0	0	24	N/A	-	-
					2021/22	90	152	51	65	0	1	0	28	N/A	-	-
C	Glynne Primary Cot Lane Kingswinford DY6 9TH 01384 816960 (Miss T Powell) <b>DFE No: 3322155</b>	3-11	422	60	2023/24	60	150	65	60	0	0	0	19	N/A	1689	-
					2022/23	60	176	76	60	2	1	0	23	N/A	850	8/0
					2021/22	60	153	68	60	0	0	0	33	N/A	1204	3/0
C	Greenfield Primary Hill Street Stourbridge DY8 1AL 01384 818585 (Ms C Stylianides) <b>DFE No: 3322109</b>	5-11	279	40	2023/24	40	184	47	40	1	0	0	10	N/A	1750	-
					2022/23	40	234	58	40	1	0	0	12	N/A	1022	1/0
					2021/22	40	248	76	40	1	0	0	23	N/A	469	4/1
VA	Halesowen CE Primary High Street Halesowen B63 3BB 01384 818885 (Mrs L Knowles) <b>DFE No: 3323352</b>	3-11	197	30	2023/24	30	48	21	21	0	0	0	14	N/A	-	-
					2022/23	30	54	25	25	0	0	0	10	N/A	-	-
					2021/22	30	59	22	29	0	0	0	13	N/A	-	-
A	Ham Dingle Primary Old Ham Lane Pedmore Stourbridge DY9 0UN 01384 818965 (Ms D Hunt) <b>DFE No: 3322125</b>	5-11	362	60	2023/24	60	88	32	34	0	1	0	22	N/A	-	-
					2022/23	60	122	36	51	1	0	0	19	N/A	-	-
					2021/22	60	99	36	43	1	0	0	18	N/A	-	-
C	Hawbush Primary Hawbush Road Brierley Hill DY5 3NH 01384 816930 (Mr R McConomy) <b>DFE No: 3322143</b>	3-11	212	30	2023/24	30	49	26	25	0	1	0	12	N/A	-	-
					2022/23	30	64	38	30	0	1	0	12	N/A	-	-
					2021/22	30	53	37	30	0	2	0	27	N/A	170	1/0

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A	Hob Green Primary Hob Green Road Pedmore Fields Stourbridge DY9 9EX 01384 210288 (Ms L Williams) <b>DFE No: 3322156</b>	3-11	220	30	2023/24	30	55	29	29	2	0	0	10	N/A	-	-
					2022/23	30	62	31	30	1	1	0	14	N/A	1371	1/0
					2021/22	30	62	24	29	0	0	0	17	N/A	-	-
C	Howley Grange Primary Howley Grange Road Halesowen B62 0HS 01384 685101 (Miss A Lewis) <b>DFE No: 3322137</b>	5-11	423	60	2023/24	60	161	41	58	0	0	0	17	N/A	-	-
					2022/23	60	184	54	60	0	1	0	21	N/A	2408	1/0
					2021/22	60	173	43	60	1	0	0	20	N/A	-	-
C	Huntingtree Primary Bournes Hill Hasbury Estate Halesowen B63 4DZ 01384 818650 (Mr J Harold) <b>DFE No: 3322116</b>	3-11	402	60	2023/24	60	141	44	45	1	0	0	23	N/A	-	-
					2022/23	60	148	51	55	0	4	0	23	N/A	-	-
					2021/22	60	164	40	57	1	0	0	27	N/A	-	-
C	Hurst Green Primary Narrow Lane Halesowen B62 9NZ 01384 818210 (Ms V Kelly) <b>DFE No: 3322124</b>	5-11	422	60	2023/24	60	160	76	60	1	2	0	19	N/A	842	2/0
					2022/23	60	162	71	60	0	1	0	22	N/A	5423	1/0
					2021/22	60	166	70	59	1	0	0	23	N/A	-	-
A	Hurst Hill Primary Paul Street, Coseley Bilston WV14 9AJ 01384 818845 (Ms R Keen) <b>DFE No: 3322148</b>	5-11	214	30	2023/24	30	81	24	29	0	0	0	14	N/A	-	-
					2022/23	30	63	36	30	1	0	0	20	N/A	891	1/0
					2021/22	45	65	25	30	1	0	0	15	N/A	-	-
VA	Jesson's CE Primary School Street Dudley DY1 2AQ 01384 816825 (Ms S Lea) <b>DFE No: 3323306</b>	3-11	621	90	2023/24	90	135	78	94	0	3	0	43	4	2986	-
					2022/23	90	125	69	84	0	0	0	30	2	-	-
					2021/22	90	131	68	79	0	0	0	36	N/A	-	-



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A	Kates Hill Community Primary Peel Street, Kates Hill Dudley DY2 7HP 01384 818700 (Mrs L Woodhouse) <b>DFE No: 3322010</b>	3-11	394	60	2023/24	60	121	62	60	0	0	0	21	N/A	3126	-
					2022/23	60	110	54	60	0	2	0	22	N/A	3037	-
					2021/22	60	103	41	60	0	0	0	22	N/A	-	-
A	Lapal Primary Priory Road Halesowen B62 0BZ 01384 818200 (Ms J Turner) <b>DFE No: 3322107</b>	5-11	381	45	2023/24	45	170	69	45	1	2	0	26	N/A	898	-
					2022/23	45	175	62	45	0	0	0	22	N/A	9850	3/0
					2021/22	45	185	60	60	1	0	0	17	N/A	2773	1/0
A	Lutley Primary Brookwillow Road Halesowen B63 1BU 01384 818220 (Mrs K Hall) <b>DFE No: 3322120</b>	5-11	618	90	2023/24	90	139	68	75	2	0	0	29	N/A	-	-
					2022/23	90	171	82	87	0	0	0	33	N/A	-	-
					2021/22	90	172	70	75	2	0	0	30	N/A	-	-
C	Maidensbridge Primary Beachcroft Road Wall Heath Kingswinford DY6 0HX 01384 818405 (Mrs K Thomas) <b>DFE No: 3322035</b>	5-11	205	30	2023/24	30	75	28	30	2	0	0	10	N/A	4679	-
					2022/23	30	81	21	28	0	0	0	10	N/A	-	-
					2021/22	30	89	26	30	0	2	0	15	N/A	3345	1/0
A	Manor Way Primary Brier Mill Road Halesowen B63 3HA 01384 818895 (Ms L Buttery) <b>DFE No: 3322139</b>	5-11	205	30	2023/24	30	81	22	26	2	0	0	8	N/A	-	-
					2022/23	30	104	36	30	1	0	0	9	N/A	3919	1/0
					2021/22	30	103	28	30	1	0	0	11	N/A	-	-
C	Milking Bank Primary Aintree Way, Milking Bank Dudley DY1 2SL 01384 816695 (Mrs K Brass) <b>DFE No: 3322160</b>	3-11	341	50	2023/24	60	262	79	60	3	0	0	29	N/A	654	3/0
					2022/23	60	219	66	61	1	1	0	20	N/A	2282	1/0
					2021/22	60	246	90	60	1	1	0	22	N/A	713	5/0

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C	Mount Pleasant Primary Mount Pleasant Quarry Bank Brierley Hill DY5 2YN 01384 816910 (Mrs H Robinson) <b>DFE No: 3322036</b>	3-11	341	50	2023/24	50	134	47	50	0	0	0	20	N/A	1753	-
					2022/23	50	152	37	49	0	0	0	18	N/A	-	-
					2021/22	50	119	35	37	0	0	0	13	N/A	-	-
A	Netherbrook Primary Chester Road, Netherton Dudley DY2 9RZ 01384 818415 (Mr P Rawlings) <b>DFE No: 3322147</b>	3-11	452	60	2023/24	60	122	63	60	0	0	0	25	N/A	972	3/0
					2022/23	60	142	74	60	0	0	0	31	N/A	5132	-
					2021/22	60	125	63	62	0	3	0	24	N/A	1544	1/0
A	Netherton CE Primary Highbridge Road, Netherton Dudley DY2 0HU 01384 816895 (Mrs K Harvey) <b>DFE No: 3323053</b>	3-11	362	60	2023/24	60	107	37	46	0	1	0	19	N/A	-	-
					2022/23	60	88	35	37	1	0	0	19	N/A	-	-
					2021/22	60	88	34	39	0	0	0	22	N/A	-	-
C	Newfield Park Primary Whittingham Road Halesowen B63 3TP 01384 818640 (Mr S Payne) <b>DFE No: 3322138</b>	5-11	475	60	2023/24	60	126	61	59	1	0	0	19	N/A	-	-
					2022/23	60	139	60	60	0	0	0	18	N/A	8989	-
					2021/22	60	147	76	60	1	0	0	30	N/A	942	-
A	Northfield Road Primary Northfield Road Netherton Dudley DY2 9ER 01384 818710 (Mrs N Bennett) <b>DFE No: 3322011</b>	5-11	404	60	2023/24	60	106	40	68	0	0	0	15	N/A	-	-
					2022/23	60	50	105	44	1	0	0	24	N/A	-	-
					2021/22	60	97	46	58	0	0	0	25	N/A	-	-
VC	Oldswinford CE Primary Field Lane Oldswinford Stourbridge DY8 2JQ 01384 818790 (Ms E Game) <b>DFE No: 3323050</b>	5-11	420	60	2023/24	60	153	44	52	1	0	0	14	N/A	-	-
					2022/23	60	206	62	60	0	0	0	30	N/A	8278	-
					2021/22	60	165	52	60	1	0	0	24	N/A	3584	-

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A	Olive Hill Primary Springfield Road Halesowen B62 8JZ 01384 818855 (Mrs H Grasby) <b>DFE No: 3322106</b>	3-11	412	60	2023/24	60	140	58	64	1	0	0	34	N/A	1609	1/0
					2022/23	60	116	48	57	0	0	0	23	N/A	-	-
					2021/22	60	123	58	60	0	0	0	27	N/A	2375	2/0
VA	Our Lady & St Kenelm RC Primary Bundle Hill Halesowen B63 4AR 01384 816880 (Ms C Finnegan) <b>DFE No: 3323357</b>	5-11	203	30	2023/24	30	71	34	30	0	0	0	14	14	304	1/0
					2022/23	30	82	33	30	0	0	0	14	10	-	-
					2021/22	30	74	24	25	0	0	0	9	15	-	-
A	Pedmore CE Primary Hagley Road, Pedmore Stourbridge DY9 0RH 01384 818955 (Mr D Dunn) <b>DFE No: 3323354</b>	5-11	222	30	2023/24	30	126	43	30	1	0	0	15	N/A	810	1/0
					2022/23	30	158	37	30	1	0	0	12	N/A	982	3/0
					2021/22	30	166	48	30	0	0	0	20	N/A	669	-
C	Peters Hill Primary Peters Hill Road Amblecote Brierley Hill DY5 2QH 01384 816740 (Mr S Duncan) <b>DFE No: 3322075</b>	5-11	781	120	2023/24	120	137	68	75	0	0	0	40	N/A	-	-
					2022/23	120	189	85	91	2	0	0	45	N/A	-	-
					2021/22	120	208	106	113	1	1	0	45	N/A	-	-
A	Priory Primary Limes Road, Priory Estate Dudley DY1 4HN 01384 816845 (Mr K Daley) <b>DFE No: 3322154</b>	3-11	547	60	2023/24	60	106	52	65	0	0	0	26	N/A	2142	-
					2022/23	60	114	53	60	0	0	0	34	N/A	2593	-
					2021/22	90	117	57	71	1	0	0	35	N/A	-	-
C	Quarry Bank Primary High Street, Quarry Bank Brierley Hill DY5 2AD 01384 818750 (Ms A Rawlings) <b>DFE No: 3322153</b>	3-11	316	45	2023/24	45	123	58	49	1	1	0	21	N/A	419	3/0
					2022/23	45	119	54	46	1	0	0	17	N/A	973	1/1
					2021/22	45	107	49	44	1	0	0	14	N/A	-	-

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and allowed
A	Queen Victoria Primary Bilston Street, Sedgley Dudley DY3 1JB 01384 812545 (Ms C Rindi) <b>DFE No: 3322149</b>	3-11	505	60	2023/24	60	85	46	57	0	0	0	26	N/A	-	-
					2022/23	60	92	39	47	1	0	0	15	N/A	-	-
					2021/22	90	99	59	61	0	0	0	28	N/A	-	-
C	Red Hall Primary Zoar Street Lower Gornal Dudley DY3 2PA 01384 813850 (Mrs H Tomlinson) <b>DFE No: 3322052</b>	3-11	348	45	2023/24	52	100	43	47	1	0	0	21	N/A	-	-
					2022/23	45	87	41	45	1	0	0	21	N/A	5283	-
					2021/22	45	101	41	51	0	0	0	26	N/A	-	-
C	Roberts Primary Roberts Street Lower Gornal Dudley DY3 2AZ 01384 818275 (Ms D Hunt) <b>DFE No: 3322144</b>	3-11	626	90	2023/24	90	211	102	91	2	2	0	42	N/A	1096	1/0
					2022/23	90	206	84	90	3	0	0	36	N/A	3570	-
					2021/22	90	202	71	91	0	1	0	25	N/A	5684	-
A	Rufford Primary Bredon Avenue Stourbridge DY9 7NR 01384 686717 (Mrs E Tilley) <b>DFE No: 3322118</b>	3-11	172	30	2023/24	30	52	20	27	0	1	0	7	N/A	-	-
					2022/23	30	44	20	21	0	0	0	10	N/A	-	-
					2021/22	30	33	23	26	0	0	0	12	N/A	-	-
C	Russells Hall Primary Overfield Road Russells Hall Estate Dudley DY1 2NX 01384 816785 (Ms A Harrison) <b>DFE No: 3322136</b>	5-11	416	60	2023/24	60	142	61	60	1	0	0	17	N/A	1634	1/0
					2022/23	60	138	61	60	0	0	0	18	N/A	4067	-
					2021/22	60	126	54	60	2	1	0	26	N/A	3577	3/0
A	Sledmere Primary School Drive off Buffery Road Dudley DY2 8EH 01384 818425 (Ms E Pritchett) <b>DFE No: 3322004</b>	3-11	594	90	2023/24	90	133	70	81	0	1	0	37	N/A	-	-
					2022/23	90	132	69	81	0	0	0	34	N/A	-	-
					2021/22	90	114	52	75	1	2	0	27	N/A	-	-



Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and
A	St Chad's RC Primary Catholic Lane Sedgley Dudley DY3 3UE 01384 889423 (Mrs K Bickley) <b>DFE No: 3323304</b>	5-11	212	30	2023/24	30	86	34	30	0	1	0	9	8	1829	4/0
					2022/23	30	97	33	30	1	0	0	16	6	1313	1/0
					2021/22	30	95	36	30	0	1	0	11	25	581	-
VA	St James's CE Primary Kingsway Wollaston Stourbridge DY8 4RU 01384 818810 (Mrs N Sefton) <b>DFE No: 3323358</b>	5-11	414	60	2023/24	60	110	51	58	2	0	0	24	1	-	-
					2022/23	60	118	60	60	1	0	0	27	0	3422	-
					2021/22	60	118	61	60	3	0	0	30	3	2085	-
A	St Joseph's RC Primary Hillcrest Road Dudley DY2 7PW 01384 889424 (Mrs S Chapman) <b>DFE No: 3323302</b>	3-11	213	30	2023/24	30	138	60	30	0	1	0	11	9	214	6/0
					2022/23	30	114	54	30	1	0	0	19	7	156	1/0
					2021/22	30	125	62	30	0	1	0	12	24	-	8/0
A	St Joseph's RC Primary Lea Vale Road Norton Stourbridge DY8 2DT 01384 431980 (Mr A Carry) <b>DFE No: 3323355</b>	5-11	210	30	2023/24	30	56	26	27	0	0	0	11	14	-	-
					2022/23	30	88	37	30	0	0	0	18	12	-	-
					2021/22	30	71	30	29	0	0	0	12	28	-	-
VC	St Margaret's at Hasbury CE Primary Hagley Road Hasbury, Halesowen B63 4QD 01384 818660 (Mrs S Shepherd) <b>DFE No: 3323052</b>	5-11	195	30	2023/24	30	70	25	25	0	0	0	11	N/A	-	-
					2022/23	30	73	20	21	0	2	0	9	N/A	-	-
					2021/22	30	82	30	30	1	0	0	18	N/A	1989	1/0
VC	St Mark's CE Primary High Street Pensnett Brierley Hill DY5 4DZ 01384 818935 (Mr K Rondeau) <b>DFE No: 3323008</b>	3-11	313	45	2023/24	45	75	41	43	0	0	0	18	N/A	-	-
					2022/23	45	69	41	42	0	0	0	21	N/A	-	-
					2021/22	45	72	34	41	0	0	0	17	N/A	-	-

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and allowed
A	St Mary's CE Primary Queen Street Kingswinford DY6 7AQ 01384 818295 (Ms H Brown) <b>DFE No: 3323009</b>	5-11	209	30	2023/24	30	79	21	23	0	0	0	9	N/A	-	-
					2022/23	30	88	35	30	1	0	0	9	N/A	1779	-
					2021/22	30	96	28	30	0	0	0	8	N/A	2728	-
A	St Mary's RC Primary Mill Street Brierley Hill DY5 2TH 01384 818435 (Ms I Borriello) <b>DFE No: 3323303</b>	5-11	204	30	2023/24	30	64	25	29	0	0	0	4	1	-	-
					2022/23	30	70	24	30	0	0	0	14	5	2390	-
					2021/22	30	54	21	23	0	0	0	18	5	-	-
C	Straits Primary Longfellow Road The Straits, Lower Gornal Dudley DY3 3EE 01384 818575 (Mr L Hazelhurst) <b>DFE No: 3322150</b>	5-11	411	60	2023/24	60	135	49	59	0	0	0	17	N/A	-	-
					2022/23	60	135	53	56	0	0	0	22	N/A	-	-
					411	60	142	46	55	0	0	0	17	N/A	-	-
A	Tenterfields Primary Tenterfields Halesowen B63 3LH 01384 818560 (Mr S Dowling) <b>DFE No: 3322104</b>	3-11	206	30	2023/24	30	72	19	18	0	0	0	10	N/A	-	-
					2022/23	30	89	20	29	0	0	0	6	N/A	-	-
					2021/22	30	92	19	27	0	0	0	9	N/A	-	-
A	The Bromley-Pensnett Primary Bromley Pensnett Brierley Hill DY5 4PJ 01384 210290 (Mr J Gray) <b>DFE No: 3322132</b>	3-11	422	30	2023/24	30	83	44	32	0	1	0	15	N/A	616	2/0
					2022/23	30	59	26	30	0	0	0	12	N/A	1311	-
					422	30	67	32	30	0	0	0	17	N/A	780	2/0
C	The Ridge Primary Gregory Road Stourbridge DY8 3NF 01384 818800 (Mrs D Hudson) <b>DFE No: 3322122</b>	5-11	207	30	2023/24	30	113	33	30	0	0	0	12	N/A	1248	-
					2022/23	30	121	31	30	0	0	0	10	N/A	1800	-
					2021/22	30	97	30	30	0	0	0	10	N/A	1058	-

Type	Official name of school, postal address, telephone number and name of teacher	Age range	Total NOR May 2023	Published admission number for 2024/25	Admissions to Academic Year	Published Admission Number	Total applications	Total 1st preference application	Total number admitted	Looked after children	Statement of SEN	Medical	Siblings	Faith	Furthest distance admitted (metres)	Number of appeals heard and allowed
C	Thorns Primary Thorns Road Quarry Bank, Brierley Hill DY5 2JY 01384 818285 (Ms R Jordan) <b>DFE No: 3322067</b>	5-11	200	30	2023/24	30	65	26	30	0	0	0	14	N/A	4770	-
					2022/23	30	73	24	26	0	0	0	10	N/A	-	-
					2021/22	30	49	16	20	0	1	0	7	N/A	-	-
A	Wallbrook Primary off Bradleys Lane Coseley Bilston WV14 5YP 01384 818985 (Mrs L McGregor) <b>DFE No: 3322013</b>	5-11	266	30	2023/24	30	59	28	30	0	0	0	17	N/A	5443	-
					2022/23	45	69	26	41	0	0	0	15	N/A	-	-
					2021/22	45	59	24	32	0	0	0	15	N/A	-	-
C	Withymoore Primary Gayfield Avenue off Turners Lane, Quarry Bank Brierley Hill DY5 2BH 01384 818530 (Ms A Wootton) <b>DFE No: 3322126</b>	5-11	420	60	2023/24	60	124	46	52	1	0	0	14	N/A	-	-
					2022/23	60	172	76	60	1	0	0	26	N/A	1220	1/0
					2021/22	45	146	60	59	2	1	0	22	N/A	2337	-
C	Wollescote Primary Drummond Road Wollescote Stourbridge DY9 8YA 01384 818500 (Ms L Hudson) <b>DFE No: 3322111</b>	3-11	388	60	2023/24	59	89	61	60	0	3	0	22	N/A	3400	-
					2022/23	60	78	43	54	0	1	0	21	N/A	-	-
					2021/22	60	89	40	54	0	2	0	25	N/A	-	-
A	Woodside Community School and Childrens Centre Highgate Road, Woodside Dudley DY2 0SN 01384 818245 (Mrs S Bloomer) <b>DFE No: 3322140</b>	5-11	411	60	2023/24	60	124	78	60	1	0	0	26	N/A	609	5/0
					2022/23	60	95	50	57	0	0	0	25	N/A	-	-
					2021/22	60	85	49	59	2	1	0	27	N/A	-	-
C	Wren's Nest Primary Foxglove Road Wren's Nest Estate Dudley DY1 3NQ 01384 818515 (Ms S Parkes) <b>DFE No: 3322146</b>	3-11	423	60	2023/24	60	96	58	59	0	0	0	22	N/A	-	-
					2022/23	60	130	70	61	1	0	0	28	N/A	1821	4/0
					2021/22	60	99	46	59	0	0	0	28	N/A	-	-



## addresses of neighbouring local authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about the likelihood of a place being available.

Name of LA	Address	Contact details
<b>Birmingham</b>	Schools Admissions and Fair Access Service Directorate for Education and Skills PO Box 16513 Birmingham B2 2FF	0121 303 1888 option 1 <a href="http://www.birmingham.gov.uk">www.birmingham.gov.uk</a> <a href="http://www.birmingham.gov.uk/schooladmissions">www.birmingham.gov.uk/schooladmissions</a> email: <a href="mailto:admissions@birmingham.gov.uk">admissions@birmingham.gov.uk</a>
<b>Worcestershire</b>	School Admissions Worcestershire Children First County Hall Spetchley Road Worcester WR5 2NP	01905 822700 <a href="http://www.worcestershire.gov.uk">www.worcestershire.gov.uk</a> email: <a href="mailto:schooladmissions@worcestershire.gov.uk">schooladmissions@worcestershire.gov.uk</a>
<b>Sandwell</b>	School Admissions Children & Education Sandwell Metropolitan Council PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX	0121 569 6765 <a href="http://www.sandwell.gov.uk/schooladmissions">www.sandwell.gov.uk/schooladmissions</a> email: <a href="mailto:annual_schooladmissions@sandwell.gov.uk">annual_schooladmissions@sandwell.gov.uk</a>
<b>Staffordshire</b>	School Admissions & Transport Service 1 Staffordshire Place Education Department Tipping Street Stafford ST16 2DH	0300 111 8007 <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a> email: <a href="mailto:admissions@staffordshire.gov.uk">admissions@staffordshire.gov.uk</a>
<b>Wolverhampton</b>	School Admissions & Appeals Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1SH	01902 551122 <a href="http://www.wolverhampton.gov.uk">www.wolverhampton.gov.uk</a> email: <a href="mailto:schooladmissions@wolverhampton.gov.uk">schooladmissions@wolverhampton.gov.uk</a>
<b>Walsall</b>	Admissions & Appeals Team Walsall Council 2nd Floor Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 <a href="http://www.walsall.gov.uk">www.walsall.gov.uk</a> e-mail: <a href="mailto:schooladmissionsadvice@walsall.gov.uk">schooladmissionsadvice@walsall.gov.uk</a>

**Note:** The details contained in the booklet, which relates to the admission of children to school in 2024/25, were correct in August 2023. It should not be assumed that there will be no changes after that date, or that the information contained will apply to the admission of children in subsequent years.



# a parents' guide to primary school admissions 2024-25



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[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## useful contacts

### Dudley Family Information Service

[fis.cs@dudley.gov.uk](mailto:fis.cs@dudley.gov.uk)

01384 814398

### Travel Support Team

[www.dudley.gov.uk/residents/learning-and-school/education-travel-support](http://www.dudley.gov.uk/residents/learning-and-school/education-travel-support)

01384 814301

### Special Educational Needs Team

[senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)

01384 814360

### SENDIASS

[www.dudley.gov.uk/residents/learning-and-school/information-for-parents/dudley-sendiass](http://www.dudley.gov.uk/residents/learning-and-school/information-for-parents/dudley-sendiass)

[dudley.sendiass@dudley.gov.uk](mailto:dudley.sendiass@dudley.gov.uk)

07900 161363

07929 777744

### The Schools Adjudicator

[www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

[Osa.team@schoolsadjudicator.gov.uk](mailto:Osa.team@schoolsadjudicator.gov.uk)

01325 340402

### The Department for Education

[www.gov.uk/dfes](http://www.gov.uk/dfes)

0370 000 2288

### The Local Government Ombudsman

[www.lgo.org.uk](http://www.lgo.org.uk)

0300 061 0614

### Free School Meals

[www.dudley.gov.uk/residents/benefits/free-school-meals/](http://www.dudley.gov.uk/residents/benefits/free-school-meals/)

[Freeschoolmeals.benefits@dudley.gov.uk](mailto:Freeschoolmeals.benefits@dudley.gov.uk)

01384 814543 (answer machine service)

### Elective Home Education

[www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education](http://www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education)

[www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education](http://www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education)

01384 814317

**Education Investigation Service**

[www.dudley.gov.uk/resident/learning/parental-support/dudley-education-investigation-service/eis.cs@dudley.gov.uk](http://www.dudley.gov.uk/resident/learning/parental-support/dudley-education-investigation-service/eis.cs@dudley.gov.uk)  
01384 814317

**Connexions Dudley**

[www.connexionsdudley.org](http://www.connexionsdudley.org)  
Connexions@dudley.gov.uk  
01384 811400

**Education Funding Agency**

[www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)  
0370 000 2288

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## notes

For further information visit  
**[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)**  
or call  
**0300 555 2345** or email  
**[admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)**

Correspondence address only  
School Admissions  
Children's Services Directorate  
The Council House  
Priory Road  
Dudley  
West Midlands DY1 1HF