

A parent's guide to  
Primary School  
Admissions

2021-22

This booklet describes Dudley Council's arrangements for admitting children to primary schools in September 2021.

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

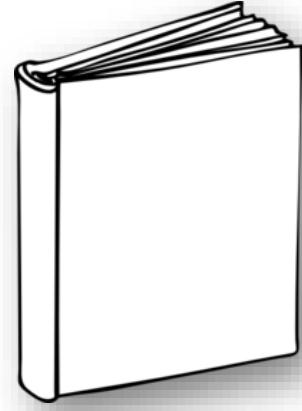


# A guide for parents

This booklet provides details of the admission arrangements that will operate at primary schools in the Dudley borough for admissions in September 2021.

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 5, especially the closing date for applications, and also the specific detail given about each school's admission arrangements that are set out from Page 14 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 2020 we were able to meet **97%** 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 school work closely to ensure your child will be educated to the highest standard.

A handwritten signature in black ink, appearing to read 'Helen Ellis'.

Helen Ellis  
Acting Director of Children's Services – Children's Directorate  
The Council House, Priory Road, Dudley, West Midlands DY1 1HF

## Contents

Types of admission authorities operating in Dudley .....	4
Admission to primary schools .....	4
Deferred entry to reception class .....	6
Delayed entry .....	6
Process .....	6
Online applications .....	8
How can I contact the School Admissions Service .....	10
Primary School admissions flowchart .....	11
Admission policy for community and voluntary controlled primary schools in Dudley .....	12
Admissions Policies for foundation, voluntary aided and academy primary schools .....	14
DEFINITION OF A "BAPTISED CATHOLIC" .....	109
Example of preference allocations .....	110
What are my rights if my application is unsuccessful .....	111
What do I need to consider before expressing my preference .....	112
Infant class size legislation .....	113
Special educational need and the Children & Families Act 2014 .....	114
Privacy Notice .....	115
Details of all Dudley primary schools .....	118
Addresses of neighbouring local authorities .....	132
Useful contacts .....	133
Notes .....	134

## 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 12-13 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 14 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 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 14 onwards.

## Admission to primary schools

### Admission point

All children born between 1 September 2016 and 31 August 2017 will be admitted in September 2021.

### 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

Dudley will give priority to first preference applicants. Please see the example of how this works on Page 110.

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 119 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.

## Important dates

Online application available	<b>1 October 2020</b>
Return date of paper application forms	<b>15 January 2021 by 5 pm *</b>
Return date of online applications	<b>15 January 2021 by midnight</b>
Decision emails to parents	<b>16 April 2021 after 2 pm</b>
Decision letters to parents	<b>16 April 2021 by 2nd class post</b>
Appeals to be heard	<b>June/July 2021</b>

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

## What is the coordinated 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 2021 will be withdrawn if the child does not take up that place by the first day of the summer term 2022. 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 are able to 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 119 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 132 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 132 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.

## **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 2020, 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 after 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 2020 until the closing date of 15 January 2021.

### 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?

Every time you make or change your online application, you will receive an email confirming the status of your application. You can also 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 2021 after 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 31 March 2021 (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 Pages 112 - 113.

Please note: if your child's permanent residence changes at any point from 1 September 2020 to 31 August 2021, 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 2021) 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/carer at the time of application.

### **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 2022.

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 2022 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 2021. If you apply online, you will receive notification by email on 16 April 2021 after 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**

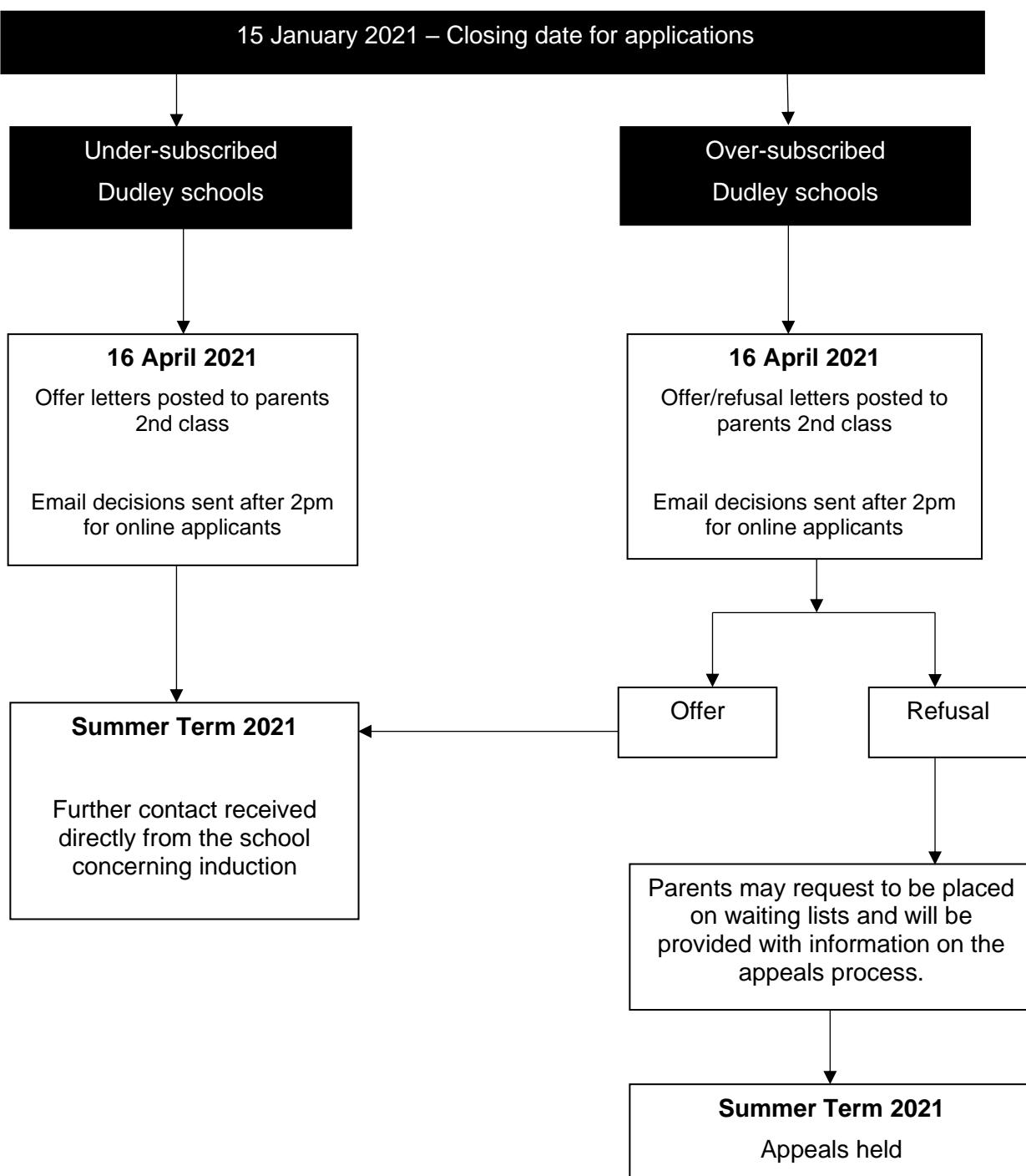
**E-mail: [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)**

**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 2021/22



## 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 2021/2022

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.
- 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 2021/22.
- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.

- 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 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) 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 2021/2022 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

For admissions at the normal point of entry, the LA will co-ordinate all applications for all schools in Dudley. For a copy of the co-ordinated scheme, please contact the School Admissions Service.

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

## **Admissions Policies for foundation, voluntary aided and academy primary schools**

### **Alder Coppice Primary School**

#### **The Published Admission Number for 2021 will be 60.**

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).

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 2021-22.
- 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).

Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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 parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021 -2022 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 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 2022. After 31 August 2022 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 2022 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 2021 - 2022 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 Church of England Primary School**

**The published admissions number for year 2021/22 will be 30.**

Beechwood CE Primary School is 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 (1st September – 31st 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

8. All other children who are not included in the above criteria.

## Over-Subscription

If there is over-subscription within a category, the Governors 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.

### 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).

### 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.

### 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 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.

### 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 Governors have agreed to follow the same process and time scale as adopted by Dudley LA and the 2021/2022 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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:

- a) Where a child moves into the Borough after the closing date and therefore the parent/carer could not apply within the deadline given.
- b) Where a child moves within the Borough and as a result needs to make new preferences for schools within the new area.
- c) 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 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 31st August 2022. 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.

Places that become available between the point of allocation and 31st August 2022 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 2021/22 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.

## Blowers Green Primary School

Blowers Green Primary is a member of Dudley Academies Trust which operates a number of 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 Pupils wherever possible.

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 Pupils 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) in the form of the School Admissions Code and the 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:

- 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 his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### How to Apply

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 School Admissions Service. You can use this form to express your preference, in rank order.

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Head teacher'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 on the basis of 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.

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.

## **Pupils with an Education Health and Care Plan**

Pupils with an education, health and care (EHC) Plan are placed in schools through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the school a child with a an EHC Plan that names the school. Schools must admit such Pupils whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of Pupils with an EHC Plan should contact their child's lead professional for any further information.

## **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.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below,

against the following order of priority until all places are filled.

- Children who are currently Looked After 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.
- Children with a "serious and ongoing medical condition" where Blowers Green Primary is the most appropriate setting to meet the condition. Parents must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Blowers Green Primary is the most appropriate setting to meet their medical need. The Academy will not seek to obtain medical evidence on behalf of parents.
- Children with a brother or sister, half-brother/sister (where the children share one common parent), or step brother/step sister living at the same home address and who will still be attending Blowers Green Primary in September 2021. The definition of brother or sister also relates to adopted or fostered children living at the same home address
- Proximity of the child's home to 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.

## **In-Year Admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

children whose EHC plan names 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 Pupils 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 school 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 make a decision.

Parents/carers whose application is turned down are entitled to appeal.

## **Waiting List**

Where the school 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 Pupils moving into the area who qualify for a higher criteria 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 Board of Trustee'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: Democratic Services, Council House, Priory Road, Dudley DY1 1HF

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.

## Bramford Primary School

### Published Admission Number: 60

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.

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

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.

#### 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 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.

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's 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 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.)

- 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 Bramford in the academic year 2021/22
- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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, or the Adoption Act 1976. A Child Arrangement 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).
- 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 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 2021/22 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2022. 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 above, will be used to determine which applicant will have the place.

Inclusion 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 co-ordinated scheme for further details.

In year admission applications will be co-ordinated 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

Bromley-Pensnett Primary School is part of drb Multi Academy Trust.

Bromley-Pensnett 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:

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.

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

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

### Legal Context:

- The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- The School Admissions (Infant Class Sizes) (England) Regulations 2012
- School Admissions Code 2014

### Bromley-Pensnett Primary School Admissions Policy for Normal Age of Entry in Academic Year 2021/2022

Published Admissions Number - 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 if the school is 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, a 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 the preferred community or voluntary controlled 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 school 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 the preferred school in the academic year 2021/22.
- 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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).
- Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 amount of places available for children who do not have an EHCP.
- 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 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 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 2021/22 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2022. There will be a period of two weeks after the national offer date whereby places that have become available will not be reallocated. This will allow all applicants the same opportunity to join the waiting list.

Inclusion on the 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 31st August 2022 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 Council will co-ordinate all applications for Bromley-Pensnett Primary School. See the co-ordinated scheme for further details.

In year admission applications will be co-ordinated by The Council for Bromley-Pensnett Primary School.

## **Repeat Applications**

It is not Bromley-Pensnett'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

### Our admission number for Reception is 90.

For admissions, Colley Lane Primary Academy will be part of the co-ordinated admission arrangements with Dudley MBC. Applications should be made online to Dudley MBC.

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 2014

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 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 2021/22.

- 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 settles 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 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 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 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 2021/22 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 31st August 2022. 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 above, will be used to determine which applicant will have the place.

Inclusion 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 2022 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.

## **Cradley CE Primary School**

### **Published Admission Number: 30**

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, (1st September – 31st 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 arrangement order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangement 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 2021-22.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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
- 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 arrangement 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 parent's 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 friend's 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 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

best interests and the views of the Headteacher. If parents are considering this option, they should read the DFE guidance which can be found at [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission).

## 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 2021-2022 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 2021-2022 Co-ordinated admission arrangement 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 more than one application is received at the same time, the oversubscription criteria, as operate from the point of allocation until the 31st August 2022. 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 detailed on above, will be used to determine which applicant will have the place.

Inclusion 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 2022 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

Dudley Wood 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 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 2014

Admissions Policy for Normal Age of Entry in Academic Year 2021/2022

Published Admission Number: 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 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 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 Dudley Wood 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 in the academic year 2021/2022.

- 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).

- 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 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

- 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 Reception Class later during the 2021/2022 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 31st August 2022. 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 above, 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 2022 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 Church of England Primary School**

The Published Admission will be 30

We care, we trust, we believe, we share, we enjoy we ACHIEVE!

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.

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 arrangement order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after. (see notes)
- b) Children who have a "serious and ongoing medical condition" where the preferred 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/2022.
- 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

- 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 arrangement 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 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 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 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 2021/2022 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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 Headteacher. If parents are considering this option, they should read the DFE guidance which can be found at [www.gov.uk/government/publications/summer-born-children-school-admission](http://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 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 2021. 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 31st August 2022 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

Ham Dingle 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 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 2014

Admissions Policy for Normal Age of Entry in Academic Year 2021/2022

Published Admission Number: 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 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 Ham Dingle 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 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 Ham Dingle in the academic year 2021/2022.
- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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 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 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 Reception Class later during the 2021/2022 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 31st August 2022. 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 above, 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 2022 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.

## **Hob Green Primary School**

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.

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

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

### **Legal Context:**

- The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- The School Admissions (Infant Class Sizes) (England) Regulations 2012
- School Admissions Code 2014

Hob Green Primary School Admissions Policy for Normal Age of Entry in Academic Year 2020/2021

Published Admissions Number - 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 if the school is

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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, a 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 the preferred community or voluntary controlled 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 school 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 the preferred school in the academic year 2020/21.
- 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 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 arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 amount of places available for children who do not have an EHCP.
- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 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 2021/2022 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 2022. There will be a period of two weeks after the national offer date whereby places that have become available will not be reallocated. This will allow all applicants the same opportunity to join the waiting list.

Inclusion on the 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 31st August 2022 will be offered

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 Council will co-ordinate all applications for Hob Green Primary School. See the co-ordinated scheme for further details.

In year admission applications will be co-ordinated by The Council for Hob Green Primary School.

## Repeat Applications

It is not Hob Green'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

### Published Admission Number: 45

#### 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 2014

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 of staff in either or both of the following circumstances:

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/2022.

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

- 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 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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 2021/2022 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 31st August 2021. 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 above, 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 2022 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 Church of England 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 2021/22 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, (1st September – 31st 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 arrangement order or special guardianship order. 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 from 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 an Education, Health and Care (EHC) Plan 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:

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 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 2020/21 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 31st August 2022. 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 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 2022 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 2021/22 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**

### **Principles:**

Kates 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.

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

The admission arrangements set by the Learning Link Multi 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 2014

### **Admissions Policy for Normal Age of Entry in Academic Year 2021/2022**

Published Admission Number: 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 order or special guardianship order. See notes below.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Kates Hill 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 Kates Hill 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 Kates Hill in the academic year 2021/2022.

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. Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order

in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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 Reception Class later during the 2021/2022 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 31st August 2022. 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 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 31st August 2022 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.

## Lapal Primary School

Published Admission Number: 45

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 2014

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 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 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 2021/2022.
- 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. Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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 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 2021/2022 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 31st August 2022. 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 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 2022 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**

Published Admission Number: 90

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 2014

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 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 Lutley Primary School in the academic year 2021/2022.
- 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. Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 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 2021/2022 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 31st August 2022. 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 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 2022 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

### Published Admission Number: 30

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 2014

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 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 2021/2022.
- 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 settles 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 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 2021/22 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 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.

Please also see delayed entry policy.  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

### **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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2022. 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 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 2022 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 School**

Published Admission Number: 60

### **Principles:**

Netherbrook 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.

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

The admission arrangements set by the Learning Link Multi 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 2014

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

condition" where Netherbrook 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 Netherbrook 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 Netherbrook in the academic year 2021/22.
- 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 settles 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 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

Reception Class later during the 2021/2022 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 31st August 2022. 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 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 31st August 2022 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.

## Netherton CE Primary School

Published Admission Number: 60

We believe that no child's dreams or ambitions should be limited by social injustice. We will give all of "God's Children" the skills they need as they journey towards their Super North Star.

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 15th January 2021. The national allocation date for all primary school places is 16th April, 2021 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 that places will be offered in the following priority order:

**Priority 1:** "Looked after" and previously "Looked after" children.

**Priority 2:** Siblings of older pupils attending the school at the time of admission.

**Priority 3:** Children of staff at the school, 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:** 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.

### Explanatory Notes on the above priorities:

**"Looked after" children:** Means all those currently in the care of 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, child arrangement order or special guardianship order.

**Siblings:** A sibling is defined as a brother or sister, including half-siblings, adopted children, step-siblings or a child of the parent/carer's partner, living at the same address. Children who are brought together as a family unit by a same sex civil partnership or marriage and who are living at the same address, are also considered to be siblings.

In order to qualify on the grounds of a sibling connection as defined above, the older child must already be attending the school at the time of application and still be attending at the time of admission.

**Home address:** This 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.

**Shortest Distance:** This will be measured as a straight-line distance from the home address to the main entrance of the school. The LA will provide information as to the precise distance.

## Further Information:

### Multiple Births

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

### Late Applications

The Governing Body/Trustees have agreed in its co-ordinated scheme to accept late applications and treat them as being on time, if received by 28th February, 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 15th January, 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 2022. 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 Headteacher 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.

## Northfield Road Primary School

Published Admission Number: 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, a 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 the preferred community or voluntary controlled 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 School 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

be attending the preferred school in the academic year 2021/22

- 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 local authority in accordance with Section 22 (1) of the Children Act 1989, and who are (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 the Adoption and Children Act 2002 (see Section 46 adoption orders).

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 order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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.

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 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 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 2021/2022 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## **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 2022. 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 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 2022 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.

## Olive Hill Primary School

Determined School Admissions Policy for Normal Age of Entry in Academic Year 2021/2022

Published Admission Number: 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 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 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 2021/2022.

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. 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 order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/2022 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 2022. 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 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 2022 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 and St Kenelm RC Primary School**

The admissions process for Our Lady & St Kenelm Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady & St Kenelm 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 RC Primary School on the application form. Applications need to be made by 15th January 2021. 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 2021, 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.

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021. (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 [www.birminghamdiocese.org.uk/parish-map/](http://www.birminghamdiocese.org.uk/parish-map/) and will be applied to the admission arrangements for the academic year 2021/2022.

## Oversubscription 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 RC 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 RC 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 Rc 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.

### 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 (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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 where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

## 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.

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 place, 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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 31st March 2021. After this date it may not be possible for the new address to be considered for allocation purposes.

Where parents have shared responsibility for a 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 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 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 2022.

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/22 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2022.

## **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 1st April and 31st 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 2022, then the original application is withdrawn and the parents must submit a fresh application for Reception 2022 when applications open in the autumn term of 2021. 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:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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 15th January 2021 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

Once parents have submitted their preference, 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 List

In addition to their right to appeal, children who have not been offered a place at Our Lady & St Kenelm RC 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 2022 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 RC 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 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. Applications should be made to the local authority who will need to consult with the Governors. 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 (see above).

Parents will be advised of the outcome of their application in writing and, where the Governing Body'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

Pedmore C.E 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.

Admission Number - 30

**The following criteria will be used to allocate the available places if more applications are received 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, 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 Pedmore C.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 pupil would experience if they had to attend another school. Parents should also indicate why Pedmore C.E 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 the school in September 2021.

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 C.E 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.

- An adoption order is an order under Section 46 of the Adoptions and Children 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 order in force prior to 22 April 2014 is deemed to be a child arrangement 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 if the school is named in the 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 an Education, Health and Care (EHC) Plan.

- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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

Parents will be required to provide documentary evidence to support the address at which they wish to be considered for allocation purposes. N.B If your address changes you must notify Governors before the closing date for applications.

## **Governors' 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.

- 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 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 2021/22 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.

## **Application Process (Normal age of entry to 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 School Admissions Service.

## **Applications for children to be admitted into a class 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 make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. 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 applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

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

[www.gov.uk/government/publications/summer-born-children-schooladmission](http://www.gov.uk/government/publications/summer-born-children-schooladmission)

## **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 schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2022. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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 (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2022 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 change 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**

Published Admission Number: 90

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 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 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 2021/22.
- 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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. 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 order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 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 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 2021/2022 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 31st August 2022. 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 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 2022 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.

## Sledmere Primary School

### Published Admission Number: 90

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 Sledmere 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 Sledmere 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 Sledmere in the academic year 2021/2022.

- 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. 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 order in force prior to 22 April 2014 is deemed to be a child arrangement 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 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 friend's or relative's address will not be considered for allocation purposes.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

- 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 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 Reception Class later during the 2021/2022 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 31st August 2022. 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2022 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.

## St. Chad's Catholic Primary School

Published Admission Number: 30

St. Chad'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 Catholic 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 Academy Committee of St. Chad's Catholic Primary School

The admissions process for St. Chad's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St. Chad'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. Chad's Catholic Primary School on the application form. Applications need to be made by 15th January 2020. 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 2021, or the next working day, by the local authority on behalf of the school. If you do not apply online, 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 2021, 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2021. (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 Board of Directors 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 [www.birminghamdiocese.org.uk/parish-map/](http://www.birminghamdiocese.org.uk/parish-map/) and will be applied to the admission arrangements for the academic year 2021/2022.

## Oversubscription 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 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) in St Chad's school at the time of admission
3. Baptised Catholic children living within 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 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 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.

## 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 immediately moved on from that status

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

after becoming subject to an adoption, child arrangement order or special guardianship order.

## 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 where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

## 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.

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 place, 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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 31st March 2021 (only applies to Dudley residents.) After this date it may not be possible for the new address to be considered for allocation purposes.

Where parents have shared responsibility for a 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 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 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 2022.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/2022 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2022.

## **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 1st April and 31st 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 Board of Directors 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 Board of Directors 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 Headteacher.

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 Board of Directors 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 Board of Directors 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 2022, then the original application is withdrawn and the parents must submit a fresh application for Reception 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Board of Directors 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:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Board of Directors 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 Board of Directors have offered a place in the normal age group instead.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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 Board of Directors 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 15th January 2021 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

Once parents have submitted their preference, 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 List

In addition to their right to appeal, children who have not been offered a place at St. Chad'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 2022 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 Board of Directors of St. Chad'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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors 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. Applications should be made to the school by contacting St. Chad's Catholic Primary School and all families approaching the school will be given an application form. 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

If there are no places available, the child will 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 School**

Published Admission Number: 60

### Principles:

St. James's C.E. Primary 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.

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 2014

### Proposed School Admissions Policy for Normal Age of Entry in Academic Year 2021/2022

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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where St. James's C.E. Primary 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 St. James's C.E. Primary 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 St. James's C.E. Primary in the academic year 2021/2022.

d) Families who can demonstrate a close commitment to St James's Church, Wollaston. (See note 5 below)

e) Families who can demonstrate a close commitment to a recognised Christian Church. (See note 5 below)

f) Children of families committed to the practice of other religions who would like their children educated at a Church of England School. (See note 5 below)

g) 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

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).

2. 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.

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

4. 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 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;

5. In assessing eligibility under priorities d, e and f 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

to be signed by the parish priest, minister, religious leader or church warden, and returned to the school.

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. 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.

7. 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.

8. 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.

9. 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 2020/2021 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 Council 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 Council 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 also see delayed entry policy.  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## 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 2022. After this point the waiting list will no longer be in operation and places that become available will be

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 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 2020 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.

Proposal for variation to the admissions arrangements for September 2021

As Chair of Governors, I write to confirm that by Chair's Action, the Governing Body of this school resolve to propose that a variation be made to the admissions arrangements for admission to Reception classes in September 2021, in respect of the oversubscription criteria relating to church attendance.

The variation requested is that "In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

This request is made in order that parents seeking admission to the school can readily determine what the admissions oversubscription criteria are and how they may be met, and thereby enable the school to deal lawfully, fairly and transparently with admissions matters in the exceptional circumstances of the COVID-19 pandemic.

For convenience, given that we understand a large number of similar requests are being made, the Governing Body consents to the Diocese submitting this request on our behalf, along with those of other schools making such requests for this variation.

This request is made in accordance with the DfE guidance on governing body business during the pandemic, as it is a matter of importance and is time limited, given the relevant admissions timescales.

## St Joseph's Catholic Primary School, Dudley

Published Admission Number: 30

St Joseph's Catholic Primary School is part of the St John Bosco Catholic Multi Academy Company (Dudley). The admissions authority for the school is the Board of Directors of the St John Bosco Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Joseph's Catholic Primary School, Dudley.

The admissions process for St Joseph's Catholic Primary School, Dudley is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School, Dudley 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, Dudley on the application form. Applications need to be made by 15th January 2021. 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 2021, or the next working day, by the local authority on behalf of the school. If you do not apply online, 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 2021, 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 Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2021. (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 Board of Directors 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 [www.birminghamdiocese.org.uk/parish-map/](http://www.birminghamdiocese.org.uk/parish-map/) and will be applied to the admission arrangements for the academic year 2021/2022.

### Oversubscription 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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, Dudley 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.

## 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.

## 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 (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

## 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 where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

## 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.

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 place, 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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 31st March 2021. After this date it may not be possible for the new address to be considered for allocation purposes.

Where parents have shared responsibility for a 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 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 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 2022.

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 2021/2022 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2022.

## 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 1st April and 31st 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 Board of Directors 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 Board of Directors 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

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 Board of Directors 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 Board of Directors 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 2022, then the original application is withdrawn and the parents must submit a fresh application for Reception 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Board of Directors 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:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission).

## **Applications From children currently attending St Joseph's Catholic Primary School 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, Dudley. 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 Board of Directors 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 Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Board of Directors 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 Board of Directors 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 Board of Directors 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 15th January 2021 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.

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

You are encouraged to ensure that your application is received on time.

## Change in Preference

Once parents have submitted their preference, 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 List

In addition to their right to appeal, children who have not been offered a place at St Joseph's Catholic Primary School, Dudley 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 2022 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 Board of Directors of St Joseph's Catholic Primary School, Dudley 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 Board of Directors is

empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors 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. Applications should be made by contacting Dudley local authority's School Admissions Team 0300 555 2345 who will liaise with the school's Academy Committee. 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 (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

Published Admission Number: 30

St Joseph's Catholic Primary School is part of the St Nicholas Owen Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Nicholas Owen Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee 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<sup>th</sup> January 2021. 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<sup>th</sup> April 2021, or the next working day, by the local authority on behalf of the school. If you do not apply online, the local authority will post a letter advising you of the school that your child has been offered by second class post on 16<sup>th</sup> April 2021, 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 Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2021. (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 Board of Directors 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 [www.birminghamdiocese.org.uk/parish-map/](http://www.birminghamdiocese.org.uk/parish-map/) and will be applied to the admission arrangements for the academic year 2021/2022.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.
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.

## 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 immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

## 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 where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

## 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.

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 place, 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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<sup>st</sup> March 2021. After this date it may not be possible for the new address to be considered for allocation purposes.

Where parents have shared responsibility for a 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 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 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 2022.

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 2021/2022 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2022.

## 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<sup>st</sup> April and 31<sup>st</sup> 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 Board of Directors 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 Board of Directors 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 Board of Directors 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 Board of Directors 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 2022, then the original application is withdrawn and the parents must submit a fresh application for Reception 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Board of Directors 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:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Board of Directors 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 Board of Directors 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 Board of Directors 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<sup>th</sup> January 2021 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

Once parents have submitted their preference, they will not be allowed to change them without

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 List**

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 2022 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 Board of Directors 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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors 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. Applications should be made by contacting Dudley local authority's School Admissions Team 0300 555 2345 who will liaise with the school's Academy Committee. 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 (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 Catholic Primary School

### Published Admission Number: 30

St Mary's Catholic Primary School is part of the St Nicholas Owen Multi-Academy Company. The admissions authority for the school is the Board of Directors of the St Nicholas Owen Multi-Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Mary's Catholic Primary School.

The admissions process for St Mary's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Mary'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 Mary's Catholic Primary School on the application form. Applications need to be made by 15th January 2021. 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 2021, or the next working day, by the local authority on behalf of the school. If you do not apply online, 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 2021, 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 Board of Directors has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2021. (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 Board of

Directors 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 [www.birminghamdiocese.org.uk/parish-map/](http://www.birminghamdiocese.org.uk/parish-map/) and will be applied to the admission arrangements for the academic year 2020/2021. The parish boundary maps for Brierley Hill and Kingswinford are available to view on our school website at [www.st-mary-bh.dudley.sch.uk](http://www.st-mary-bh.dudley.sch.uk).

### Oversubscription 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 Mary's, Brierley Hill or Our Lady of Lourdes, Kingswinford who have a brother or sister (see Note 4 below)

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

attending St Mary's Catholic Primary School at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of St Mary's, Brierley Hill or Our Lady of Lourdes, Kingswinford.

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Mary's 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 St Mary'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.

## 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 (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

## 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 where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

## 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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.

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 place, 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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 31st March 2021. After this date it may not be possible for the new address to be considered for allocation purposes.

Where parents have shared responsibility for a 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 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 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 2022.

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 2021/2022 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2022.

## 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, i.e. a child born between 1st April and 31st 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 Board of Directors 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

documentation that they wish to be taken into account as part of that request.

The Board of Directors 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 Board of Directors 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 Board of Directors 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 2022, then the original application is withdrawn and the parents must submit a fresh application for Reception 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Board of Directors 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:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## **Applications from children currently attending St Mary's Catholic Primary School's Pre-School**

Attendance at St Mary's Catholic Primary School's Pre-school does not automatically

guarantee that a place will be offered in the Reception class of St Mary's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Pre-school. All applications will be considered against the oversubscription criteria by the Board of Directors in the same way regardless of whether the child does or does not attend the Pre-school at the time of application.

## **Appeals**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Board of Directors 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 Board of Directors 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 Board of Directors 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 15th January 2021 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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

Once parents have submitted their preference, 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 List

In addition to their right to appeal, children who have not been offered a place at St Mary'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 2022 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 Board of Directors of St Mary'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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors 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. Applications should be made to the school by contacting the school office on 01384 818435 and all families approaching the school will be given an application form. 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 (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.

## Tenterfields Primary School

Published Admission Number: 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 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" Tenterfields 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 Tenterfields 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 Tenterfields Primary Academy in the academic year 2021/2022.

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 settles 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.
- 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 2021/2022 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 31st August 2022. 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.

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 2022 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.

### 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 and the relevant form and guidance notes can be obtained from The School Admissions Service.

## Woodside Primary School

### Published Admission Number: 60

Woodside 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.

Woodside 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 2014

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 of staff in either or both of the following circumstances:

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 Woodside Primary School in the academic year 2021/2022.
- 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 settles 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 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 2021/2022 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

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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 31st August 2022. 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 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 2022 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.

## **DEFINITION OF A “BAPTISED CATHOLIC”**

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.)

## 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 over the page.

### **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 appeals 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 113). Further information is available on [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions).

## **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 2022. 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 2022 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 119 onwards. 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 2021), 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 a 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 2020 to 31 August 2021, 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-ordinators (SENCOs) 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 January 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**

**Ladies Walk Centre**

**Ladies Walk**

**Dudley**

**DY3 3UA**

**Tel: 01384 814360**

**Email: [senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)**

## Privacy Notice

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](mailto: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 December 2014 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 December 2014, 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 new 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 Tel: 0300 555 2345 between 9.00am – 5.00pm 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, General Data Protection Regulation (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 [www.dudley.gov.uk/privacy-disclaimer-statement](http://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 2018/2019, 2019/2020 and 2020/2021. 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 2021/2022.

### Key to columns

Type Categorisation of school

**A** - Academy

**C** - Community

**FD** – Foundation

**VC** - Voluntary controlled

**VA** - Voluntary aided

**PAN 2021/2022** 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 January 2020 Census  
(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 applicant's 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 applicant's 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](http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges)

All primary schools are listed. 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																Number of appeals heard and allowed
																	Furthest distance admitted - metres
FD	Alder Coppice Primary The Northway, Dudley DY3 3PS 01384 816610 (Mr P Mandelstam) - DFE No: 3325200	3-11	416	60	2020/21	60	115	44	46	0	0	0	25	N/A	-	-	-
C	Amblecote Primary School Drive, Amblecote Stourbridge, DY8 4DQ 01384 818335 (Ms J Cook - Acting) - DFE No: 3322123	5-11	289	45	2020/21	45	163	64	45	1	0	0	33	N/A	367	-	-
C	Ashwood Park Primary off Bells Lane, Ashwood Park Estate, Wordsley Stourbridge DY8 5DJ 01384 818545 (Mr K Butler) - DFE No. 3322141	3-11	289	45	2020/21	45	81	39	41	0	1	0	25	N/A	-	-	-
A	Beechwood CE Primary Beechwood Road Dudley DY2 7QA 01384 816715 (Ms A Williams) - DFE No: 3322003	5-11	190	30	2020/21	30	49	16	22	0	0	0	9	N/A	-	-	-
C	Belle Vue Primary Lawnswood Road, Wordsley Stourbridge DY8 5BZ 01384 818615 (Mr J Marshall) - DFE No: 3322151	3-11	406	60	2020/21	60	128	51	53	1	0	0	20	N/A	-	-	-
C	Blanford Mere Primary Mimosa Walk, Blanford Mere Estate Kingswinford DY6 7EA 01384 818365 (Mrs N Miller) - DFE No: 3322077	5-11	269	45	2020/21	45	92	37	39	0	0	0	20	N/A	-	-	-
					2019/20	45	106	46	44	0	0	0	20	N/A	-	-	1/1
					2018/19	45	86	49	45	1	0	0	17	N/A	2089		

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
A	Blowers Green Primary Blowers Green Road Dudley DY2 8UZ 01384 818490 (Mrs S Sehmbi) - DFE No: 3322000	3-11	209	30	2020/21	30	113	38	30	0	0	0	16	N/A	1003	-	
A	Bramford Primary Park Road, Woodsetton Dudley DY1 4JH 01384 818915 (Mrs L Guest) - DFE No: 3322045	3-11	418	60	2020/21	60	169	74	60	2	0	0	27	N/A	687	-	
C	Brierley Hill Primary Mill Street Brierley Hill DY5 2TD 01384 816980 (Mrs T Allport) - DFE No: 3322023	2-11	203	30	2020/21	30	87	35	30	0	0	0	12	N/A	1270	-	
C	Brockmoor Primary Belle Isle, Brockmoor Brierley Hill DY5 3UZ 01384 816635 (Mr R Bond) - DFE No: 3322024	3-11	366	60	2020/21	60	59	39	43	0	0	0	22	N/A	-	-	
C	Bromley Hills Primary Granville Drive Kingswinford DY6 8LW 01384 816940 (Mr J Stevens) - DFE No: 3322142	5-11	310	45	2020/21	45	79	37	43	1	0	0	15	N/A	-	-	
C	Brook Primary George Street, Wordsley Stourbridge DY8 5YN 01384 818835 (Ms M Fellows) - DFE No: 3322029	5-11	385	60	2020/21	60	104	53	60	1	0	0	21	N/A	1579	-	

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
C	Caslon Primary Beeches View Avenue Halesowen B63 2ES 01384 818875 (Mrs L Holden-Gough) - DFE No: 3322112	5-11	206	30	2020/21	30	48	22	25	1	0	0	14	N/A	-	-	
					2019/20	30	55	31	30	1	1	0	17	N/A	719	-	
					2018/19	30	66	33	30	1	0	0	15	N/A	1676	1/0	
VC	Christ Church CE Primary Church Road, Coseley Bilston WV14 8YB 01384 818375 (Ms S Riley) - DFE No: 3323010	3-11	521	75	2020/21	75	147	93	75	0	0	0	35	N/A	658	-	
					2019/20	75	149	81	75	0	0	0	31	N/A	2808	1/0	
					2018/19	75	136	72	75	1	0	0	25	N/A	3030	-	
VC	Church of the Ascension Primary New Street, Wall Heath Kingswinford DY6 9AH 01384 818760 (Mr S Hudson) - DFE No: 3323007	5-11	297	45	2020/21	45	114	52	45	1	0	0	21	N/A	2444	-	
					2019/20	45	87	38	37	0	0	0	14	N/A	-	-	
					2018/19	45	84	33	35	0	0	0	14	N/A	-	-	
A	Colley Lane Primary Colley Lane Halesowen B63 2TN 01384 816765 (Ms H Hale) - DFE No: 3322102	3-11	565	90	2020/21	90	93	54	56	1	0	0	32	N/A	-	-	
					2019/20	90	101	60	67	0	0	0	43	N/A	-	-	
					2018/19	90	124	51	70	1	0	0	31	N/A	-	-	
C	Cotwall End Primary Cotwall End Road Sedgley, Dudley DY3 3YG 01384 818730 (Ms C Williams) - DFE No: 3322130	5-11	408	60	2020/21	60	190	56	60	0	0	0	18	N/A	2523	-	
					2019/20	60	186	57	58	0	0	0	27	N/A	-	-	
					2018/19	60	185	67	60	1	0	0	26	N/A	1409	3/0	
VA	Cradley CE Primary Church Road Halesowen B63 2UL 01384 818230 (Ms M Harris) - DFE No: 3323350	5-11	208	30	2020/21	30	104	41	30	0	0	0	13	N/A	789	-	
					2019/20	30	113	34	29	0	0	0	11	N/A	-	-	
					2018/19	30	124	52	30	2	0	0	18	N/A	486	4/0	

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
C	Crestwood Park Lapwood Avenue Crestwood Park Estate Kingswinford DY6 8RP 01384 818315 (Ms A Cooper) - DFE No: 3322072	5-11	212	30	2020/21	30	67	26	28	1	0	0	12	N/A	-	-	2/0
C	Dawley Brook Primary Dubarry Avenue, Valley Fields Kingswinford DY6 9BP 01384 818770 (Mrs L Maskell) - DFE No: 3322043	3-11	203	30	2020/21	30	81	23	23	1	0	0	9	N/A	-	-	-
C	Dingle Community Primary Madeley Road Kingswinford DY6 8PF 01384 818305 (Ms G Anderson) - DFE No: 3322152	5-11	189	30	2020/21	30	39	10	11	0	0	0	7	N/A	-	-	-
A	Dudley Wood Primary Dudley Wood Road Dudley DY2 0DB 01384 818690 (Ms E Guest) - DFE No: 3322005	3-11	412	60	2020/21	60	109	54	59	0	0	0	24	N/A	-	-	-
C	Fairhaven Primary Barnett Lane, Wordsley Stourbridge DY8 5PY 01384 818385 (Mr T Garner) - DFE No: 3322063	5-11	293	45	2020/21	45	102	25	26	0	0	0	14	N/A	-	-	-
C	Foxyards Primary Foxyards Road Tipton DY4 8BH 01384 818740 (Ms Z Lowe) - DFE No: 3322068	3-11	300	45	2020/21	45	71	39	43	1	0	0	19	N/A	-	-	-
					2019/20	45	94	42	45	1	1	1	20	N/A	-	-	1194
					2018/19	45	104	48	45	2	0	0	17	N/A	-	-	-

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
C	Gig Mill Primary The Broadway Norton, Stourbridge DY8 3HL 01384 818600 (Mrs A Hannaway) - DFE No: 3322145	3-11	601	90	2020/21	90	181	71	85	0	0	0	39	N/A	-	-	-
C	Glynne Primary Cot Lane Kingswinford DY6 9TH 01384 816960 (Mrs T Powell) - DFE No: 3322155	3-11	412	60	2020/21	60	138	50	52	0	0	0	19	N/A	-	-	-
C	Greenfield Primary Hill Street Stourbridge DY8 1AL 01384 818585 (Ms C Stylianides) - DFE No: 3322109	5-11	280	40	2020/21	40	210	54	40	2	0	0	13	N/A	856	-	-
VA	Halesowen CE Primary High Street Halesowen B63 3BB 01384 818885 (Mrs L Knowles) - DFE No: 3323352	3-11	198	30	2020/21	30	72	34	30	0	0	0	21	N/A	-	-	-
A	Ham Dingle Primary Old Ham Lane Pedmore, Stourbridge DY9 0UN 01384 818965 (Ms D Hunt- Interim) - DFE No: 3322125	5-11	394	60	2020/21	60	98	30	34	0	0	0	16	N/A	-	-	-
C	Hawbush Primary Hawbush Road Brierley Hill DY5 3NH 01384 816930 (Mr R McEconomy) - DFE No: 3322143	2-11	193	30	2020/21	30	48	29	30	0	0	0	11	N/A	1308	-	-
					2019/20	30	44	20	20	0	0	0	7	N/A	-	-	411
					2018/19	30	66	36	30	0	0	0	15	N/A	3/0		

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
A	Hob Green Primary Hob Green Road Pedmore Fields, Stourbridge DY9 9EX 01384 816730 (Ms M Bostock – Acting Head) - DFE No: 3322156	2-11	230	30	2020/21	30	66	20	22	1	0	0	9	N/A	-	-	
C	Howley Grange Primary Howley Grange Road Halesowen B62 0HS 01384 818395 (Miss A Lewis) - DFE No: 3322137	5-11	422	60	2020/21	60	171	52	60	1	0	0	31	N/A	1842	-	
C	Huntingtree Primary Bournes Hill, Hasbury Estate Halesowen B63 4DZ 01384 818650 (Mr J Harold) - DFE No: 3322116	3-11	404	60	2020/21	60	146	55	57	1	1	0	24	N/A	-	-	
C	Hurst Green Primary Narrow Lane Halesowen B62 9NZ 01384 818210 (Ms V Kelly) - DFE No: 3322124	5-11	422	60	2020/21	60	151	83	60	1	0	0	40	N/A	511	-	
A	Hurst Hill Primary Paul Street, Coseley Bilston WV14 9AJ 01384 818845 (Ms R Keen) - DFE No: 3322148	5-11	258	45	2020/21	45	62	34	30	0	0	0	21	N/A	-	-	
VA	Jesson's CE Primary School Street Dudley DY1 2AQ 01384 816825 (Ms S Lea) - DFE No: 3323306	3-11	609	90	2020/21	90	124	69	74	0	0	0	35	0	-	-	
					2019/20	90	156	94	90	0	0	0	55	1	1486	4/0	
					2018/19	75 (90)	141	61	83	0	0	0	28	3	-	-	

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
A	Kates Hill Community Primary Peel Street, Kates Hill Dudley DY2 7HP 01384 818700 (Ms K Harvey) - DFE No: 3322010	3-11	401	60	2020/21	60	93	38	41	0	0	0	20	N/A	-	-	-
	2019/20				60	96	42	51	2	1	0	20	N/A	-	-	-	
	2018/19				60	97	57	60	0	0	0	29	N/A	1291	-	-	
A	Lapal Primary Priory Road Halesowen B62 0BZ 01384 818200 (Ms J Turner) - DFE No: 3322107	5-11	347	45	2020/21	45	180	62	45	0	0	0	21	N/A	929	-	-
	2019/20				45	184	51	45	0	0	0	25	N/A	1758	-	-	
	2018/19				45	143	37	45	0	1	0	14	N/A	3697	-	-	
A	Lutley Primary Brookwillow Road Halesowen B63 1BU 01384 818220 (Ms K Hall - Acting) - DFE No: 3322120	5-11	626	90	2020/21	90	189	94	90	3	0	0	38	N/A	2176	-	-
	2019/20				211	84	83	90	0	0	0	30	N/A	5210	-	-	
	2018/19				90	251	106	90	1	0	0	43	N/A	1220	1/0	-	
C	Maidensbridge Primary Beachcroft Road Wall Heath, Kingswinford DY6 0HX 01384 818405 (Mrs K Thomas) - DFE No: 3322035	5-11	203	30	2020/21	30	63	20	23	1	0	0	11	N/A	-	-	-
	2019/20				30	82	27	28	0	0	0	14	N/A	-	-	-	
	2018/19				30	65	26	29	0	0	0	10	N/A	-	-	-	
A	Manor Way Primary Brier Mill Road Halesowen B63 3HA 0121 272 7310 (Mrs L Buffery) - DFE No: 3322139	5-11	207	30	2020/21	30	74	20	22	0	0	0	15	N/A	-	-	-
	2019/20				30	84	23	31	0	0	0	11	N/A	-	-	-	
	2018/19				30	72	20	29	0	0	0	8	N/A	-	-	-	
C	Milking Bank Primary Aintree Way, Milking Bank Dudley DY1 2SL 01384 816695 (Mrs K Brass) - DFE No: 3322160	3-11	421	60	2020/21	60	246	80	59	0	0	0	25	N/A	-	-	-
	2019/20				60	226	59	60	1	0	0	22	N/A	1518	2/0	-	
	2018/19				60	212	80	60	0	1	0	21	N/A	975	3/0	-	

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
C	Mount Pleasant Primary Mount Pleasant Quarry Bank DY5 2YN 01384 816910 (Mrs H Robinson) - DFE No: 3322036	3-11	340	50	2020/21	50	143	53	50	0	0	0	23	N/A	1157	-	
					2019/20	50	151	61	50	0	0	0	24	N/A	1000	2/0	
					2018/19	50	145	41	50	0	0	0	12	N/A	4350	-	
A	Netherbrook Primary Chester Road, Netherton Dudley DY2 9RZ 01384 818415 (Mr P Rawlings) - DFE No: 3322147	3-11	418	60	2020/21	60	104	50	54	0	0	0	23	N/A	-	-	
					2019/20	60	139	70	60	0	0	0	29	N/A	948	3/0	
					2018/19	60	141	77	60	2	0	1	23	N/A	913	7/0	
A	Netherton CE Primary Highbridge Road, Netherton Dudley DY2 0HU 01384 816895 (Mr A Ruston) - DFE No: 3323053	3-11	384	60	2020/21	60	75	32	33	1	0	0	14	N/A	-	-	
					2019/20	60	102	50	58	0	0	0	30	N/A	-	-	
					2018/19	45	95	43	51	1	0	0	25	N/A	-	-	
C	Newfield Park Primary Whittingham Road Halesowen B63 3TP 01384 818640 (Mr S Payne) - DFE No: 3322138	5-11	466	60	2020/21	60	145	64	60	0	0	0	27	N/A	1197	-	
					2019/20	60	130	66	60	0	0	0	26	N/A	-	-	
					2018/19	60	160	64	60	3	0	0	21	N/A	1115	7/0	
A	Northfield Road Primary Northfield Road Netherton, Dudley DY2 9ER 01384 818710 (Ms N Bennett) - DFE No: 3322011	5-11	397	60	2020/21	60	77	42	42	0	0	0	31	N/A	-	-	
					2019/20	60	124	51	60	1	0	0	27	N/A	-	-	
					2018/19	60	132	56	60	1	0	0	19	N/A	2734	-	
VC	Oldswinford CE Primary Field Lane, Oldswinford Stourbridge DY8 2JQ 01384 818790 (Ms E Game) - DFE No: 3323050	5-11	419	60	2020/21	60	165	52	60	1	0	0	24	N/A	3610	-	
					2019/20	60	195	49	56	1	0	0	22	N/A	-	-	
					2018/19	60	226	66	60	1	0	0	24	N/A	993	1/0	

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
A	Olive Hill Primary Springfield Road Halesowen B62 8JZ 01384 818855 (Ms H Grasby) - DFE No: 3322106	3-11	407	60	2020/21	60	100	38	55	1	0	0	21	N/A	-	-	-
VA	Our Lady & St Kenelm RC Primary Bundle Hill Halesowen B63 4AR 01384 816880 (Ms C Finnegan) - DFE No: 3323357	5-11	211	30	2020/21	30	81	25	30	0	0	0	11	**	3261	-	-
VA	Pedmore CE Primary Hagley Road, Pedmore Stourbridge DY9 0RH 01384 818955 (Mr D Dunn) - DFE No: 3323354	5-11	221	30	2020/21	30	141	35	30	0	0	0	13	N/A	1632	-	-
C	Peters Hill Primary Peters Hill Road, Amblecote Brierley Hill DY5 2QH 01384 816740 (Mr S Duncan) - DFE No: 3322075	3-11	794	120	2020/21	120	197	94	111	1	1	0	45	N/A	-	-	-
A	Priory Primary Limes Road, Priory Estate Dudley DY1 4HN 01384 816845 (Ms J Craig) - DFE No: 3322154	3-11	576	90	2020/21	90	100	58	60	0	0	0	33	N/A	-	-	-
C	Quarry Bank Primary High Street, Quarry Bank Brierley Hill DY5 2AD 01384 818750 (Ms A Rawlings) - DFE No: 3322153	2-11	303	45	2020/21	45	89	43	44	0	0	0	23	N/A	-	-	2/0

Type	Official name of school, postal address, telephone number and name of teacher																		
C	Queen Victoria Primary Bilston Street, Sedgley Dudley DY3 1JB 01384 812545 (Ms C Rindi) - DFE No: 3322149	3-11	549	90	2020/21	90	111	59	64	0	0	0	37	N/A	-	-	-	-	
					2019/20	90	121	69	71	2	0	0	36	N/A	-	-	-	-	
					2018/19	90	139	68	76	1	0	0	31	N/A	-	-	-	-	
C	Red Hall Primary Zoar Street, Lower Gornal Dudley DY3 2PA 01384 813850 (Mrs H Tomlinson) - DFE No: 3322052	3-11	317	45	2020/21	45	89	42	50	1	0	0	23	N/A	-	-	-	-	
					2019/20	45	107	38	38	2	1	0	18	N/A	-	-	-	-	
					2018/19	45	110	44	46	0	0	0	19	N/A	2255	-	-	-	-
C	Roberts Primary Roberts Street, Lower Gornal Dudley DY3 2AZ 01384 818275 (Ms D Hunt) - DFE No: 3322144	3-11	624	90	2020/21	90	224	92	90	1	0	0	38	N/A	1096	-	-	-	-
					2019/20	90	238	98	90	2	0	0	36	N/A	1912	1/0	-	-	-
					2018/19	90	245	101	90	1	0	0	37	N/A	1387	7/0	-	-	-
C	Rufford Primary Bredon Avenue Stourbridge DY9 7NR 01384 818975 (Mrs A Middleton) - DFE No: 3322118	3-11	190	30	2020/21	30	34	23	23	1	0	0	12	N/A	-	-	-	-	-
					2019/20	30	33	21	19	0	0	0	11	N/A	-	-	-	-	-
					2018/19	30	58	30	30	1	0	0	20	N/A	1428	-	-	-	-
C	Russells Hall Primary Overfield Road, Russells Hall Estate Dudley DY1 2NX 01384 816785 (Ms A Harrison) - DFE No: 3322136	5-11	416	60	2020/21	60	132	65	60	2	0	0	30	N/A	881	-	-	-	-
					2019/20	60	164	75	60	0	0	0	24	N/A	1303	3/0	-	-	-
					2018/19	60	134	46	60	0	2	0	19	N/A	3661	-	-	-	-
A	Sledmere Primary School Drive, off Buffery Road Dudley DY2 8EH 01384 818425 (Mr P Bravo) - DFE No: 3322004	3-11	610	90	2020/21	90	130	89	90	0	0	0	53	N/A	1095	-	-	-	-
					2019/20	90	132	78	87	3	0	0	48	N/A	-	-	-	-	-
					2018/19	90	140	80	90	0	1	0	43	N/A	2767	-	-	-	-

Type	Official name of school, postal address, telephone number and name of teacher	Number of appeals heard and allowed														
		Furthest distance admitted - metres			Number of appeals heard and allowed											
					Faith			Medical			Siblings					
					EHC			Medical			Siblings					
					EHC			Medical			Siblings					
A	St Chad's RC Primary Catholic Lane, Sedgley Dudley DY3 3UE 01384 889423 (Mr M Hinton – Executive Head) - DFE No: 3323304	5-11	210	30	2020/21	30	100	39	30	1	0	0	15	**	406	-
VA	St James's CE Primary Kingsway, Wollaston Stourbridge DY8 4RU 01384 818810 (Ms L Mason) - DFE No: 3323358				2019/20	30	83	27	30	0	0	0	12	**	2295	1/0
A	St Joseph's RC Primary Hillcrest Road Dudley DY2 7PW 01384 818925 (Mr M Hinton) - DFE No: 3323302				2018/19	30	92	37	30	0	0	0	13	**	1416	-
A	St Joseph's RC Primary Lea Vale Road Norton, Stourbridge DY8 2DT 01384 818325 (Mr A Carry) - DFE No: 3323355	3-11	211	30	2020/21	30	114	54	30	1	0	0	4	**	310	-
VC	St Margaret's at Hasbury CE Primary Hagley Road, Hasbury Halesowen B63 4QD 01384 818660 (Mrs S Shepherd) - DFE No: 3323052				2019/20	60	119	49	31	0	0	0	14	**	414	3/0
VC	St Mark's CE Primary High Street, Pensnett Brierley Hill DY5 4DZ 01384 818935 (Mr K Rondeau) - DFE No: 3323008				2018/19	30	118	59	30	0	0	0	12	**	312	4/0
					2020/21	30	81	39	30	0	0	0	17	**	-	-
					2019/20	30	75	37	30	0	0	0	15	**	-	1/0
					2018/19	30	78	30	30	0	0	0	9	**	1124	-
					2020/21	30	89	20	22	0	0	0	13	N/A	-	-
					2019/20	30	148	44	30	0	0	0	7	N/A	756	-
					2018/19	30	163	38	30	0	0	0	12	N/A	713	-
					2020/21	45	76	50	45	1	0	0	28	N/A	741	-
					2019/20	45	75	44	43	0	0	0	18	N/A	-	-
					2018/19	45	67	35	36	1	1	0	12	N/A	-	-
					Total NOR January 2020											
					Age range											

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
VC	St Mary's CE Primary Queen Street Kingswinford DY6 7AQ 01384 818295 (Mr P Booth) - DFE No: 3323009	5-11	219	30	2020/21	30	107	37	30	0	0	0	13	N/A	1248	-	-
A	St Mary's RC Primary Mill Street Brierley Hill DY5 2TH 01384 818435 (Ms O O'Beirne) - DFE No: 3323303	5-11	204	30	2020/21	30	67	35	30	0	0	0	14	**	1004	-	-
C	Straits Primary Longfellow Road, The Straits, Lower Gornal, Dudley DY3 3EE 01384 818575 (Mr L Hazelhurst) - DFE No: 3322150	5-11	401	60	2020/21	60	141	61	60	0	0	0	28	N/A	1493	-	-
A	Tenterfields Primary Tenterfields Halesowen B63 3LH 01384 818560 (Mr D Simpson) - DFE No: 3322104	3-11	206	30	2020/21	30	86	24	28	0	0	0	14	N/A	-	-	-
A	The Bromley-Pensnett Primary Bromley, Pensnett Brierley Hill DY5 4PJ 01384 816865 (Ms C Simmons - Acting) - DFE No: 3322132	2-11	266	30	2020/21	30	67	39	30	0	0	0	24	N/A	511	-	-
C	The Ridge Primary Gregory Road Stourbridge DY8 3NF 01384 818800 (Mrs D Hudson) - DFE No: 3322122	5-11	208	30	2020/21	30	139	33	30	0	0	0	12	N/A	916	-	-
					2019/20	30	111	29	29	0	0	0	14	N/A	-	-	-
					2018/19	30	110	29	31	0	0	0	15	N/A	1708	-	-

Type	Official name of school, postal address, telephone number and name of teacher																Number of appeals heard and allowed
																	Furthest distance admitted - metres
C	Thorns Primary Thorns Road, Quarry Bank, Brierley Hill DY5 2JY 01384 818285 (Ms R Jordan) - DFE No: 3322067	5-11	193	30	2020/21	30	70	20	20	0	0	0	11	N/A	-	-	-
C	Wallbrook Primary off Bradleys Lane Coseley, Bilston WV14 5YP 01384 818985 (Mrs C Longden) - DFE No: 3322048	5-11	296	45	2020/21	45	51	21	25	0	0	0	11	N/A	-	-	-
C	Withymoor Primary Gayfield Avenue, off Turners Lane Quarry Bank Brierley Hill DY5 2BH 01384 818530 (Ms A Wootton) - DFE No: 3322126	5-11	413	60	2020/21	60	185	65	60	1	0	0	28	N/A	1260	-	-
C	Wollescote Primary Drummond Road Wollescote, Stourbridge DY9 8YA 01384 818500 (Ms L Hudson) - DFE No: 3322111	3-11	394	60	2020/21	60	76	43	46	0	1	0	27	N/A	-	-	-
A	Woodside Community School and Children's Centre Highgate Road, Woodside Dudley DY2 0SN 01384 818245 (Mrs S Bloomer) - DFE No: 3322140	5-11	386	60	2020/21	60	96	52	57	0	0	0	22	N/A	-	-	-
C	Wren's Nest Primary Foxglove Road, Wren's Nest Estate Dudley DY1 3NQ 01384 818515 (Ms S Parkes) - DFE No: 3322146	2-11	417	60	2020/21	60	81	51	54	1	0	0	22	N/A	-	-	-
					2019/20	60	77	68	60	1	0	0	34	N/A	1112	1/1	2/0
					2018/19	60	102	68	60	10	0	0	33	N/A	513		

## 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.

<b>Address</b>		
Birmingham	Schools Admissions and Fair Access Service Education and Skills Directorate Birmingham City Council PO Box 16513 Birmingham B2 2FF	0121 303 1888 <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>
Worcestershire	School Admissions Worcestershire Children First County Hall Spetchley Road Worcester WR5 2YA	01905 822700 <a href="http://www.worcestershire.gov.uk">www.worcestershire.gov.uk</a> email: <a href="mailto:schooladmissions@worcschildrenfirst.org.uk">schooladmissions@worcschildrenfirst.org.uk</a>
Sandwell	School Admissions Service 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>
Staffordshire	School Admissions & Transport Service 2 Staffordshire Place Education Department Tipping Street Stafford ST16 2DH	01785 278593 / 0300111 8000 <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>
Wolverhampton	School Admissions Transfer Section Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1RR	01902 551122 <a href="http://www.wolverhampton.gov.uk">www.wolverhampton.gov.uk</a> email: <a href="mailto:school.admissions@wolverhampton.gov.uk">school.admissions@wolverhampton.gov.uk</a>
Walsall	Admissions & Pupil Place Planning Team Walsall Council Zone 2E Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 <a href="http://www.walsall.gov.uk">www.walsall.gov.uk</a> email: <a href="mailto:primary.admissions@walsall.gov.uk">primary.admissions@walsall.gov.uk</a>

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## Useful contacts

Name of Service	Email / website	Telephone
Dudley Family Information Service	Fis.cs@dudley.gov.uk	01384 814398
Travel Support Team	<a href="http://www.dudley.gov.uk/residents/learning-and-school/education-travel-support">www.dudley.gov.uk/residents/learning-and-school/education-travel-support</a>	01384 814301
Special Education Needs Team	senteam@dudley.gov.uk	01384 814360
SENDASS	<a href="http://www.dudley.gov.uk/dudleysendiass">www.dudley.gov.uk/dudleysendiass</a> dudley.sendiass@dudley.gov.uk	01384 817373
The Schools Adjudicator	<a href="http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a> Osa.team@schoolsadjudicator.gov.uk	01325 340402
The Department for Education	<a href="http://www.gov.uk/dfe">www.gov.uk/dfe</a>	0370 000 2288
The Local Government Ombudsman	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>	0300 061 0614
Free School Meals	Freeschoolmeals.benefits@dudley.gov.uk	01384 814543 (answer machine service)
Elective Home Education	<a href="http://www.dudley.gov.uk/residents/learning-and-school/education-investigation-service/educating-your-child-at-home">www.dudley.gov.uk/residents/learning-and-school/education-investigation-service/educating-your-child-at-home</a>	01384 814317
Education Investigation Service	<a href="http://www.dudley.gov.uk/residents/learning-and-school/education-investigation-service">www.dudley.gov.uk/residents/learning-and-school/education-investigation-service</a> eis@dudley.gov.uk	01384 814317
Connexions Dudley	<a href="http://www.connexionsdudley.org/">www.connexionsdudley.org/</a> Connexions@dudley.gov.uk	01384 811400
Education and Skills Funding Agency	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>	0370 000 2288

Note: The details contained in the booklet, which relates to the admission of children to school in 2021/22, were correct in August 2020. 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 parent's guide to  
Primary School Admissions  
2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

**Notes**

# A parent's guide to Primary School Admissions 2021-2022

One click... makes it quick  
[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

For further information visit  
**[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)**

**Call:** **0300 555 2345**  
**Email:** **Admissions.cs@dudley.gov.uk**

Correspondence address only

School Admissions  
Children's Services Directorate  
The Council House  
Priory Road  
Dudley  
West Midlands  
DY1 1HF