

Cabinet - 19 March 2014

Determination of Admissions Scheme and Admission Arrangements for Community and Voluntary Controlled Schools for the 2015/16 Academic Year

Portfolio:	Councillor Rachel Andrew
Service:	Walsall Children's Services
Wards:	All
Key decision:	Yes
Forward plan:	Yes

1. Summary

- 1.1 This report sets out the proposed schemes for co-ordinated secondary and primary admissions (including independent schools, academies, University Technology College and Free schools) for the 2015/16 academic year and the proposed admission arrangements for primary community and voluntary controlled schools for the 2015/16 academic year.
- 1.2 Walsall Council is not the admission authority for any of the secondary schools in the borough.

2. Recommendations

- 2.1 The proposed schemes as set out in Appendix A for inter-authority primary and secondary co-ordinated admissions are approved.
- 2.2 That the admission arrangements for primary community and voluntary controlled schools for the academic year 2015/16, as set out in Appendix B of this report, are agreed.
- 2.3 That Walsall Council informs all consultees of the determination of the admission arrangements for the 2015/16 academic year.

3. Report Details

- 3.1 As the local authority, Walsall has the responsibility to draw up and agree schemes for secondary and primary admissions for the 2015/16 academic year. Walsall Council is the admission authority for community and voluntary controlled schools in Walsall. Section 89 of the School Standards and Framework Act 1998 requires admission authorities to determine the admission arrangements for the 2015/16 school year by 15 April 2014.

- 3.2 The report proposes that the admission number for Linden's Primary School is increased from 45 to 60.
- 3.3 The report proposes an amendment to the scheme for inter-authority primary and secondary co-ordinated admissions to encourage parents to submit primary and secondary applications online and issue paper preference forms on request only.

4. Council Priorities

- 4.1 The Admissions Schemes and the admission arrangements for primary community and voluntary controlled schools for the 2015/16 academic year set out a fair and equitable process for children wishing to attend Walsall schools in September 2015.

5. Risk Management

- 5.1 The admission arrangements will be included in the Information Booklet for Parents publication which will be published Walsall Council's website and available in hard copy on request throughout the admissions process. The provision of clear information will help parents to decide upon their preferences when applying for a school place for their child and should contribute to a reduction in the number of appeals.

6. Financial Implications

There are no direct financial implications arising from this report.

7. Legal Implications

- 7.1 All local authorities are required by section 88M of the School Standards and Framework Act and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admission arrangements for maintained schools and academies within their area.
- 7.2 Walsall Council, as the admission authority, has a statutory duty to consult on the proposed admission arrangements for community and voluntary controlled schools.
- 7.3 Admission authorities are statutorily required to complete consultation on their proposed admission arrangements for the 2015/16 school year by 1 March 2014 and must determine (or finalise) these by 15 April 2014.
- 7.4 The proposed admission arrangements comply with the School Admissions Code (2012).

8. Property Implications

There are no direct property implications arising from this report.

9. Staffing Implications

There are no direct implications arising from this report.

10. Equality implications

- 10.1 In line with the requirements of the School Admissions Code (2012) and in order to ensure greater equity and fair access, full consideration has been given to the possible impact, direct or indirect, of the proposed oversubscription criteria on equal opportunities.

11. Consultation

- 11.1 Detailed below are the organisations with which there has been formal consultation on the proposed schemes for co-ordinated secondary and primary admissions for the 2015/16 academic year and the proposed admission arrangements for primary community and voluntary controlled schools for the 2015/16 academic year. The consultation period ran from the 10 December 2013 to the 1 March 2014.

The following bodies were consulted:

Neighbouring Local Authorities (Birmingham, Dudley, Sandwell, Solihull, Staffordshire, Wolverhampton)
Diocesan representatives
The Walsall Admission Forum
All Walsall schools including Academies

The proposed scheme and admission arrangements were published on Walsall Council's website throughout the consultation period.

- 11.2 Consultation on the proposed scheme and admission arrangements closed on 1 March 2014.

The following responses were received:

- The governors of Pinfold Street Primary School responded that the name of the school was incorrectly given in the proposed admission arrangements as Pinfold Street JMI. This has been amended.
- Aldridge School responded to say that there was a reference in the document to Walsall Children's Services – Serco – this has been amended to read Walsall Council.
- A response was received from a member of the clergy advising that guidance produced by the Diocese of Lichfield defines regular worship as attendance at a place of worship twice monthly over two years whereas the proposed admission arrangements define regular worship as attending a place of worship on at least one occasion per month over the past twelve months. The definition of regular worship in the admission criteria has been amended to comply with guidance issued by the Diocese of Lichfield.

The following amendments have also been made to the Scheme for all Walsall Secondary and Primary Admissions for 2015/16 (Appendix A):

- On reviewing the documents it was noted that Rivers Academy had been omitted from the list of Academies in the table of schools which are their own admission authority and the table has therefore been amended to include Rivers Academy;
- The Deferred Entry Policy has been amended to take account of the 'Advice on the Admission of Summer Born Children' published in 2013 by the Department for Education to include the following wording:

Children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

When an application for deferred entry to Reception for a summer born child in the September following their fifth birthday is made for a community or voluntary controlled school, Walsall Council as the admission authority for the school will make the decision based on the individual circumstances of each case.

The following amendments have been made to the Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2015/16 (Appendix B):

- The following note has been added at the bottom of the table of Admission Numbers for Primary Schools in section 1:

At a meeting on 5 February 2014, Cabinet approved consultation on a proposal to increase the published admission numbers (PAN) for Christ Church CE JMI, Fibbersley Park Primary, King Charles Primary and Leighswood Primary from September 2015. The proposed PANs are given in brackets in the table above alongside the current PAN. Consultation on this proposal will take place during the Spring Term 2014. If a decision is taken to increase the published admission numbers for these schools it is the Authority's intention to admit above PAN to the proposed limits in September 2015; the Authority will then consult formally on the increase as part of the consultation on Admission Arrangements for Community and Voluntary Controlled Schools for 2016/17.

The proposed admission numbers for the four schools have been included in brackets alongside the current PAN in the body of the table.

- Green Rock Primary School has been removed from the table of Admission Numbers for Primary Schools in section 1 as this school has now converted to academy status and has become the Rivers Academy.

- The first criterion in the Oversubscription Criteria for Primary Schools has been amended to read:

Children in Public Care (looked after children) and children previously in care

The explanatory note for this criterion in section 2a has been amended to read:

Children in Public Care (looked after children) and children previously in care

Background papers

DfE: School Admissions Code 2012

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Signed:

Rose Collinson

Interim Director Children's Services

Date: 19 February 2014



Signed:

Councillor R Andrew

Portfolio Holder

Date: 10 March 2014

Proposed Schemes for all Walsall Secondary and Primary Admissions for 2015/16

Secondary Schools

Walsall Council is working in partnership in an inter-LA coordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

For 2015 admissions onwards, parents will be encouraged to complete an online application. This will enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2015) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The online form may be used to apply for a place at any secondary school in or outside the borough. Paper forms will only be issued on request by the Admissions and Pupil Place Planning team.

Parents who name Queen Mary's Grammar School, Queen Mary's High School, Shelfield Community Academy, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sports Place at Shelfield Community Academy on the online form must also complete the school's own Registration Form.

Parents who name Blue Coat CE Academy, Walsall, Shire Oak Academy, St Francis of Assisi Catholic School or St Thomas More Catholic Business and Enterprise College on the online form must also complete the school's own supplementary information form.

Applications must be submitted by the closing date of Thursday 31 October 2014.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools which are their own admission authority will be informed of all applications naming their school, but not the rankings. These schools will inform Walsall Council of the order in which all applicants meet their admission criteria.

By 14 November 2014 Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining LAs. Similar

information will be received for applications from out of borough residents who have expressed preferences for Walsall Secondary schools.

By 2 January 2015, Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other LAs in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 16 January 2015, the provisional offers will be exchanged with other LAs in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 6 February 2015, the final allocations will be exchanged with the other LAs in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Council will allocate a place at the nearest alternative community secondary school with vacant places.

On the National Notification Date, 1 March 2015 (or the next working day), Walsall Council will, on behalf of the relevant admission authorities, write to all parents resident in Walsall, informing them of the outcome of their applications. This letter will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 14 March 2015, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

Primary Schools

Walsall Council is working in partnership in an inter-LA coordinated admission scheme with a number of LAs, including Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

For 2015 admissions onwards, parents will be encouraged to complete an online application. This will enable Walsall parents of Nursery and Year 2 children (for junior schools) to name up to 3 primary/junior schools, rank them in order of preference and give reasons for their preference. The online form may be used to apply for a place at any primary/junior school in or outside the borough. Paper forms will only be issued on request by the Admissions and Pupil Place Planning team.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must submit an application if they want their child to join a reception class in a Walsall primary school.

Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall primary school.

Applications must be submitted to the Admissions and Pupil Place Planning Team by the closing date of **Thursday 15 January 2015**.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools that are their own admission authorities will be provided with a list of information in respect of all applications naming their school, but not the rankings, together with copies of any supporting documentation. These schools will use the information provided to apply their admission criteria and will then inform Walsall Council of the order in which all applications meet their admission criteria.

The following schools are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools	Academies
Manor Primary	Blue Coat CE (A) Infant	St Anne's Catholic Primary	Birchills CE Primary Community School
Pheasey Park Farm Primary	Blue Coat CE (A) Junior	St Bernadette's Catholic Primary	Croft Academy
	Cooper and Jordan CE(VA) Primary	St Francis Catholic Primary	Edgar Stammers Primary School
		St Joseph's Catholic Primary	Goldsmith Primary Academy
		St Mary of the Angels Catholic Primary	Jubilee Academy Mossley
		St Mary's the Mount Catholic Primary	Park Hall Infant Academy
		St Patrick's Catholic Primary	Park Hall Junior Academy
		St Peter's Catholic Primary	Reedswood E-Act Academy
		St Thomas of Canterbury Catholic Primary	Rivers Academy
			Rough Hay Primary
			Ryders Hayes School
			The Mirus Academy
			The Charles Caddy Walker Academy
			Woodlands Primary School

Where a child meets the admission criteria of more than one of the schools named on the online application form then Walsall Council will allocate a place at the highest ranked of those schools. Admission authorities will be advised of the pupils to be offered places.

By 23 January 2015, Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining LAs. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall primary schools.

By 13 February 2015, Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other LAs in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 4 March 2015, the provisional offers will be exchanged with other LAs in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 27 March 2015, the final allocations will be exchanged with the other LAs in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Council will allocate a place at the nearest alternative community or voluntary controlled primary school with vacant places.

On the National Notification Date, 16 April 2015 (or next working day), Walsall Council will, on behalf of the relevant admission authorities, write to all parents in Walsall, informing them of the outcome of their applications. This letter will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 28 April 2015, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

LATE APPLICATION POLICY

Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are classed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, late applications may be less likely to be offered a place at one of their preferred schools.

If a Walsall Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Walsall community and voluntary controlled schools is shown below.

Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on-time but only where there are exceptional circumstances.

- Where the family were unable to complete the Walsall Preference Form by the Closing Date because they moved into the Borough of Walsall after the issue of the Walsall Preference Form
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the Walsall Preference Form arriving on time
- When a single parent or carer has been ill for some time

In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Director of Children's Services

This applies to applications for secondary schools received between 1 November 2014 and 29 November 2014. For primary schools, this applies to applications received between 16 January 2015 and 13 February 2015.

Late Applications received more than 4 weeks after the Closing Date

Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

This applies to applications for secondary schools received between 30 November 2014 and 28 February 2015. For primary schools, this applies to applications received between 14 February 2015 and 15 April 2015.

Applications Received After the Notification Date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Council at the nearest alternative Walsall community or voluntary controlled school with vacant places and the

child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

WAITING LIST POLICY

Waiting Lists for all Walsall schools will be maintained by Walsall Council. Parents may enquire about their child's position on any Waiting List by telephoning the Admissions and Pupil Place Planning Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and the end of the summer term 2015.

Children who are the subject of a direction by a local authority to admit to a school or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those children on the waiting list.

Waiting Lists are kept of all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on their Walsall application then the child's name will only be placed on the Waiting List for the school that was ranked 1st.
- If a child is offered a place at their first choice school the child's name will not be added to any Waiting List kept for their other ranked schools.

After 1 March 2015 (or next working day) for Secondary transfers or 16 April 2015 (or next working day) for Primary admissions a parent may contact the Admissions and Pupil Place Planning Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's Waiting List in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

DEFERRED ENTRY POLICY

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start later than 1 September 2015 they have the option of deferring the child's entry until later in the 2015/16 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought.

The effect of this is that the place is held for that child and is not available to be offered to another child.

Children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. Parents of summer born children may submit a request for their child to be admitted to a reception class in the September

following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

When an application for deferred entry to Reception for a summer born child in the September following their fifth birthday is made for a community or voluntary controlled school, Walsall Council as the admission authority for the school will make the decision based on the individual circumstances of each case.

Appendix B

Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2015/16

1. ADMISSION NUMBERS for PRIMARY SCHOOLS

The following pages show the Admission Numbers and capacities proposed for community and voluntary controlled schools in 2015/6.

The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2015/16 academic year, ie:

- Admissions into Reception in infant and primary schools;
- Admissions into Year 3 in junior schools and
- Admissions into Year 7 in secondary schools

Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on net capacity assessment - NCA)	Proposed Admission Number For 2015/16
Abbey Primary	30	30
Alumwell Infant	90	90
Alumwell Junior	90	90
Barcroft Primary	60	60
Beacon Primary	45	45
Bentley West Primary	60	60
Blackwood	90	90
Blakenall Heath Junior	60	60
Bloxwich CE JMI	45	45
Brownhills West Primary	29	30
Busill Jones Primary	45	45
Butts Primary	30	30
Caldmore Community Primary	60	60
Castlefort JMI	30	30
Christ Church CE (C) JMI	30	30* (45)
Chuckery Primary	60	60
County Bridge Primary	30	30
Delves Infant	90	90
Delves Junior	81	90
Elmore Green Primary	41	45
Fibbersley Park Primary	60	60* (90)
Greenfield Primary	30	30
Hillary Primary	60	90
Holy Trinity CE Primary	29	30
King Charles Primary	30	45* (60)
King's Hill Primary	45	45
Leamore Primary	30	30
Leighswood	75	75* (90)
Lindens Primary	45	60
Little Bloxwich CE (VC) Primary	30	30
Lodge Farm JMI	44	45
Lower Farm Primary	53	60

Meadow View JMI	55	60
Millfield Primary	30	30
Moorcroft Wood Primary	30	30
New Invention Infant	90	90
New Invention Junior	84	90
Old Church CE (C) Primary	42	45
Palfrey Infant	90	90
Palfrey Junior	90	90
Pelsall Village	45	45
Pinfold Street Primary School	58	60
Pool Hayes Primary	30	30
The Radleys Primary	30	30
Rosedale CE (C) Infant	60	60
Rushall JMI	30	30
Salisbury Primary	45	45
Short Heath Junior	60	60
St Giles CE Primary	45	45
St James Primary	30	30
St John's CE Primary	45	45
St Michael's CE (C) Primary	45	45
Sunshine Infant and Nursery	60	60
Walsall Wood	30	30
Watling Street JMI	30	30
Whetstone Field Primary	30	30
Whitehall Nursery and Infant	86	90
Whitehall Junior Community	90	90

*At a meeting on 5 February 2014, Cabinet approved consultation on a proposal to increase the published admission numbers (PAN) for Christ Church CE JMI, Fibbersley Park Primary, King Charles Primary and Leighswood Primary from September 2015. The proposed PANs are given in brackets in the table above alongside the current PAN. Consultation on this proposal commenced on XX March 2014 and ends on XXXXX. If a decision is taken to increase the published admission numbers for these schools it is the Authority's intention to admit above PAN to the proposed figures in September 2015; the Authority will then consult formally on the increase as part of the consultation on Admission Arrangements for Community and Voluntary Controlled Schools for 2016/17.

2. OVERSUBSCRIPTION CRITERIA FOR PRIMARY SCHOOLS

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children) and previously looked after children. (see note 1)
2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date. (see note 2)
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications

will be subject to verification by the Director of Children's Services – Walsall Council). (see note 3)

4. *For applications to junior schools only.* Attendance by the child at the relevant paired infant school, when the application is made.
5. *For applications to voluntary controlled Church of England primary schools only.* Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular and faithful worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship.
6. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority. (see note 6)

If there is oversubscription in criteria 2 to 5, priority will be given to those living closest to the school as measured in a straight line.

2a. Explanatory notes for Oversubscription Criteria

1. Children in Public Care (looked after children) and previously looked after children

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be because they were adopted or became subject to a residence order or special guardianship order.

2. Sibling

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

A brother or sister sharing the same parents;

A half-brother or sister sharing one common parent;

A step-brother or sister (ie related by their parent's marriage);

Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (eg under the terms of a residence order)

The Authority will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school. However, in the event that there is an insufficient number of places to allocate to twins, triplets etc a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren)) and in cases where this is not known, the offer will be decided by lot.

2 & 4 The paired infant and junior schools are:

Alumwell Infant	paired with Alumwell Junior
Delves Infant	paired with Delves Junior
New Invention Infant	paired with New Invention Junior
Palfrey Infant	paired with Palfrey Junior

Rosedale CE (C) Infant	paired with Short Heath Junior
Sunshine Infant and Nursery	paired with Blakenall Heath Junior
Whitehall Nursery and Infant	paired with Whitehall Junior Community

3 Social or medical factors

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the preference form must be completed and evidence to support the claim must be submitted with the form. This must relate to the child.

Requests for such consideration will be subject to verification by the Director of Children's Services – Walsall Council. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs.

Social

Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is the only school that can meet the child's needs.

Please note that only in exceptional cases are places prioritised in respect of a child's medical or social grounds.

5 Church Places at voluntary controlled Church of England primary schools

Voluntary controlled Church of England primary schools with an admission number of 30 will offer a maximum of 7 Church Places; schools with an admission number of 45 will offer a maximum of 11 Church Places; schools with an admission number of 60 will offer a maximum of 15 Church Places.

If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line. 'Regular worshipper and faithful worship' is defined as attending a place of worship on at least two occasions per month for at least two years.

6 Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Definition of a home address

The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent, parents or guardian; or

- leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, 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 support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and the child would not have qualified for a place on the distance criterion.

In the event that a family moves between the application and the date of offer, the Admissions and Pupil Place Planning Team must be informed as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applications living at the lowest numbered flat and/or the flat on the lower floor.

3. MINIMUM ENTRY REQUIREMENTS FOR YEAR 12

Each school is required to publish in their school prospectus the minimum entry requirements for entry into Year 12.

Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry into Year 12 is not dependent upon attendance or behaviour records.

Pupils refused a place in Year 12 in their own school are entitled to appeal to an independent appeal panel.

4. OVERSUBSCRIPTION CRITERIA FOR NURSERY SCHOOLS AND CLASSES

Applications for nursery places should be made direct to the school.

If there are more applications than there are nursery places available then places will be allocated using the Oversubscription Criteria in the following order of priority:

A Priority for nursery places will be given to children born between 1 September 2010 and 31 August 2011. If places are oversubscribed the following Oversubscription Criteria will apply:

1. Children in Public Care (looked after children) and previously looked after children. (see 2a above)

2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date. (see 2a above)
3. Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Director of Children's Services – Walsall Council). (see 2a above)
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority. (see 2a above)

B Where places are still available schools may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria 1-4, shown above, will apply.

If there is oversubscription in criteria 2 and 3, priority will be given to those living closest to the school as measured in a straight line.