

Cabinet – 17 March 2010

Determination of Admission Arrangements for Community and Voluntary Controlled Schools for the 2011/12 Academic Year

Portfolio: Councillor Walker, Children's Services

Service: Walsall Children's Services - Serco

Wards: All

Key decision: Yes

Forward plan: Yes

1. Summary of report

This report sets out the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the academic year 2011/12.

2. Recommendations

- 2.1 That the admission arrangements for primary and secondary community and voluntary controlled schools for the academic year 2011/12, as set out in **Appendix A** of this report, are agreed.
- 2.2 That the publication of the associated statutory notice is approved.
- 2.3 That Walsall Children's Services - Serco is asked to inform all consultees of the determination of the admission arrangements for 2011/12.

3. Background information

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 2011/12 school year by 15 April 2010.

4. Resource considerations

4.1 Financial:

- 4.1.1 There are no direct financial implications arising from this report other than the cost of publishing the statutory notice referred to in paragraph 4.2.4 below; this cost will be contained within existing education revenue budgets.

4.2 Legal:

- 4.2.1 Walsall Council, as the admission authority, has a statutory duty to consult annually on the proposed admission arrangements for community and voluntary controlled schools.
- 4.2.2 Admission authorities are statutorily required to complete consultation on their proposed admission arrangements for the 2011/12 school year by 1 March 2010 and must determine (or finalise) these by 15 April 2010.
- 4.2.3 In line with the requirements of the 2009 Code relating to admissions to primary schools from 2011/12, Walsall Children's Services - Serco will work in partnership in an inter-LA co-ordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton. This will enable the benefits of operating a coordinated scheme in the secondary sector to be extended to the primary sector.
- 4.2.4 The proposed admission arrangements comply with the School Admissions Code.
- 4.2.5 A school's Planned Admission Number (PAN) is set in line with the net capacity assessment for the school. In order to ensure compliance with the legislation relating to infant class sizes, one primary school (Green Rock) has a PAN which is lower than its Indicated Admission Number (IAN). In these circumstances, the Council must publish a notice stating the reason why the PAN is lower and informing parents that they may object to the PAN. Details of the school where this applies are provided in **Appendix A**.
- 4.2.6 Cabinet will recall that a decision was taken to significantly enlarge Birchills CE Primary School from September 2011. The net capacity of the school has been updated to reflect the accommodation that will be available at the school on completion of the capital scheme and the PAN for the school has been increased from 45 to 60.
- 4.2.7 Since consultation on these admission arrangements commenced, Brownhills Community Technology College and Frank F Harrison Engineering College have changed from community to foundation status. The schools are included in this determination as it was not possible for the new governing bodies, which will be the admission authority for the schools, to consult on and determine admission arrangements for 2011 within the legally prescribed timescale.

4.3 Staffing:

- 4.3.1 There are no direct implications arising from this report.

5. Citizen impact

The admission arrangements provide information for parents regarding admission to primary and secondary schools and will help them to decide upon their preferences when applying for a place for their child.

6. Community safety

There are no direct implications arising from this report.

7. Environmental impact

There are no direct implications arising from this report.

8. Performance and risk management issues

8.1 **Risk:** The admission arrangements will be included in the *Information Booklet for Parents* publication. The provision of clear information will help parents to decide upon their preferences when applying for a school place for their child and will contribute to a reduction in the number of appeals.

8.2 **Performance management:** The DCSF collects data on the number of parents who obtain a place for their child at the secondary school which is their first preference. In addition, the School Adjudicator asks all LAs to submit a report, written against a national pro-forma, each summer.

9. Equality implications

In line with the requirements of the School Admissions Code 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.

10. Consultation

10.1 Formal consultation with all Walsall Schools, the Walsall Academy, Shelfield Community Academy, Grace Academy Darlaston, neighbouring LAs, Diocesan representatives and the Walsall Admission Forum took place during the Autumn term of 2009, and the Spring term 2010.

10.2 As a result of consultation, minor changes have been made to the wording of Section 8 (Waiting List Policy) in order to clarify the process.

10.3 Other changes have been made to reflect recent legislation on mid-year admissions, and on admission to reception classes.

10.4 All LAs were required to have formulated a policy on mid-year admissions by January 2010 and to implement it from September 2010. Cabinet will recall that the Walsall scheme for Mid Year Admissions was approved by members at the meeting on 16 December 2009 following consultation with stakeholders earlier in the autumn term.

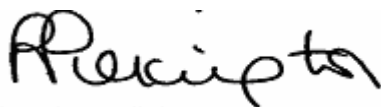
- 10.5 Changes to the admission arrangements for reception classes have been announced by the Government and are set out in a new School Admissions Code which comes into force on 10 February 2010. The previous Code has been amended to require admission authorities to allow parents greater flexibility in accessing early years provision. Admission authorities are required to provide for the admission of all children in the September following their 4th birthday; Walsall, however, has been following this good practice for many years. Parents may request part or full time attendance for such children until they reach compulsory school age (the term after their 5th birthday).
- 10.6 These changes have been incorporated into the Admissions Arrangements document attached as **Appendix A**.

Background papers

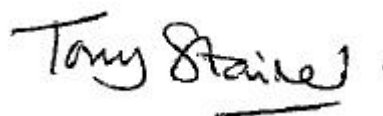
DCSF: School Admissions Code

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Signed:
Executive Director: Pauline Pilkington
Date: 5 March 2010



Signed:
Managing Director, Walsall Children's
Services – Serco: Tony Stainer
Date: 5 March 2010



Signed:
Portfolio Holder: Councillor Rachel Walker
Date: 5 March 2010

Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2011/12

1. ADMISSION NUMBERS for PRIMARY and SECONDARY SCHOOLS

The following pages show the Admission Numbers and capacities proposed for community and voluntary controlled schools in 2011/12.

The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2011/12 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	Reason for Proposing a Lower Admission Number
Abbey Primary	30	30	
Alumwell Infant	90	90	
Alumwell Junior	90	90	
Barcroft Primary	60	60	
Beacon Primary	45	45	
Bentley Drive Primary	60	60	
Bentley West Primary	60	60	
Birchills CE Primary Community	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	30	30	
Castlefort JMI	30	30	
Christ Church CE (C) JMI	30	30	
Chuckery Primary	60	60	
County Bridge Primary	30	30	
Croft Community Primary	29	30	
Delves Infant	90	90	
Delves Junior	81	90	
Edgar Stammers Primary	45	45	
Elmore Green Primary	41	45	
Fibbersley Park Primary	60	60	

1. ADMISSION NUMBERS

Name of Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on net capacity assessment – NCA)	Proposed Admission Number	Reason for Proposing a Lower Admission Number
Green Rock Primary	34	30	Compliance with Infant Class Size legislation
Greenfield Primary	30	30	
Harden Primary	45	45	
Hatherton Primary	60	60	
Hillary Primary	60	60	
Holy Trinity CE Primary	29	30	
King Charles Primary	30	30	
King's Hill Primary	45	45	
Leamore Primary	30	30	
Leighswood	75	75	
Lindens Primary	45	45	
Little Bloxwich CE (VC) Primary	30	30	
Lodge Farm JMI	36	45	
Lower Farm Primary	53	60	
Meadow View JMI	55	60	
Millfield Primary	30	30	
Moorcroft Wood Primary	30	30	
Mossley Primary	30	30	
New Invention Infant	90	90	
New Invention Junior	84	90	
North Walsall Primary	30	30	
Old Church CE (C) Primary	42	45	
Palfrey Infant	90	90	
Palfrey Junior	90	90	
Pelsall Village	45	45	
Pinfold Street JMI	58	60	
Pool Hayes Primary	30	30	
The Radleys Primary	30	30	
Rosedale CE (C) Infant	60	60	
Rough Hay Primary	45	45	
Rushall JMI	30	30	
Ryders Hayes	55	60	
Salisbury Primary	45	45	
Short Heath Junior	60	60	

1. ADMISSION NUMBERS

Name of Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on net capacity assessment - NCA)	Proposed Admission Number	Reason for Proposing a Lower Admission Number
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	80	80	
Woodlands Primary	60	60	

Name of Community Secondary Schools	Indicated Admission Number (Based on NCA)	Proposed Admission Number	Reason for Proposing a Lower Admission Number
Alumwell Business & Enterprise College	195	195	
Brownhills Community Technology College*	168	168	
Frank F Harrison Community School*	180	180	
Joseph Leckie Community Technology College	240	240	

* Since consultation on these admission arrangements commenced, these schools have changed from community to foundation status. The schools are included in this determination as it was not possible for the new governing bodies, which will be the admission authority for the schools, to consult on and determine admission arrangements within the legally prescribed timescales.

2. OVERSUBSCRIPTION CRITERIA FOR PRIMARY AND SECONDARY 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). (see note 1)
2. Pupils who have an older 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 Managing Director, Walsall Children's Services - Serco). (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 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)

Children who are in the care of a local authority or provided with accommodation by a local authority.

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 (i.e. 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 (e.g. 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.

2a. Explanatory notes for Oversubscription Criteria

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 either the child or the parents, for example where one or both parents or the child has a disability that may make travel to a school further away more difficult.

Requests for such consideration will be subject to verification by the Managing Director, Walsall Children's Services – Serco. 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 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' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

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 parent(s), carer(s) or guardian(s) must inform the Secondary/Primary Admissions Teams 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 applicants 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 to Year 12 is not dependent upon attendance or behaviour records.

No community secondary school admits into Year 12 as a normal year of entry and therefore Year 12 admission numbers are not appropriate.

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 2007 and 31 August 2008. If places are oversubscribed the following Oversubscription Criteria will apply:
1. Children in Public Care (looked after children). (see note 1)
 2. Pupils who have an older 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 and supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Managing Director, Walsall Children's Services - Serco). (see note 3)
 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 note 6)
- 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.

5. APPLICATION PROCEDURES AND TIMETABLES FOR TRANSFER TO SECONDARY SCHOOLS

Walsall Children's Services - Serco is working in partnership in an inter-LA co-ordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

On Friday 10 September 2010, Walsall Children's Services - Serco will issue the "Walsall Preference Form" to enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2011) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The Walsall Preference Form may be used to apply for a place at any secondary school in or outside the borough.

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

Parents who name Blue Coat CE Performing Arts Specialist College, St Francis of Assisi Catholic School or St Thomas More Catholic Business and Enterprise College on the Preference Form must also complete the schools' own supplementary information form.

Preference Forms must be returned to the Planning, Admissions and Transport Team by the closing date of 31 October 2010.

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 Children's Services - Serco of the order in which all applicants meet their admission criteria.

By 15 November 2010, Walsall Children's Services - Serco 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 9 January 2011, Walsall Children's Services - Serco 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 21 January 2011, 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 11 February 2011, 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 Children's Services - Serco will allocate a place at the nearest alternative secondary school in Walsall with vacant places, following consultation with other admission authorities where appropriate.

On the National Notification Date, 1 March 2011, Walsall Children's Services - Serco 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 15 March 2011, 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.

6. APPLICATION PROCEDURES AND TIMETABLES FOR ADMISSIONS TO RECEPTION AND TRANSFERS TO YEAR 3 FROM INFANT SCHOOLS

Walsall Children's Services - Serco is working in partnership in an inter-LA co-ordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

On Friday 15 October 2010, Walsall Children's Services - Serco will issue the "Walsall Preference Form to enable Walsall parents of Nursery and Year 2 children to name up to 3 primary schools, rank them in order of preference and give reasons for their preference. The Walsall Preference Form may be used to apply for a place at any primary school in or outside the borough.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must complete a Walsall preference form 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.

Preference Forms must be returned to the Planning, Admissions and Transport Team by the closing date of Saturday 15 January 2011.

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 Children's Services - Serco of the order in which all applicants meet their admission criteria.

The following schools are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools
Manor Primary School	Blue Coat CE (A) Infant School	St Anne's Catholic Primary School
Park Hall Infant School	Blue Coat CE (A) Junior School	St Bernadette's Catholic Primary School
Park Hall Junior School	Cooper and Jordan CE(VA) Primary School	St Francis Catholic Primary School
Pheasey Park Farm Primary School		St Joseph's Catholic Primary School
		St Mary of the Angels Catholic Primary School
		St Mary's the Mount Catholic Primary School
		St Patrick's Catholic Primary School
		St Peter's Catholic Primary School
		St Thomas of Canterbury Catholic Primary School

Where a child meets the admission criteria of more than one of the schools named on the Preference Form then Walsall Children's Services - Serco will allocate a place at the highest ranked of those schools. Admission authorities will be advised of the pupils to be offered places.

By 31 January 2011, Walsall Children's Services - Serco 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 10 March 2011, Walsall Children's Services - Serco 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 21 March 2011, 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 31 March 2011, 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 Children's Services - Serco will allocate a place at the nearest alternative primary school in Walsall with vacant places, following consultation with other admissions authorities where appropriate.

On the Local Notification Date, 27 April 2011, Walsall Children's Services - Serco 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 13 May 2011, 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.

7. 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 applicants 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.

7a. 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 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 Managing Director, Walsall Children's Services - Serco.

This applies to applications for secondary schools received between 1 November and 28 November 2010. For primary schools, this applies to applications received between 16 January 2011 and 13 February 2011.

7b. 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 29 November 2010 and 28 February 2011. For primary schools, this applies to applications received between 14 February and 24 April 2010.

7c. 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 Children's Services – Serco at the nearest alternative school in Walsall with vacant places (following consultation with other admissions authorities where appropriate), and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

8. WAITING LIST POLICY

Waiting Lists for Walsall Community and Voluntary Controlled schools will be maintained by Walsall Children's Services - Serco until the last day of the autumn term. Parents may enquire about their child's position on any Waiting List by telephoning the Admissions Team on (01922) 686358/686357.

Waiting Lists for Walsall Foundation and Voluntary Aided schools and the Academies will be maintained by each individual school until the last day of the autumn term. Parents may enquire about their child's position on Waiting List for these schools by telephoning each individual school.

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 the Walsall Preference Form 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 2011 for Secondary transfers or 27 April 2011 for Primary admissions a parent may contact the Admissions 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.

From January 2012, each oversubscribed Walsall school is responsible for starting and maintaining a new Waiting List. Parents should contact the school to be added to their Waiting List.

8a. Waiting List Policy for Casual Admissions to Primary and Secondary Schools

A Waiting List is kept for any oversubscribed year group. The Waiting List will be kept in admission criteria order. Any vacancies will be offered on the basis of the school's published admission criteria.

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.

A Waiting List is kept for one term only. On the last day of each school term the names of all children will be removed from the Waiting List. If a parent wants their child's name to be added to a new Waiting List they must write to the school at the beginning of the new school term.

Parents may enquire about their child's position on the Waiting List by contacting the school concerned.

9. 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 in the September following their fourth birthday.

If parents prefer their child to start later than 1 September 2011 they have the option of deferring the child's entry until later in the 2011/12 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.

Parents can request that their child attends part-time until the child reaches compulsory school age.

10. MID YEAR ADMISSION POLICY

Nursery schools and classes

Parents wishing to move their children to a nursery school or nursery class in Walsall should contact the school direct.

Primary and Secondary schools

From the 2010/11 academic year, local authorities must have in place a scheme for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry ("in-year applications").

Scheme for Coordinated Midyear Admissions to Primary and Secondary Schools

The scheme for coordinated midyear admissions is produced under the provisions of the School Standards and Framework Act, 1998 as amended by the Education Act, 2002 and the School Admissions (Coordination of Admission Arrangements) (England) Regulations 2008. The scheme will apply to all maintained mainstream primary and secondary schools and academies in Walsall and will be effective from 1 September 2010.

The Scheme

1. Walsall Children's Services – Serco acting on behalf of Walsall Council will issue a Midyear Admission Preference Form. This Form can be used by parents to apply for admission to any maintained mainstream primary or secondary school or academy other than at the usual time of entry to either primary (reception or year 3 when transferring from an infant school to a junior or primary school) or secondary school.
2. Parents will be able to express up to 3 preferences for admission on the Midyear Admission Preference Form and may express a preference for any primary or secondary school or academy located either within Walsall or in any other borough.
3. In conjunction with the Midyear Admission Preference Form the Local Authority will publish annually a composite prospectus, known as the Information for Parents on Midyear Admissions Handbook. This will provide information on all maintained mainstream primary and secondary schools and academies in Walsall, and will contain a table which clarifies the differences and similarities between the different types of school in Walsall. The Information for Parents handbook and preference form will be available on request from Walsall Children's Services – Serco and online at www.walsall.gov.uk. The Information for Parents handbook will provide details of the admission criteria and admission numbers for all maintained mainstream primary and secondary schools and academies in Walsall and for each school will identify whether it is the local authority or the governing body of the school who are the Admission Authority and provide details of how parents may contact neighbouring admission authorities to obtain details of schools outside the borough of Walsall. The handbook will also include information on how to appeal for a place at oversubscribed schools.
4. Some schools require parents to complete a supplementary information form at the time of application. Where a supplementary form is required this will be stated in the Information for Parents handbook and the form can be obtained from the local authority.

5. Where a parent completes a supplementary information form it will not be regarded as a valid application unless the parent has also completed a Walsall Midyear Admission Preference Form and the school is nominated as a preference on the form.
6. All Midyear Admission Preference Forms must be returned to Walsall Children's Services – Serco and applications may not be made directly to any maintained mainstream primary or secondary school or academy.

The Process

1. All applications for midyear admission by Walsall residents must be made on a Walsall Midyear Admission Preference Form and must be submitted to Walsall Children's Services - Serco. Any supplementary information forms required by a school listed as a preference on the preference form must be returned to the relevant school.
2. On receipt of an application for midyear admission the admissions team will contact the schools listed as preferences to determine whether there are places available in the applicants year group, the application will also be assessed by the admissions team to determine if it meets the criteria for consideration under Walsall's Fair Access Protocol.
3. The local authority will offer a place at the school ranked highest on the preference form which has a place available in the applicant's year group.
4. Where an applicant meets one or more of the criteria for consideration under Walsall's Fair Access Protocol the applicant will be offered a place at the school ranked highest on their preference form provided that that school has not reached the limits on pupil numbers specified in section 3 of the Fair Access Protocol. If the school has already admitted its designated percentage of pupils under the Fair Access Protocol the local authority will offer a place at an alternative Walsall school. Should parents refuse the alternative place offered under the Fair Access Protocol a place will be offered at the highest ranked school nominated on the applicant's preference form which has a place available in the relevant year group. Exceptionally where a child meets the definition of challenging behaviour given in paragraph 4.6 of the Fair Access Protocol and a school nominated as a preference on their application form falls under the exceptions listed in paragraph 3.22 of the School Admissions Code the governing body may refuse admission where they consider that the child's behaviour would prejudice the provision of efficient education or the efficient use of resources at the school.
5. Where a preference is expressed for a school outside the borough of Walsall details of the application will be passed on to the relevant LA to determine whether a place can be offered at the preferred school.
6. Where an application is received for a place in a Walsall school from a resident of another local authority who has applied for a place on their home authority's preference form the application will be assessed in accordance with the published admission criteria for the school and the Fair Access Protocol and where a place can be offered this information will be communicated to the applicant's home authority.
7. Schools who wish to hold a stock of midyear admissions preference forms to give out to parents when they are approached directly may do so. When a school is approached directly by a parent for midyear admission and has a place available in

the appropriate year group they may contact the admissions team to find out if any additional applications for that year group are pending. If there are no pending applications, or sufficient places available to accommodate all applicants the school may admit the child immediately provided that before admitting the child they ensure that the parent completes the preference form and that the school forwards the form to the admissions team immediately. This will ensure that vulnerable children such as travelling pupils are not disadvantaged by the process.

8. Once an application has been assessed in accordance with the published admission criteria of the preferred schools and, if appropriate the Fair Access Protocol, the local authority will write to the applicant to indicate one of the following outcomes:
 - where the child is eligible for a place at one or more of their preferred schools they will be offered a place at the highest ranked preference;
 - where it is not possible to offer the highest ranked preference where possible a place will be offered at a lower ranked preference and the offer letter will contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it;
 - if it is not possible to offer the applicant a place at any of their preferred schools and the child is currently without a school place a place will be offered at an alternative Walsall school which has places available.
9. Where the school is not a Walsall school, a copy of the letter to parents offering or refusing a place, and where appropriate advising them of their right of appeal, will be sent to the appropriate local authority.
10. Where the local authority is the admission authority, the letter will be sent on behalf of the local authority. Where the admissions authority is the governing body the letter will indicate that it is being sent on behalf of the governing body.
11. In the event that the applicant is resident in another local authority, the offer letter will be sent by the applicant's home authority.

Waiting Lists

All admission authorities will maintain waiting lists for entry to Reception and Year 3 or Year 7 until the end of the autumn term in the year of admission. Waiting lists for Walsall community and voluntary controlled schools will be maintained by Walsall Children's Services – Serco until the end of the autumn term in the admission year. Midyear admission applicants for admission to Reception, Year 3 or Year 7 whose applications are received before the end of the Autumn Term in the year of admission will be added to the waiting list for their highest preference where the school is oversubscribed and will remain on the list until it is discarded. Waiting lists for places in Walsall community or voluntary controlled schools will not be maintained for other year groups.

Details of the policy regarding the waiting lists for schools in other local authorities or for those for which the governing body is the admissions authority after the end of the autumn term in the year of admission will be included in the admission arrangements for those schools.

Parents of children with a statement of special educational needs (SEN) must contact the SEN Team at Walsall Children's Services - Serco or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.
