

Cabinet - 8 February 2016

Determination of Admissions Scheme and Admission Arrangements for Community and Voluntary Controlled Schools for the 2018/19 Academic Year

Portfolio: Councillor Rose Burley, Children's Services and Education

Service: 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 and midyear admissions (including independent schools, academies, University Technology Colleges and Free schools) for the 2018/19 academic year and the proposed admission arrangements for primary community and voluntary controlled schools for the 2018/19 academic year.
- 1.2 Walsall Council is not the Admission Authority for any of the secondary schools in the borough.

2. Recommendations

- 2.1 That the proposed schemes as set out in **Appendix A** for inter-authority primary and secondary co-ordinated admissions for 2018/19 are approved.
- 2.2 That the admission arrangements for primary community and voluntary controlled schools for the academic year 2018/19, as set out in **Appendix B** of this report, are determined.
- 2.3 That Walsall Council informs all consultees of the determination of the admission arrangements for the 2018/19 academic year.

3. Report Details

- 3.1 As the Local Authority, Walsall Council has the responsibility to draw up and agree schemes for secondary and primary admissions for the 2018/19 academic year. Walsall Council is the Admission Authority for all community and voluntary controlled Primary schools in Walsall. Section 89 of the School Standards and Framework Act 1998 requires admission authorities to determine the admission arrangements for the 2018/19 school year by 28 February 2017.

- 3.2 The Council is proposing to introduce a Five Year Sufficiency Strategy Plan which sets out the context and approach to Pupil Place Planning in Walsall and provides data on current and projected pupil numbers to inform the future provision of school places and identify where development is required. The 5 Year Strategy is item on the agenda for the Cabinet Meeting on 8 February 2017. If any of the community or voluntary controlled primary schools are expanded as a result of the implementation of the Five Year Sufficiency Strategy Plan it may be necessary for the relevant schools to admit above their published admission number subject to the agreement of their governing bodies.
- 3.3 It is proposed that the Local Authority resumes coordination of midyear admission applications for all Walsall schools from September 2018, this is to ensure that the Local Authority is able to track the movement of pupils around the borough for safeguarding purposes. The proposed scheme for coordinated admissions sets out the process for coordination of midyear admissions.

4. Council Priorities

- 4.1 The schemes for coordinated admissions and the admission arrangements for primary community and voluntary controlled schools for the 2018/19 academic year set out a fair and equitable process for children wishing to attend Walsall schools in September 2018 and throughout the academic year as midyear admissions and support the Council's corporate priorities which are:
- Lifelong health, wealth and happiness;
 - We are an efficient and effective Council;
 - Sustainable change and improvement for all.
 - Our communities are engaged and sustainable;
 - Safe resilient and prospering communities.
 - Staff are resilient and quick to adapt.

5. Risk Management

- 5.1 The admission arrangements will be included in the Information Booklet for Parents publications which will be published on Walsall Council's website, on the Walsall Link website and will also be 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 admission 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 2018/19 school year by 31 January 2017 and must determine (or finalise) these by 28 February 2017.
- 7.4 The proposed admission arrangements comply with the School Admissions Code (2014).

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 (2014) 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 Consultation on the proposed scheme for coordinated admissions and the proposed admission arrangements for community and voluntary controlled schools commenced on 15 December 2016. The consultation period closes at 5:00 pm on 31 January 2017. This report will be updated to include details of all consultation responses received when the consultation has closed. Detailed below are the organisations which have been consulted.

The following bodies were consulted:

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

The proposed scheme and admission arrangements are available on the Walsall Council's website and the Walsall Link website throughout the consultation period.

Background papers

DfE: School Admissions Code 2014

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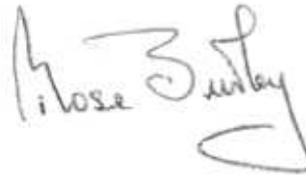
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David Haley
Executive Director
Date: 20 January 2017



Councillor R Burley
Portfolio Holder
Date: 30 January 2017

Proposed Schemes for coordinated Primary and Secondary Admissions for Walsall for 2018/19.

Secondary Admissions

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

Parents should complete an online application. This will enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2018) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The online application 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, Ormiston Sheffield Community Academy, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sport's Place at Sheffield Community Academy on the online form must also complete the school's own Registration Form.

Parents who name Aldridge School, Blue Coat CE Academy, Walsall Academy, 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.

Online applications must be submitted by the national closing date of **31 October 2017**.

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 the Admissions and Pupil Place Planning Team of the order in which all applicants meet their admission criteria.

By 14 November 2017 (tbc), 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 Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall secondary schools.

By 2 January 2018 (tbc), 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 Local Authorities 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 2018 (tbc), the provisional offers will be exchanged with other Local Authorities 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 6 February 2018 (tbc), the final allocations will be exchanged with the other Local Authorities 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 secondary school with vacant places following consultation with the governing body.

On the National Notification Date, 1 March 2018 (or the next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. Walsall Council will, on behalf of the relevant Admission Authorities, write to all parents resident in Walsall who did not request email notification at the time of application, informing them of the outcome of their applications. These letters and emails 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 2018 (tbc), parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer by this date will be presumed to have accepted the place offered to their child.

Primary Admissions

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

Parents should complete an online application. This will enable Walsall parents of Nursery children to name up to 3 primary schools and parents of Year 2 children (for junior schools) to name up to 3 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.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must apply online if they want their child to join a reception class in a Walsall primary school or in another local authority's area.

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

Online applications must be submitted on the Walsall Council website by the closing date of **15 January 2018**.

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 Authority 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 the Admissions and Pupil Place Planning Team of the order in which all applications meet their admission criteria.

The following primary 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	All Saint's Academy
Pheasey Park Farm Primary	Blue Coat CE (A) Junior	St Bernadette's Catholic Primary	Birchills CE Primary Community School
			Bloxwich Academy
	Cooper and Jordan CE(VA) Primary	St Francis Catholic Primary	Croft Academy
		St Joseph's Catholic Primary	Edgar Stammers Primary School
		St Mary of the Angels Catholic Primary	Fibbersley Park Primary Academy
		St Mary's the Mount Catholic Primary	Goldsmith Primary Academy
		St Patrick's Catholic Primary	Jubilee Academy Mossley
		St Peter's Catholic Primary	Lodge Farm Primary Academy
		St Thomas of Canterbury Catholic Primary	North Walsall Academy
			Park Hall Infant Academy
			Park Hall Junior Academy

			Reedswood E-Act Academy
			Rivers Primary Academy
			Rough Hay Primary
			Ryders Hayes School
			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 2018 (tbc), 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 Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall primary schools.

By 13 February 2018 (tbc), 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 Local Authorities 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 2018 (tbc), the provisional offers will be exchanged with other Local Authorities 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 27 March 2018 (tbc), the final allocations will be exchanged with the other Local Authorities 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 primary school with vacant places.

On the National Notification Date, 16 April 2018 (or next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. Walsall Council will, on behalf of the relevant Admission Authorities, write to all parents resident in Walsall who did not request email notification at the time of application, informing them of the outcome of their applications. These letters and emails 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 2018 (tbc), parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer letter by this date will be presumed to have accepted the place offered to their child.

LATE APPLICATION POLICY

The online portal will close for secondary applications after 31 October 2017. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be processed as a late application.

The online portal will close for primary applications after 15 January 2018. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the closing date will be processed 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.

Applications received after the closing date 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 submit their online application to Walsall Council on time because they moved into the Borough of Walsall after the Closing Date;
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented them from submitting their online application;
- 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 Director of Children's Services

This applies to applications for secondary schools received between 1 November 2016 and 29 November 2017. For primary schools, this applies to applications received between 16 January 2018 and 13 February 2018.

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 2017 and 28 February 2018. For primary schools, this applies to applications received between 14 February 2018 and 15 April 2018.

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 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, other than Ormiston Sheffield Academy and Walsall Academy, 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 (01922) 652585.

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 2018 (or next working day) for secondary transfers or 16 April 2018 (or next working day) for primary admissions a parent may contact the School 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.

Waiting lists will be kept for one term only and then discarded. From 1 January 2019 parents who wish their child to be added to a new waiting list should write to the Admissions and Pupil Place Planning Team to request this.

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 Local Authorities from September in the year before children reach their fifth birthday.

If parents prefer their child to start later than 1 September 2018 they have the option of deferring the child's entry until later in the 2018/19 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception Local Authorities.

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.

Midyear Admissions

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary and secondary schools and academies from 1 September 2018.

The local authority will issue a Midyear Admission Preference Form which is a Common Application Form to be used by parents to apply for admission to any Walsall maintained mainstream primary or secondary school or academy other than at the point of entry to either primary (Reception or Year 3 when transferring from an infant school to a junior or primary school) or secondary school. Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

Parents may obtain copies of the Midyear Admission Preference Form from schools or from the Local Authority and the completed application should be submitted to the Admissions and Pupil Place Planning Team. Applications may not be made directly to any maintained mainstream primary or secondary school or academy. Any supplementary information forms required by a school must be returned to the

relevant school. Where a parent completes a supplementary form it will not be regarded as a valid application unless the parent has also listed a preference for the school on the Midyear Admission Preference Form.

All Walsall maintained mainstream schools and academies must provide the Admissions and Pupil Place Planning Team with accurate details of the number of vacancies in each year group on a weekly basis to enable places to be offered to applicants for midyear admission without unnecessary delay.

On receipt of an application for midyear admission the Admissions and Pupil Place Planning Team will assess the application to determine if it meets the criteria for consideration under the Walsall Primary or Secondary Fair Access Protocols and where appropriate a referral will be made to the relevant Fair Access Panel.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, 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 parent's 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 parent's 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, following consultation with other admissions authorities where appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

Proposed Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2018/19

1. Admissions numbers for community and voluntary controlled primary schools for 2018/19

The following pages show the Admission Numbers and capacities proposed for community and voluntary controlled primary schools in 2018/19.

The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2018/19 academic year, i.e.:

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

Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on net capacity assessment - NCA)	Proposed Admission Number
Abbey Primary	30	30
Alumwell Infant	90	90
Alumwell Junior	90	90
Barcroft Primary	60	60
Beacon Primary	45	60
Bentley West Primary	60	60
Blackwood	90	90
Blakenall Heath Junior	60	60
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	45	45
Chuckery Primary	60	60
County Bridge Primary	30	30
Delves Infant	90	90
Delves Junior	81	90
Elmore Green Primary	41	45
Greenfield Primary	30	45
Hillary Primary	60	90
Holy Trinity CE Primary	29	30
King Charles Primary	60	60
King's Hill Primary	45	60
Leamore Primary	30	30
Leighswood	75	75
Lindens Primary	60	60
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	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	60
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

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). (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

a) 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 looked after because they were adopted or became subject to a residence order or special guardianship order.

b) 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)

c) 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

7. 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 application must be completed and evidence to support the claim must be submitted to the Local Authority.

Requests for such consideration will be subject to verification by the Director of Children's Services. 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**. This must relate to either the child or the parents, for example where the parent(s) or the child has a disability that may make travel to a school further away more difficult. Medical evidence which relates to parent(s) will be considered in the following circumstances:

- Where the child lives with a single parent who has a medical condition or disability that may make travel to a school further away more difficult;
- Where the child lives with both parents and both parents have a medical condition or disability that may make travel to a school further away more difficult;
- Where a child lives with both parents and one parent has a medical condition or disability that may make travel to a school further away more difficult medical evidence may be considered if the other parent is unable to accompany the child on the journey to and from school because they are the sole carer for the other parent.

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 preferences are only given priority under the medical/social criterion in very exceptional cases where medical or social evidence clearly demonstrates that the preferred school is the only school which can meet the child's needs.

8. 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.

9. 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 applicants living at the lowest numbered flat and/or the flat on the lower floor.

10. Oversubscription criteria for Nursery Schools

Applications for nursery places should be made directly 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 2013 and 31 August 2014. 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 Interim Director of Children's Services). (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.

Admission of children outside their normal age group

Summer born children, (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls on 31 August). 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.

Parents seeking a place for their child outside of their normal age group in a community or voluntary controlled primary school should make a request in writing to Walsall Council providing details of the reason for the request and supporting medical evidence or evidence from the child's current head teacher if appropriate demonstrating that deferred admission to Reception would be in the child's best interests.

When an application for admission outside of a child's normal age group in a community or voluntary controlled primary school is received, Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case.