

## Appendix A

### Proposed Schemes for coordinated Primary, Secondary and Midyear Admissions for Walsall for 2023/24.

#### 1. Secondary Admissions

Walsall Council participates 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 2023) to name up to five 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, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sport's Place at Ormiston Sheffield Academy on the online form must also complete the school's own Registration Form.

Parents who name Blue Coat CE Academy, Brownhills School, Shire Oak Academy or 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 2022**.

Preferences, which are changed or added after the closing date up without a significant change in circumstances, will be processed as late applications. This will apply to applications submitted by 30 November 2022. All preferences which are changed or added after 30 November 2022 will be processed as late applications. 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 School Admissions and Appeals Team of the order in which all applicants meet their admission criteria.

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 2023 (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 2023 (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 6 February 2023 (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 preferred schools then Walsall Council will allocate a place at the nearest alternative secondary school with vacant places following consultation with the relevant admission authority.

**On the National Notification Date, 1 March 2023 (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.

The Local Authority will make just one offer of a school place to each child, further offers will only be made after the offer date if it is subsequently possible to offer a child one of their parents higher ranked preferences. An offer of a school place will not be withdrawn unless it is subsequently found to have been made in error, or as the result of a fraudulent, or intentionally misleading application, or the parent informs the Local Authority that they have made alternative arrangements for their child's education and no longer require a secondary school place.

## **2. Primary Admissions**

Walsall Council participates 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 2023**

Preferences changed or added after the closing date without a significant change in circumstances will be processed as late applications. This will apply to applications submitted by 28 February 2023. All preferences which are changed or added after 28 February 2023 will be processed as late applications. 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 School Admissions and Appeals Team of the order in which all applications meet their admission criteria.

The table below gives details of Walsall primary schools, which are their own admission authorities:-

<b>Foundation Schools</b>	<b>Voluntary Aided Church of England Schools</b>	<b>Voluntary Aided Catholic Schools</b>	<b>Academies</b>
Manor Primary	Blue Coat CE (A) Infant	St Anne's Catholic Primary	All Saint's Academy
	Blue Coat CE (A) Junior	St Francis Catholic Primary	Birchills CE Primary Community School
			Blackwood School (as of 1 January 2022)
	Cooper and Jordan CE(VA) Primary	St Joseph's Catholic Primary	Bloxwich Academy
		St Mary of the Angels Catholic Primary	Busill Jones Primary School

		St Mary's the Mount Catholic Primary	Caldmore Primary Academy
		St Patrick's Catholic Primary	Croft Academy
		St Peter's Catholic Primary	Edgar Stammers Primary Academy
		St Thomas of Canterbury Catholic Primary	Fibbersley Park Primary Academy
			Goldsmith Primary Academy
			Jubilee Academy Mossley
			Lodge Farm Primary Academy
			North Walsall Academy
			Park Hall Infant Academy
			Park Hall Junior Academy
			Reedwood E-Act Academy
			Rivers Primary Academy
			Ryders Hayes School
			St Bernadette's Catholic Primary
			Wood's Bank Primary Academy
			Woodlands Academy of Learning
			Pheasey Park Farm Primary

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 2023 (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 2023 (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 2023 (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 2023 (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 preferred schools then Walsall Council will allocate a place at the nearest alternative primary school with vacant places, after consultation with the relevant admission authority.

**On the National Notification Date, 16 April 2023 (or next working day)**, email notification of the outcome of their application will be sent to all parents of Walsall resident children who submitted an online application and requested email notification.

The Local Authority will make just one offer of a school place to each child, further offers will only be made after the offer date if it is subsequently possible to offer a child one of their parents higher ranked preferences. An offer of a school place will not be withdrawn unless it is subsequently found to have been made in error, or as the result of a fraudulent, or intentionally misleading application, or the parent informs the Local Authority that they have made alternative arrangements for their child's education and no longer require a secondary school place.

### **3. Late Application Policy**

The online portal will close for secondary applications on 31 October 2022. Late Applications 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 in accordance with the late application policy.

The online portal will close for primary applications after 15 January 2022. Late Applications 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 in accordance with the late application policy.

Late applications will normally be considered for places after all the applications that were received by the Closing Date therefore, it is very likely that late applicants will not 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.

### **3.1 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, including:

- 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 they will be subject to verification by Walsall School Admissions and Appeals Team.

This applies to applications for secondary schools received between 1 November 2021 and 29 November 2022. For primary schools, this applies to applications received between 16 January 2023 and 13 February 2023.

### **3.2 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 processed as late applications and the applicant will receive notification of their offers as soon as possible after national offer day.

This applies to applications for secondary schools received between 30 November 2022 and 28 February 2023. For primary schools, this applies to applications received between 14 February 2022 and 15 April 2023.

### **3.3 Late 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 preferred schools a place will be offered by Walsall Council at the nearest alternative Walsall school with vacant places, after consultation with the relevant admission authority and the child's name will be added to the waiting list for schools listed as preferences in admission criteria order.

#### **4. Waiting list policy**

Waiting Lists for all Walsall schools, other than Walsall Academy, will be maintained by Walsall Council until 31 August 2023. Parents may enquire about their child's position on any Waiting list by contacting the School Admissions and Appeals Team at [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk)

Looked after children, previously looked after children and those who are allocated to a school in accordance with Walsall's 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 that 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 2<sup>nd</sup> on their application, then the child's name will only be placed on the waiting list for the school that was ranked 1<sup>st</sup>.
- If a child is offered a place at their parent's first preference school the child's name will not be added to any waiting list kept for lower ranked schools.

After 1 March 2023 (or next working day) for secondary transfers, or 16 April 2023 (or next working day) for primary admissions, a parent may contact the School Admissions and Appeals 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. The Local Authority will continue to co-ordinate the primary and secondary phased rounds, and will retain waiting lists until 31 August 2023.

After this, waiting lists for phased rounds will be held by the relevant admissions authority for a term only until 31 December 2023. From 1 January 2024, parents who wish their child to be added to a new waiting list for a Walsall primary or secondary school should apply via either the primary or secondary mid-year admission application process.

#### **5. Midyear Admissions**

##### **5.1 Applications for midyear admission to Walsall primary school 2023/24**

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary schools and academies who have opted to join their co-ordinated scheme for the academic year 2023/24. The list of primary schools and academies that have opted to join the Local Authority's scheme and those that have opted to co-ordinate their own arrangements for the academic year 2023/24 will be available on the Local Authority's website from 1 September 2024.

Parents who wish to apply for mid-year admission other than at the usual point of entry (Reception or Year 3) when transferring from an infant school to a junior school) for any school that has opted to join the Local Authority's Co-ordinated scheme should submit an online application via the school admission pages of the Walsall Council website.

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 their online midyear admission application.

Parents who wish to apply for mid-year admission other than at usual point of entry (Reception or Year 3) when transferring from an infant school to a junior school) for any school that has opted to co-ordinate their own mid-year admissions process should apply directly to their preferred schools.

Parents who wish to apply for mid-year admission to any school outside of the Walsall Local Authority area should contact the relevant local authority directly.

All Walsall maintained mainstream primary schools and academies must provide the Local Authority with accurate details of the number of vacancies in each year group on a weekly basis. This vacancy return process is to enable places to be offered to applicants for primary midyear admission at those schools that have opted to participate in the Local Authority's co-ordinated scheme without unnecessary delay. This process will also enable the School Admissions Team to fulfil its statutory duty to provide advice and guidance to parents and carers about school place availability in all primary schools in Walsall, not just those that are part of the Local Authority's co-ordinated scheme for mid-year admissions.

On receipt of an application for a primary midyear admission for a school that is part of the Local Authority's Co-ordinated admissions scheme for the academic year 2023/24 the School Admissions and Appeals Team will assess the application in accordance with the relevant admissions criteria.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority must write to the applicant within 15 days of the receipt of their application 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. Waiting lists will be held until the end of the academic year and parents who wish their child's name to be added to the new waiting list will need to resubmit their online application at the start of each new term;
- 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.

## **5.2. Applications for midyear admission to Walsall secondary schools:**

Parents who wish to apply for admission to any Walsall maintained mainstream secondary school other than at the usual point of entry (Year 7) must apply directly to their preferred schools.

Parents who submit an online application to Walsall Council must also submit any supplementary information forms required by a school directly to the relevant school.

Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

All Walsall maintained mainstream secondary schools and academies must provide the School Admissions and Appeals Team with accurate details of the number of vacancies in each year group on a weekly basis to enable the Local Authority to provide accurate advice to parents and carers on secondary school place availability in Walsall.

Schools must notify the Local Authority promptly of all direct applications that are received, and of the outcome of all applications for midyear admission.

School must inform each applicant in writing of the outcome of their application within 15 days of receipt of the application also including the details of how the applicant can appeal an admissions decision if 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.

