

## Cabinet – 4 April 2012

### Determination of Admissions Scheme and Admission Arrangements for Community and Voluntary Controlled Schools for the 2013/14 Academic Year

**Portfolio:** Councillor Rachel Andrew, 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 schemes for co-ordinated secondary, primary and midyear admissions for the 2013/14 academic year and the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2013/14 academic year.

#### 2. Recommendations

- 2.1 That the proposed schemes as set out in **Appendix A** of this report are approved.
- 2.2 That the admission arrangements for primary and secondary community and voluntary controlled schools for the academic year 2013/14, as set out in **Appendix B** of this report, are agreed.
- 2.3 That Walsall Children's Services - Serco is asked to inform all consultees of the determination of the admission arrangements for 2013/14.

#### 3. Background information

- 3.1 As the local authority, Walsall has the responsibility to draw up and agree schemes for secondary and primary admissions for the 2013/14 academic year. Walsall Council is the admission authority for community and voluntary controlled schools in Walsall. Section 89 of the School Standards and Framework Act 1998 requires admission authorities to determine the admission arrangements for the 2013/14 school year by 15 April 2012.
- 3.2 With effect from 2013/14, the DfE has issued a revised School Admissions Code of Practice. **Appendix C** summarises the key changes from the previous Code. Of particular significance for the Authority is the removal of the duty to co-ordinate midyear admissions.

#### **4. Changes to the Midyear Admission Process**

- 4.1 From September 2010 local authorities were required by legislation to co-ordinate midyear admission arrangements, both within their areas and between authorities. This has been a cause of some frustration for schools, many of which feel that this could be managed more directly. The new Code of Practice removes this duty from local authorities and leaves them free to agree that schools take this responsibility.
- 4.2 It is therefore proposed that, with effect from September 2013, the authority ceases to co-ordinate midyear admissions centrally. The admissions team will continue to provide information and advice for parents regarding the availability of places in their area and their rights of appeal, as well as supply a standard admission form for parents to use. Information about the revised system will be set out clearly on the website and be available to parents and others on request from the School Admissions Team.
- 4.3 Under this amended system, parents will be able to approach schools directly and could normally expect to receive a prompt response to any application. In cases where a parent is finding difficulties in approaching a school or in locating a suitable place in their area, there will still be an Independent Choice Adviser to assist, as well as the support of the admissions team.
- 4.4 It should be noted that there are no plans to change the way in which the September admissions process is co-ordinated. More details are given in **Appendix A**.
- 4.5 Children and Young People that are vulnerable and their families will continue to be supported in respect of Midyear admissions through the Fair Access Protocol.

#### **5. Resource considerations**

##### **5.1 Financial:**

- 5.1.1 There are no direct financial implications arising from this report.

##### **5.2 Legal:**

- 5.2.1 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.
- 5.2.2 Walsall Council, as the admission authority, has a statutory duty to consult annually on the proposed admission arrangements for community and voluntary controlled schools.
- 5.2.3 Admission authorities are statutorily required to complete consultation on their proposed admission arrangements for the 2013/14 school year by 1 March 2012 and must determine (or finalise) these by 15 April 2012.

5.2.4 The proposed admission arrangements comply with the School Admissions Code.

5.2.5 Cabinet will recall that a decision was taken to significantly enlarge Caldmore Community Primary School from September 2012. The net capacity of this school will be updated to reflect the accommodation that will be available on completion of the capital scheme. The Planned Admission Number for Caldmore Community Primary School has been increased from 30 to 60.

### 5.3 **Staffing:**

There are no direct implications arising from this report.

## 6. **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.

## 7. **Community safety**

There are no direct implications arising from this report.

## 8. **Environmental impact**

There are no direct implications arising from this report.

## 9. **Performance and risk management issues**

### 9.1 **Risk:**

9.1.1 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 should contribute to a reduction in the number of appeals.

### 9.2 **Performance management:**

9.2.1 The DfE 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 following a national pro-forma, each summer.

## 10. **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.

## 11. Consultation

11.1 The list below gives organisations with which there has been formal consultation on the proposed schemes for co-ordinated secondary, primary and midyear admissions for the 2013/14 academic year and the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2013/14 academic year. This consultation took place during the spring term 2012:

Neighbouring LAs  
Diocesan representatives  
The Walsall Admission Forum  
All Walsall schools  
Park Hall Infant Academy  
Park Hall Junior Academy  
Ryders Hayes Academy  
The Black Country Engineering Academy (UTC)  
Barr Beacon Language College  
Grace Academy Darlaston,  
Joseph Leckie Community Technology College  
The Mirus Academy  
Queen Mary's Grammar School  
Queen Mary's High School  
Sheffield Community Academy  
Shire Oak Academy  
The Streetly Academy  
The Walsall Academy

11.2 No responses have been received in relation to the consultation on the scheme for co-ordinated admissions for the 2013/14 academic year or the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2013/14 academic year.

11.3 The co-ordinated Midyear Admissions Arrangements which were introduced in September 2010 have been reviewed throughout the 2010/11 school year and the Autumn Term 2011, through workshops with primary headteachers and discussions at the Primary Heads Forum meetings. Through these discussions headteachers expressed concerns about unnecessary delays in the admission of pupils to primary schools which many of them felt were due to the co-ordinated process. Primary headteachers were also concerned at the fact that many parents did not visit schools prior to submitting applications and were therefore not necessarily making an informed decision about their child's school.

11.4 Discussions also took place with secondary headteachers through the Walsall Inclusion Partnership. Secondary headteachers shared the concerns about parents submitting application forms without having visited schools and felt that not all parents made an informed decision about the most suitable school for their child.

11.5 Primary and secondary heads also expressed concern that the headteachers of the originating and the receiving schools did not have sufficient opportunity to exchange information about applicants for midyear admission before offers were made by the Local Authority.

### Background papers

DfE: School Admissions Code 2010

DfE: School Admissions Code 2012

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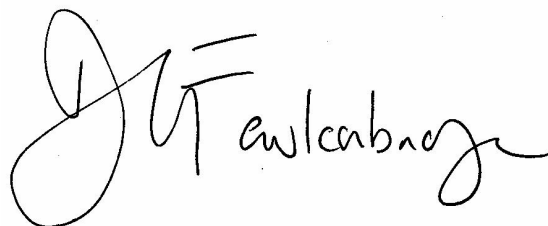
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Signed:

Executive Director: Pauline Pilkington

Date: 22 March 2012



Signed:

Managing Director , Walsall Children's  
Services – Serco:

Denise Faulconbridge

Date: 22 March 2012



Signed:

Portfolio Holder: Councillor Rachel Andrew

Date: 22 March 2012

## Proposed Schemes for Secondary, Primary and Midyear Admissions for 2013/14

### 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 7 September 2012, 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 2013) 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 Sheffield 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 school's own supplementary information form.

Preference Forms must be returned to the School Admissions Team by the closing date of Wednesday 31 October 2012.

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 16 November 2012**, 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 4 January 2013**, 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 18 January 2013**, 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 8 February 2013**, 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 community secondary school with vacant places.

**On the National Notification Date, 1 March 2013**, 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 2013**, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

### **Primary Schools**

Walsall 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 19 October 2012**, 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 School Admissions Team by the closing date of **Tuesday 15 January 2013**.

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 applications meet their admission criteria.

The following schools are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools	Academies
Manor Primary School	Blue Coat CE (A) Infant School	St Anne's Catholic Primary School	Park Hall Infant Academy
Pheasey Park Farm Primary 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	Ryders Hayes Primary Academy
		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 25 January 2013**, 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 primary schools.



**By 15 February 2013**, 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 1 March 2013**, the provisional offers will be exchanged with other LAs in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

**By 29 March 2013**, 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 community or voluntary controlled primary school with vacant places.

**On the Local Notification Date, 26 April 2013**, Walsall Children's Services – Serco will, on behalf of the relevant admission authorities, write to all parents in Walsall, informing them of the outcome of their applications. This letter will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

**By 10 May 2013**, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

## **LATE APPLICATION POLICY**

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

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

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

## **Late Applications received up to 4 weeks after the Closing Date**

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

- Where the family were unable to complete the Walsall Preference Form by the Closing Date because they moved into the Borough of Walsall after the issue of the Walsall Preference Form
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the Walsall Preference Form arriving on time
- When a single parent 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 2012 and 29 November 2012. For primary schools, this applies to applications received between 16 January 2013 and 12 February 2013.

## **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 2012 and 28 February 2013. For primary schools, this applies to applications received between 13 February 2013 and 25 April 2013.

## **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 Walsall community or voluntary controlled school with vacant places and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

## **WAITING LIST POLICY**

Waiting Lists for all Walsall schools will be maintained by Walsall Children's Services – Serco. Parents may enquire about their child's position on any Waiting List by telephoning the School Admissions Team on (01922) 686470 between the closing date for acceptances/refusals of places offered and the end of the autumn term 2013.

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 2<sup>nd</sup> on the Walsall Preference Form 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 first choice school the child's name will not be added to any Waiting List kept for their other ranked schools.

After 1 March 2013 for Secondary transfers or 26 April 2013 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.

## **DEFERRED ENTRY POLICY**

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

If parents prefer their child to start later than 1 September 2013 they have the option of deferring the child's entry until later in the 2013/14 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 can request that their child takes up the place part-time until the child reaches compulsory school age.

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.

## **MID-YEAR ADMISSIONS**

### **Nursery schools and classes**

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

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.

## Primary and Secondary schools

1. Walsall Children's Services – Serco acting on behalf of Walsall Council will issue a Midyear Admission Preference Form which is a Common Application Form to be used by parents to apply for admission to any 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.
2. Parents may obtain copies of the Midyear Admission Preference form from schools or from the Local Authority.
3. The Local Authority will publish two composite prospectuses, known as the Information for Parents on Primary Admissions handbook and the Information for Parents on Secondary Admissions handbook, which 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 Handbooks and Midyear Admissions Preference Form will be available on request from Walsall Children's Services – Serco and online at [www.walsall.gov.uk](http://www.walsall.gov.uk). Parents may also obtain a copy of the preference form from any Walsall school. The Information for Parents handbooks will provide details of the admission criteria and admission numbers for all maintained mainstream primary and secondary schools and academies in Walsall. For each school they will identify whether it is the local authority or the governing body of the school which is 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 handbooks will also include information on how to apply for midyear admissions to Walsall schools and on how to appeal for a place at an oversubscribed school.
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. Parents may make an application for midyear admission to any Walsall school or academy using a Midyear Admission Preference Form, which should be returned to the School Admissions Team. Alternatively parents may make an application for midyear admission directly to any maintained primary or secondary school or academy in Walsall.

## The Process

1. All Walsall maintained mainstream schools and academies must provide the School Admissions Team with accurate details of the number of pupils on roll in each year group on a weekly basis; this is to enable accurate information on the availability of places to be given to parents who enquire about midyear admission.
2. Applications for midyear admission to Walsall schools and academies may be made on a Walsall Midyear Admission Preference Form which should be

submitted to the School Admissions Team. Parents may also make an application 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.

3. Where applications made on the Walsall Midyear Admission Preference Form are submitted to the School Admissions Team, the preference form will be forwarded to the applicant's preferred school by the School Admissions Team.
4. All Walsall maintained mainstream schools and academies must, on receipt of a midyear admission application, provide the School Admissions Team with details of the application.
5. Where a school considers that an applicant meets one or more of the criteria for consideration under Walsall's Fair Access Protocol the applicant will be offered a place provided that the 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 applicant may be refused a place and the application will be forwarded to the School Admissions Team. The School Admissions Team may request that the closest alternative Walsall school to the applicant's home address, with capacity to admit under the Fair Access Protocol, admits the child; or if appropriate applications for a secondary school place maybe referred for consideration by the Walsall Inclusion Partnership. Where a child meets the definition of challenging behaviour given in paragraph 4.6 of the Fair Access Protocol and the governing body of the parents' preferred school does not wish to admit the child, the application must be referred to the School Admissions Team for action under the Fair Access Protocol. If appropriate, applications for secondary schools may be referred for consideration by the Walsall Inclusion Partnership.
6. Once an application has been assessed in accordance with the published admission criteria of the preferred school and, if appropriate the Fair Access Protocol, the school will either offer the applicant a place, or if a place cannot be offered will notify the parents of how they may appeal against the decision to refuse a place, and where there is a waiting list their child's name will be added to it.
7. All schools must notify the School Admissions Team of the outcome of every midyear admission application.

## Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2013/14

### 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 2013/14. The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2013/14 academic year, i.e.:

- 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
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	60*
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
Green Rock Primary	30	30
Greenfield Primary	30	30
Harden Primary	45	45
Hatherton Primary	60	60
Hillary Primary	60	90
Holy Trinity CE Primary	29	30
King Charles Primary	30	45
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	44	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
Salisbury Primary	45	45
Short Heath Junior	60	60
St Giles CE Primary	45	45
St James Primary	30	30
St John's CE Primary	45	45
St Michael's CE (C) Primary	45	45
Sunshine Infant and Nursery	60	60
Walsall Wood	30	30
Watling Street JMI	30	30
Whetstone Field Primary	30	30
Whitehall Nursery and Infant	86	90
Whitehall Junior Community	90	90
Woodlands Primary	60	60

\*The statutory process for the enlargement of this school has been completed. Additional accommodation is being provided and this will bring the indicated admission number in line with the proposed admission number.

<b>Community Secondary Schools</b>	<b>Indicated Admission Number</b>	<b>Proposed Admission Number</b>
Alumwell Business & Enterprise College	195	195

## 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) and previously 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.

### Explanatory notes for Oversubscription Criteria

#### **Criterion 1: Children in Public Care (looked after children) and previously looked after children:**

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

#### **Criterion 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.

**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

**Criterion 3: Social or medical factors**

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

Requests for such consideration will be subject to verification by the 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.**

**Criterion 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;
- an admission number of 45 will offer a maximum of 11 Church Places;
- 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.

### **Criterion 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 School Admissions Team must be informed as soon as possible of these circumstances.

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

### **3. Minimum Entry Requirements for Year 12**

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

Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria, as well as the availability and suitability of courses at the school. Entry into 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 there are no Year 12 admission numbers.

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 2009 and 31 August 2010. If places are oversubscribed the following Oversubscription Criteria will apply:

1. Children in Public Care (looked after children) and previously looked after children (see Section 2 above).
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 still be attending the school on the proposed admission date (see Section 2 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 Managing Director, Walsall Children's Services – Serco (see Section 2 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 Section 2 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 to 4 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.

## The School Admissions Code 2012

The School Admissions Code 2012 came into force on 1 February 2012. The provisions of the code will apply to admission arrangements determined in 2012 for admission in 2013/14.

### Key Changes to the Code relating to admission arrangements:

School Admissions Code 2010	School Admissions Code 2012
<p><b>Over subscription criteria</b></p> <p><b>Looked after children:</b> Highest priority for admission must be given to looked after children;</p> <p><b>Siblings:</b> Priority can be given in admission arrangements to children with older siblings expected to be on roll when the younger child is admitted;</p>	<p><b>Looked after children:</b> Highest priority for admission must be given to looked after children and previously looked after children;</p> <p><b>Siblings:</b> Priority may also be given to siblings of former pupils</p> <p><b>Children of school staff:</b> Priority can be given to children of school staff:</p> <ul style="list-style-type: none"> <li>• Where the member of staff has been employed at the school for two or more years;</li> <li>• The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</li> </ul>
<p><b>Tests for selection:</b> Schools which use selection by ability or aptitude should ensure that parents are informed of the outcome of entry tests before they make their applications for other schools.</p>	<p>Admission authorities must take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31 October.</p>
	<p><b>Deferred entry to primary schools:</b> Parents can request that their child takes up the school place on a part time basis until the child reaches compulsory school age.</p>

<p><b>Coordination of Midyear admissions:</b> Local Authorities must coordinate all 'in year' admission applications.</p>	<p>There is no requirement for local authorities to coordinate in year applications from 2013-14 onwards. But they must :</p> <ul style="list-style-type: none"> <li>• Provide details in the composite prospectus on how applications for midyear admission can be made and how they are dealt with;</li> <li>• LAs must provide information on request to parents about the places still available in all schools within the area;</li> <li>• On request LAs must provide parents with a MYA application form to complete when applying for a place for their child at any school for which the LA are not the admission authority.</li> </ul> <p>Schools which are their own admission authority must notify the LA of all MYAs which they receive and of the outcome of each application to allow the LA to keep up to date figures on the availability of places in the area.</p>
<p><b>Fair Access Protocol:</b></p>	<p>If a school has places available but does not wish to admit a child with challenging behaviour outside the normal admissions round the governing body must refer the case to the LA for action under the Fair Access Protocol. The use of this provision must be described in the protocol.</p>