

Quick Guide to

Admission & Education Sufficiency

The Admissions & Education Sufficiency Team:

The Admissions and Pupil Place Planning Team are responsible for delivering the Local Authority's statutory function to ensure that every child in the borough has an appropriate school place. The Team coordinates the Primary and Secondary school admission rounds, administers the Fair Access Protocols, maintains the database of Children Missing Education and manages the Children Missing Education (CME) Panel. The team is also responsible for producing pupil projections to determine current and future demand for school places across the borough and for managing the coordination of school organisation changes such as school expansions and closures

What are the aims of the Admissions & Education Sufficiency Team?

The overall aim of the service is to ensure that every child in Walsall has an appropriate school place. The work of the team includes:

- Coordination of the Primary and Secondary Admission rounds – including determination of admission arrangements for community and voluntary controlled schools, review of admission arrangements for all other admission authorities in the borough, making offers of school places, defending admission appeals for community and voluntary controlled schools, responding to complaints and ensuring the other admission authorities comply with the School Admissions Code and other relevant legislation;
- Maintaining the database of Children Missing Education;
- Administration of the Children Missing Education (CME Panel);
- Administration of the Fair Access Protocol and the Primary and Secondary Fair Access Panels;
- Coordinating admission of CME children and children placed by the Fair Access Panels;
- The Team oversees the delivery of sufficiency programmes that enables the LA to deliver school places across the borough Coordinating the statutory process for school organisation changes (such as school expansions);
- Producing statutory returns including the Local Authorities Report and the annual School Capacity (SCAP) return.

What will the Team Provide:

- Provide advice and support to parents and schools on all aspects of the school admissions process including support with completing online admission applications;
- Determine admission arrangements for all community and voluntary controlled schools;
- Review determined admission arrangements for all other admission authorities in Walsall to ensure compliance with statutory requirements;
- Offer primary and secondary school places and report on the offers made to the DfE;
- Produce statements of case and provide Presenting Officers to defend admission appeals for community and voluntary controlled schools;

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- Ensure that all locally agreed protocols, including the Fair Access Protocol, are up to date and reflect current statutory requirements;
- Collate pupil numbers and details of midyear admission applications from schools;
- Identify children missing from education, collate CME referrals from other service areas, other LAs and external referrals and maintain a database of CME children;
- Liaise with other services and schools to ensure that CME children are allocated an appropriate educational placement without delay;
- Administer the CME Panel;
- Administer the Fair Access Panels and maintain a database of children placed by the panels;
- Manage the annual school term dates consultation;
- Produce pupil place projections to ensure that there are sufficient school places for all children in Walsall;
- Manage the statutory process for school organisation changes such as school expansions and closures;
- Complete the annual Local Authorities Report on admissions;

For more information please contact:

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