

# Introducing Primary Education

Primary Education in  
Wolverhampton 2024/2025



## How to contact us

Enquiries about school admissions should be made to:

**City of Wolverhampton Council**

Education Department  
Admissions and Appeals  
Civic Centre  
St. Peter's Square  
Wolverhampton  
WV1 1RR

**Website:**

[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

**Email:**

[school.admissions@wolverhampton.gov.uk](mailto:school.admissions@wolverhampton.gov.uk)

The information in this booklet is for parents/carers of pupils due to transfer to primary/junior school in September 2024; and for parents/carers applying for primary/junior school places after the normal intake in September 2024, and for all other in-year transfers to primary/junior schools.

### Transfer to Primary/Infant School

If you wish to speak to a member of the Admissions and Appeals Section regarding your child's move from nursery to primary/infant school then please telephone: 01902 551122.

### Transfer From Year 2 to Year 3

Information on Transfer to Junior Education at the age of 7+ September 2024 is available for all pupils transferring from Year 2 to Year 3 in September 2024. If you wish to speak to a member of the Admissions and Appeals Section regarding your child's transfer, then please telephone 01902 551122.

### In-Year Admissions (Places in Other Year Groups)

To speak to a member of the Admissions and Appeals Section about transferring your child to a new primary school, please telephone: 01902 551122.

Other services provided by the City of Wolverhampton Council are also available to support you and your child, please see page 211.

## HOME ADDRESS

Please note that a place obtained through fraudulent use of another person's address will result in that place being withdrawn. You must use your child's permanent address, not grandparents or childminders.

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*Academies with these admission arrangements are: D'Eyncourt Primary, Edward the Elder Primary, Elston Hall Primary, Goldthorn Park Primary, Northwood Park Primary, Oak Meadow Primary, Palmers Cross Primary, Parkfield Primary, St Jude's CE Primary Academy, St Stephen's Primary, Trinity CE Primary Academy, Villiers Primary, Woden Primary, Woodfield Primary.*

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# 1

## Introduction



### **Dear Parents / Carers,**

I am well aware that the move into primary education is an important time for parents/carers and young people.

The information in this booklet is to help you understand how the schools' admissions process works. It is to help you make an informed decision when applying for a school place. It acts as a guide to primary education.

You can express a preference for five different schools. Each school has an admission limit. There can be no guarantee that everyone can receive their first preference of school. It is important you take this into consideration when making your application. You should ensure that you use all the preferences available to you.

I wish your children every success in primary education.

**Councillor Christopher Burden**  
**Cabinet Member for Children, Young People**  
**and Education**



# 2

## Foreword

### Wolverhampton School Admissions

The early years of a child's education form an essential foundation upon which to build for the future.

Therefore deciding which school(s) you would prefer your child to attend is an important decision for you. We hope that this booklet will help you in that task. In addition, each school produces its own prospectus giving details of school policies, how the school day is organised, other school activities and uniform requirements.

This booklet contains the names, locations and admission statistics of all the maintained primary schools in the city. A key to the maps contained in this booklet can be found on pages 32-33 to help you refer to individual schools more easily.

Please use this booklet as a source of information to help you complete the relevant application form(s) for your child's entry into primary education in Wolverhampton. In particular, you should take note of any information that has been placed in a box like this one.

We hope that you will find this booklet helpful in determining your school preferences.



\* **Please note:** throughout this document any reference to parents also refers to the carer and any other person who has parental responsibility for the child.

# 3

## Partnerships in education today

Partnership is a trusting two-way process in which participants share the same goals and work together to achieve them. Partnerships only work where there is mutual respect, courtesy and co-operation.

### Schools and parents

The partnership between yourself as a parent and the school plays an important role in the education of your child. It is through this partnership that your child will be able to benefit from the opportunities offered by schools and their admitting authorities.

### Home-School Agreement

Every school is required to have a homeschool agreement, which sets out their responsibilities, your responsibilities and what is expected of your child.

### Who is a parent?

Section 576 of the Education Act 1996 defines parents as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has the parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or young person.

### What is Parental Responsibility?

You will be asked by your child's primary school to provide details of all those with parental responsibility for your child. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a Residence Order;
- being appointed a guardian;
- being named in an Emergency Protection Order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote a child's welfare);
- adopting a child; or
- in addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

You will also be asked how you can be contacted in an emergency in case your child becomes ill or has an accident in school. Please remember that it is important that all these details are kept up-to-date and you must, therefore, notify the school of any changes, most especially changes of address.

## Equal Opportunities

Schools draw on the wealth of the many cultures represented in the city, and in this way prepare all pupils for life in a multicultural society. Activities undertaken by individual schools are complemented by city-wide events such as:

- the annual multi-faith service of celebration
- exhibitions, reflecting various cultural and religious festivals throughout the year.

Discrimination and prejudice are incompatible with effective educational practice and a commitment to equality of opportunity, irrespective of race, gender and disability, is a fundamental educational duty. By fostering mutual understanding, support and respect among young people, schools are able to promote equal opportunities to pupils, and encourage harmonious relations in the local community.

## School Attendance

It is essential that all children attend school regularly. Frequent or prolonged absence does affect their attainment. If, however, absence cannot be avoided, you should let the school know the reason why **as soon as possible**.

In this way you will help the Headteacher to reach a decision as to whether the absence should be authorised. Please remember that legally it is your responsibility to ensure that your child attends school regularly and that absences are kept to a minimum.

If you experience difficulties with your child's attendance you should always contact your child's school. The school will then work with

you to try and resolve any difficulties and implement appropriate levels of support. Schools can also assist you in accessing additional support where necessary.

## School-Based Complaints Procedure

From time to time, you may feel that you have cause to make a complaint. If so, you should, in the first instance, raise your concerns with the school. There will be ways in which you, your child and the school can work together to resolve the issue. If, however, you are not satisfied with the outcome of the discussion you may wish to raise a formal complaint with the school.

Each school must, by law, have its own formal complaints procedure that should be published and available to parents. The procedures should have well-defined stages and show how the complaint will be dealt with.

A positive outcome is more likely to result from an understanding of, and commitment to, the partnership between schools and parents.







## SCHOOLS AND PUPILS

### Curriculum

Primary education seeks to provide a broad, balanced and relevant curriculum for all Wolverhampton children. All children follow the National Curriculum which affects the content of what is taught, and the way classes operate. The aim is to ensure that your child has the opportunity to learn and develop the basic skills necessary for future life. This is achieved through the commitment of well-qualified teachers and support staff.

On entering school in Reception Class, your child will follow the curriculum of the Foundation Stage, which builds on previous experience.

At Key Stages 1 & 2, all schools participate in the Literacy Hour and the Numeracy Strategy, with additional resources being made available for those pupils with special educational needs.

The Authority has assisted schools in developing their facilities to meet the needs of pupils in areas such as Science and Technology. Information and Communication Technology is also particularly well developed and is available from nursery through to Key Stage 2.

### Religious Education and Collective Worship

Religious Education is a compulsory subject. It is possible for you as parents to withdraw your child from Religious Education and collective worship without stating the reason, having first notified the Headteacher of your decision. The programme in each community and voluntary controlled school maintained by the Authority, is based upon an 'agreed syllabus' which is, in the main, Christian, while taking account of the teaching and practices of other principal religions. This is in keeping with statutory requirements.

Schools may seek advice upon the teaching of Religious Education and collective worship from the Standard Advisory Council for Religious Education (SACRE).

Voluntary-aided church schools follow a syllabus agreed by their relevant diocese.

## Behaviour Policies

Schools must maintain discipline and good conduct to secure an orderly environment so that teaching and learning can take place. All schools aim to develop a positive attitude and to promote a sense of self discipline and, therefore, an appropriate behaviour policy will have been developed by the school. Pupils can help reinforce behaviour policies in many ways: for instance, by active involvement in the development of anti-bullying and harassment policies, or through class discussions.

The behaviour policy should include a framework for disciplinary action, involving a series of sanctions. While school staff may not use any form of corporal punishment, when necessary, 'reasonable force' can be used to control or restrain pupils.

Headteachers/Principals can exclude pupils for serious breaches of the school's discipline policy. Most exclusions are temporary in nature and last only for a few days. However, the Headteacher/Principal does have the power to exclude for up to 45 days in a school year and, on some occasions, may decide that a permanent exclusion is the appropriate sanction. The decision to exclude rests solely with the Headteacher/Principal.

If, for disciplinary reasons, your child is sent home from school it is the duty of the Headteacher/Principal to notify you, not only of the reasons for the exclusion, but also of your right to state your case to the governing body. If your child is permanently excluded you will be contacted by a member of the Inclusion Team who have statutory responsibility to place your child in appropriate educational provision by day 6 of the exclusion and will be able to provide further advice and information.

A panel of Governors will meet to review the Headteachers/Principals decision to permanently exclude your child by day 15 of the exclusion. There is a process to appeal this decision should you not be satisfied with the outcome. Your allocated Senior Inclusion Officer will be able to advise you.

## Schools and the community

A wide range of links exist between schools and their communities with all schools making use of the locality as a learning resource. Many have developed close links with industry. In addition, many schools offer opportunities for the local community to use their facilities for recreational as well as educational purposes. Beneficial and supportive relationships develop between schools and groups representing families, older people, the very young and the disabled.

## The early years & childcare service

The Early Year 0-5 Service works for you, as parents, to support the provision of affordable, accessible, quality Early Year's provision in the city.

Information on Early Years and child care providers is available free of charge from the Wolverhampton Information Network (WIN). This information will enable you to identify the Early Years provision that will suit the needs of you and your child.



# 4

## Schools admissions explained

### When should my child begin school?

The law does not require a child to begin school until they reach compulsory school age but not beyond the start of the final term of the school year for which the application was made. However, in this Authority, children start full-time education in September prior to their fifth birthday.

Having been offered a school place, you may choose to defer your child's entry to school until later in the school year. However, you would not be able to defer entry beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which admission is sought. If you choose to defer your child's entry you should do so by writing to the Headteacher who will ensure that your child's school place is safeguarded.

### Summer-born children

Parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to reception rather than year 1. Any parent wishing to make such a request must put their requests in writing to the Admissions and Appeals section by 15 January 2024.

Requests will be considered on an individual basis and decisions will be reached taking into account of the parent's views, information about the child's academic, social and

emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group if it were not for being born prematurely. The view of the Headteacher of the school concerned will also be sought as part of the decision-making process.

Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place. Parents are required to make a new application next year for Reception 2025 and the application will be considered alongside all other applications for that round in accordance with the criteria.

### Which school?

The law gives you the right to express a preference for the school you would most like your child to attend and to give reasons for that preference.

If your preference is for –

- **A community or voluntary controlled school or academy that follows the criteria for community schools** – the LA will decide whether a place can be offered
- or
- **A voluntary aided school/academy/free school** - the governing body of the relevant school will decide whether a place can be offered.



## Transfer From Year 2 to Year 3 at the age of 7+

Parents of children who currently attend an infant school and who will be seven years old during the current school year and will therefore be of junior school age in September 2024 will be written to early in September 2023. The letter will advise parents of the school currently allocated.

The school allocated will be based on whether the child is currently:

- 1 Attending the infant department of a primary school.
- 2 Attending the corresponding infant school, i.e. if the child currently attends Westacre Infant School a place will be allocated at Uplands Junior School.

All parents will be able to express alternative preferences for junior education if they want to. This can be done by contacting the Admissions and Appeals Section at the Civic Centre. **The closing date for receipt of application for a year 3 place in September 2024 is 15 January 2024.**

## TRANSFER TO RECEPTION CLASS

Places in a Reception Class will be allocated in accordance with the admission criteria for the school. Places are not allocated on the basis of which nursery facility, if any, your child attends. Neither are they allocated on a 'first-come, first served' basis. Similarly, this Authority does not allocate on a catchment area basis. See appendices 1, 2 & 2a for details of the relevant admissions policies.

All children who access nursery provision within the voluntary, independent and private sectors will have equality of access to school

places in reception class. This is equally the case for those children whose parents prefer not to access any form of pre-school provision at all.

## Reducing infant class size

Schools maintained by Wolverhampton local authority (i.e. community, voluntary controlled and voluntary-aided schools) have published admission numbers that are multiples of 30 (or 15 if appropriate) in order that schools can operate within the law that requires all infant classes to have no more than 30 pupils with one teacher. This also applies to free schools and academies.

## WHERE CAN I FIND OUT MORE ABOUT THE SCHOOLS?

Before you decide on your preferred school for your child, you should gather as much information as possible about the schools and consider carefully the options available. Schools encourage parents to arrange to visit the school in order to meet the Headteacher and to view the school in action.

## School Prospectus

Each school publishes its own prospectus. These are available (free of charge) from the schools and may be helpful to you in determining your preferred school(s). They are obliged to provide details relating to:

- arrangements for the admission of disabled pupils;
- details of steps to prevent disabled pupils being treated less favourably than other pupils;
- details of existing facilities to assist access to the school by disabled pupils;



- the Accessibility Plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by disabled pupils; information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year.

Any other content in addition to this is for the schools to decide on, but may include:

- curriculum organisation and teaching methods;
- arrangements for special educational needs;
- National Curriculum assessment results;
- attendance and rates of unauthorized absence (including a comparison with last year);
- statements about the school's ethos and values; and
- further information about the school's admissions (including the number of applications for places received in the previous year).

## What is an admission limit?

The allocation of places in all schools depends upon the maximum number of pupils that a school is expected to take in a particular year group (i.e. the 'admission limit'). Admission limits (published admission numbers or PANs) are based upon the outcome of a formula set by the Department for Education (DfE) and should not be exceeded by an admitting authority except in very exceptional circumstances.

The limits are set in order to promote the most favourable environment for efficient and effective teaching and learning. Each school's admission limit is given in the School Directory section of this booklet.

## Admission arrangements and criteria

The DfE issues an admissions code to all admitting authorities, giving details of the important points to be incorporated into admissions arrangements.

In accordance with the admission code, this booklet contains:

- the full admission arrangements of community and voluntary-controlled schools (see Appendix 2 on page 63); and
- a summary of the admission arrangements and criteria for voluntary-aided schools and academies. This information is included as a helpful guide to parents. Full details of the various policies are published by the schools themselves and should be obtained from the schools direct (see Appendix 2a on page 68).

See pages 63 - 68 for definitions of community, free, voluntary-controlled and voluntary-aided schools/academies.

## Key steps for parents & carers

Having gathered as much information as possible please take time to think about your preference(s) before you complete the application form. Ask yourself the following questions:

Does my child have a Education, Health and Care Plan (EHCP)?

If yes, please contact the Special Education Needs Statutory Assessment and Review Team (SENSTART) or the SENCO of your child's current school to find out more.

- Do I know where the school is situated (see maps on pages 34 - 45)?
- Can I get my child there without too much difficulty?
- Have I visited the school(s) to see for myself the facilities they have to offer?
- Have I obtained all of the relevant forms for my preferred school(s) (see pages 20-21)?
- Have I read and understood the procedures that will be used if there are more applications than there are places available (i.e. the school is over-subscribed)?
- Do any of my preferred schools have a history of over-subscription? If so, how is my application likely to meet the criteria that will be used to decide which of the applicants get the places?
- Does everyone with parental responsibility for the child:
  - a) agree with my preferred schools?
  - b) agree with the order in which they are presented?
- Do I need to seek advice on any points before I submit my application form?

- Do I know the deadline for the return of my application form? The deadline for the supplementary information form may vary from the deadline for the preference form. See page 20-21 for allocation timetable.
- Does my application need extra evidence to support it (see Appendices pages 58 - 207)?
- Have I got online access?

## Making an application

Apply online at  
[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

- Your application must be submitted by 23.59pm on 15 January 2024.
- You will need to provide hard copy evidence for social medical claims (see relevant schools/academy admission arrangements for details).
- Fill in any relevant supplementary information forms for any voluntary aided school(s)/academies to which you are applying. These should be returned as specified to the school concerned by no later than 15 January 2024.
- Fill in any supplementary information forms for any voluntary-controlled school(s)/academies to which you are applying. These should be returned to the School Admissions and Appeals Section at the Civic Centre by 15 January 2024.

## Expressing a preference

All admitting authorities require you as parents to express your preferences online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

If you are applying for a voluntary-aided school it is vital that you also complete a supplementary information form for the school. If the school is over-subscribed its governing body will use the additional information gathered on the supplementary information form to determine the allocation of school places. This also applies if you apply online.

## TYPES OF SCHOOLS AND OVERSUBSCRIPTION

Community, Academy, Free and Voluntary-Controlled Schools

- 25 community schools
- 36 academy schools
- 2 free schools
- 2 voluntary-controlled church schools

There are two infant and two associated junior schools (i.e. Uplands is the associated junior school for Westacre Infant School), and 64 mixed infant and junior schools.

The local authority is the admitting authority for all community and voluntary controlled schools. Please refer to Appendix 2 (page 63) for details of the criteria that will be used to allocate places if any of these schools are over-subscribed: i.e. there are more applications than there are places available.

## Academy

There are eleven academies for which the local authority acts as admitting authority. Their allocations are carried out the same way as for community and voluntary controlled schools. (Except for Manor Multi Academy Trust (MAT), Perry Hall MAT, St Bartholomew's CE MAT and St Martin's Multi Academy Trust (MAT). The schools in Manor MAT are Manor Primary, East Park Academy, St Alban's Church of England Primary Academy, St Thomas Church of England Primary Academy and Hill Avenue Academy. The schools in Perry Hall MAT are Perry Hall Primary, Berrybook Primary, Dunstall Hill Primary and Woodthorne Primary. The schools in St Martin's MAT are St Martin's CE Primary, Field View Primary and Grove Primary. (Please refer to Appendix 2a (page 68) for their admission arrangements.).

The School Directory on pages 46-55 gives contact details for schools. It also gives figures about last year's admissions to help you to identify where over subscription has existed previously. Where the number of applicants is greater than the admission limit, this is a clear indication that some applicants were not successful. Please bear this in mind and refer to the Appendices for details of the relevant admission criteria used to determine the allocation of places.

## Voluntary-Aided Schools/Academies

There are five voluntary-aided church schools in Wolverhampton and seven academies. The governing body of each of these schools is the admitting authority for the school. Please refer to Appendix 2a (page 68) for a summary of the criteria that will be used to allocate places if any of these schools are over-subscribed, i.e. there are more applications than there are places available.

The School Directory on pages 46-55 gives contact details for these schools. It also gives figures about last year's admissions to help you to identify where over-subscription has existed previously. Where this is the case, the implications are the same as for community and voluntary controlled schools. Application must be made online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

## Independent Fee-Paying Schools

There are several independent schools in and around the City of Wolverhampton. These schools normally charge fees. The local authority does not have any scheme to assist with either fees or other expenses incurred by pupils attending these schools. For the addresses and telephone numbers of the Education Services in neighbouring authorities, please see Appendix 3 (page 209).

## WHAT CAN I DO IF MY PREFERENCE IS NOT SUCCESSFUL?

### The Waiting List

In your notification letter you will be advised that your child's name will be placed on the waiting list of the higher preferred schools until 31 December 2024, when the lists will be discarded. After that date, you will need to make an in-year application.

## Appeal

Any parent making an unsuccessful application for a place in a maintained school is entitled, by law, to appeal against that decision. All admitting authorities are bound by the law to make such an appeal available to parents within a set of prescribed guidelines. Details of how to make an appeal will be sent at the same time as you are notified of the result of your application for a school place. These details will include the closing dates.

Please note that the admitting authority reserves the right to withdraw a place which has been allocated on fraudulent or intentionally misleading information (page 66).

Where a place in an infant class (i.e. Reception, Year 1 and Year 2) has been refused because the legal class size limit has been reached, there are limited circumstances whereby an appeal may be upheld. The law states that an independent appeal panel must consider:

- Whether the admitting authority has administered its published admission arrangements correctly, and/or
- Whether the admission authority acted reasonably in the circumstances of the case.

Parents are able to present personal factors as part of their appeal, but the panel cannot take them into account unless they relate to the two points above. Appeal panels are, therefore, 'bound to dismiss cases which fall outside these circumstances'.

Please note that parents are only entitled to one appeal per school, per year group, per academic year. For community and voluntary-controlled schools, the Clerk to the

Independent Appeal Panel is the Office of the Chief Executive. For an appeal in respect of a voluntary-aided school parents should write to the chair of the school's governing body.

The appeal panel's decision is final and binding on the school and the admitting authority.

Please note that if your child has an Education, Health and Care Plan, any appeal against refusal to admit will be to the Special Educational Needs and Disability Tribunal and not to the Independent Appeal Panel.

### The role of the DfE

The Department for Education issues an admissions code to all admitting authorities, giving details of the important points to be incorporated into admissions arrangements. The admissions code is the basis upon which the Wolverhampton schools admissions policies have been determined.

### The role of the Secretary of State for Education

The Secretary of State provides, from time to time, guidance regarding the administration of admission arrangements. Parents may write to the Secretary of State about their concerns. However, please note that the Secretary of State has no power to intervene in the proceedings, or review the decisions, of independent appeal panels.

### The role of the Ombudsman/Education and Skills Funding Agency (ESFA)

Only a parent can complain to the Local Government and Social Care Ombudsman/ESFA. The grounds for such a complaint would be maladministration by either an admitting authority or an appeal

panel. This means that action is taken only if complainants demonstrate that either body has not operated its admission policy in accordance with the published details. With regard to appeal panels the Ombudsman/ESFA can only make a recommendation (e.g. recommend a fresh hearing) and cannot change a decision made by an independent appeal panel.

## TRANSFER BETWEEN SCHOOLS DURING THE SCHOOL YEAR

### Moving House

If you move house during the school year and need to transfer your child to another school, you should ask the local authority for an in-year application form (INCAF). On the form, you should state your preference(s) for alternative schools and return the form to the local authority.

### Other Reasons

Before deciding to transfer your child from one school to another you should consider seriously whether this move is absolutely necessary, i.e. have you changed address? Moves are nearly always disruptive to the child's education and it is always worthwhile discussing problems with the school to try and resolve any difficulties. You should, therefore, speak to the Headteacher of your child's school.

If, after a full discussion with the Headteacher, and having exhausted all avenues of approach, you feel that a move is necessary, you must complete the in-year transfer form stating your preference(s) for alternative schools and return it to the Admissions and Appeals Section at the Civic Centre.



## Allocation timetable – for entry in September 2024

### All Wolverhampton Schools

Deadline for applying	15 January 2024
Deadline for supplementary information forms to be submitted to the school (where required)	15 January 2024
Notification of allocations on-line	16 April 2024
Notification of places allocated by second class post, posted on	16 April 2024
Appeals heard	May - August 2024

### Voluntary-aided academies/schools

#### Is a supplementary information form required?

Corpus Christi Catholic Primary School	Yes
Holy Rosary Catholic Primary School	Yes
Holy Trinity Catholic Primary School	Yes
St Anthony's Catholic Primary School	Yes
St Luke's Church of England Primary School	Yes
SS Mary and John's Catholic Academy	Yes
St Mary's Catholic Primary School	Yes
St Michael's Catholic Academy & Nursery School	Yes
St Michael's Church of England Primary School	Yes
St Patrick's Catholic Primary School	Yes
St Paul's Church of England Primary School	Yes
St Teresa's Catholic Primary Academy	Yes
SS Peter and Paul Catholic Primary Academy & Nursery School	Yes

### Free Schools

#### Is a supplementary information form required?

Nishkam	Yes
The Royal School	Yes

Voluntary-controlled schools and academies	Is a supplementary information form required?
Bilston C.E. Primary School Christ Church C.E. Infant School (Tettenhall Wood) Christ Church C.E. Junior School St Alban's C.E. Primary Academy St Andrew's C.E. Primary School St Bartholomew's C.E. Primary School St Jude's C.E. Primary School (Academy) St Martin's C.E. Primary School St Stephen's C.E. Primary School St Thomas' C.E. Primary School Trinity C.E. Primary School	Yes, but only if you are claiming priority under Criterion 4 of the Admissions Criteria for over-subscribed voluntary-controlled schools, i.e. to a child who has religious reasons for attending the preferred school and for whom it can be demonstrated that s/he has strong religious connections. <b>These will only be taken into consideration if the preferred school is the nearest Church of England school (voluntary-aided or voluntary-controlled) to the child's home address, based on straight line distance using the council's mapping software.</b>
Berrybrook Primary Dunstall Hill Primary East Park Primary Hill Avenue Primary Manor Primary Perry Hall Primary St Alban's C.E. Primary Academy St Thomas' C.E. Primary School Woodthorne Primary	Yes, but only if you are claiming priority under Criterion 3 i.e. to a child whose parent/carer employed at the school.
Field View Primary Grove Primary St Martin's CE Primary	Yes, but only if you are claiming priority under Criterion 2 i.e. to a child whose parent/carer employed at the school

# 5

## Support for pupils and families

### Transport to primary school

Free travel assistance is available for pupils of compulsory school age in certain circumstances. You can view the policy at [www.wolverhampton.gov.uk/education-and-schools/school-bus-pass](http://www.wolverhampton.gov.uk/education-and-schools/school-bus-pass)

Alternatively, application forms and/or the policy are available from:

The Travel Unit  
Education Department  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1RR

Tel: 01902 551122

Very few primary aged children qualify for transport. Queries are dealt with by the Travel Unit (see page 220).

### Travelling to school in Wolverhampton

Every local authority has a duty to promote the use of sustainable travel and transport on school journeys and to publish a strategy accordingly. As part of the duty the local authority gathers information on the travel needs of Education & Enterprise.

The Authority also undertakes an audit of the local infrastructure and how it can best promote sustainable modes of transport to and from school.

In Wolverhampton we have produced maps giving us information on where children and young people live in relation to the school they currently attend for full time education. We have produced a map for each school indicating the travelling times for walking, cycling and for travelling on the bus.

We are also able to help parents to access information regarding contracted school buses.



## PUBLIC TRANSPORT TRAVEL OPTIONS FOR SCHOOL

### Transport for West Midlands

If your child wants to use public transport for their school journey there are a number of options across the West Midlands, from the bus, train or Metro. Transport for West Midlands is the name that connects all public transport in the West Midlands metropolitan

area: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton. To help your child plan their journey by public transport, there are a range of maps available online, detailing bus routes and frequencies, as well as rail stations and Metro stops. These public transport maps are available at [www.tfwm.org.uk](http://www.tfwm.org.uk)

You can also look up timetable information and plan journeys using this website.



## Meals

Well-balanced, tasty and popular two-course meals are available at all Wolverhampton primary schools and academies.

Catering providers, menus and payment arrangements vary – settings either employ the Council's Catering Services, private contractors or their own "in-house" staff. Prices are usually reviewed each year by the school or Academy.

In January 2015, new statutory nutritional standards were introduced for primary school lunches. Menus provided at the majority of schools are independently analysed. More information is available on request from your child's school.

If your child has special dietary needs (e.g. medically-authenticated food allergy or intolerance, diabetes, religious / cultural preferences, etc), please contact your child's school.

Since September 2014, all children in Reception, Year 1 and Year 2 have been able to enjoy school meals for free under the Government's Universal Infant Free School Meals (UIFSM) scheme and some may also be entitled to receive free milk.

Meals are provided free of charge for children of those parents / carers who meet the Government's eligibility criteria – [www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals) Schools also receive valuable "Pupil Premium" funding for all children with a registered Free School Meals (FSM) claim.

Under the Government's "Transitional Protection" arrangements, all children with an FSM claim registered at a school in England valid between 1 April 2018 and 31 March 2024 will remain eligible for free school meals until the end of the phase of education they are in as at March 2024 (e.g. primary – Year 6 – or secondary – Year 11), even if the claimant (parent / carer) has a change in circumstance.



Transitional Protection does not apply to siblings who don't have a claim registered in their own name. To check if you have a current FSM claim or to apply, please contact your child's school in the first instance.

For more information, please contact the Free School Meals team by email [freeschoolmeals@wolverhampton.gov.uk](mailto:freeschoolmeals@wolverhampton.gov.uk) or call 01902 554128.

## Medical

If your child is receiving medication, the medicine, together with your written instructions, should be given to the school. You will be required to provide details of how you can be reached so that you can be contacted in the event of an accident or illness in school. In the event of an emergency, the school will arrange for your child to receive medical aid as a priority.

The School Health Service aims to provide a level of healthcare that will enable pupils to reach and maintain their potential, and not be disadvantaged by ill-health. The school nurse has, on behalf of the child, the opportunity to liaise between home, school and clinic on health-related matters.

## School uniform/clothing

The local authority does not have a scheme to assist parents in purchasing school uniforms and clothing.

## Additional charges

Please note: There are no charges or costs related to the admission of students. Contributions to school funds or to offsite educational visits are not mandatory.

## Boarding allowance

The local authority has no control over admissions to independent day and boarding schools.

## School fees (independent schools)

Please note that the local authority has no scheme to assist parents with the payment of school fees for independent schools.

# 6

## Information on Early Years/Nursery

The aim of early years education is to provide enriching experiences for young children. These experiences will act as a firm foundation for lifelong learning and will support the development of an effective partnership with parents. All of our settings seek to foster this relationship to ensure that children come happily into education.

Wolverhampton guarantees that sufficient places are available for the education of all three and four year olds in the City whose parents wish to take up this opportunity. This provision is known as the universal entitlement and can be accessed in a variety of childcare settings including local authority nursery schools/classes as well as private, voluntary and independent settings which are registered to deliver nursery education. The universal entitlement offers up to fifteen hours free nursery education a week, which can be taken term time or stretched over more weeks of the year (up to eleven hours per week).

Within Wolverhampton your child may begin nursery education in any one of the following:

- Local authority nursery classes
- Local authority nursery schools
- Independent providers
- Schools
- Childminders\*
- Playgroups\*
- Day care nurseries\*

### Attendance at a local authority Nursery

Attendance at nursery is usually on a part-time basis: either a three-hour morning or an afternoon session. There is no charge for to this. Children living in the city of Wolverhampton can normally be admitted to a nursery setting within their locality, subject to the availability of places. If there are fewer places available than there are parents requiring them, any child not accessing a place as a result of this, will be signposted to an alternative provision nearby. The local authority recommends to settings that priority allocation of places is made on the basis of the child's age, with the eldest having priority.

In exceptional circumstances a child may be able to receive a priority place if s/he falls within a definition of need as determined by the local authority.

**It must be remembered that having a place in a nursery class does not guarantee a place in that school when your child is of age to enter statutory education.**

\*You will need to check with these settings that they are registered by the Early Years Service to deliver nursery education.



### Attendance at an independent provider, playgroup or day care nursery

These private, voluntary or independent settings are registered with the Early Year 0-5 Service to deliver free nursery education, fifteen hours a week. Your child will qualify the term after their third birthday. You will be charged for any extra sessions above the fifteen hours free nursery education, settings may charge a refundable deposit and/or additional activities (such as dance lessons etc). You may also be charged for the cost of meals supplied.

### Childcare information

The Wolverhampton Information Network (WIN) offers a specialist 'onestop' information and advice service for parents seeking nursery education, child care or play provision for their children. The computer database has details of all registered early years and childcare provision in the city. This includes registered childminders, day nurseries, pre-school playgroups, parent/ carer groups, out-of-school schemes and holiday playschemes.

# 7

## Special educational needs

### Support for children with special educational needs

- Special educational needs and disabilities (SEND) can affect a child or young person's ability to learn. They can affect their:
  - behaviour or ability to socialise, for example they struggle to make friends
  - reading and writing, for example because they have dyslexia
  - ability to understand things concentration levels, for example because they have ADHD physical ability

Many children will have special educational needs (SEN) at some time during their education but, in the majority of cases, these can and will be met within the child's own school.

- All schools in the city follow the statutory guidance set out in the SEND code of practice: 0 to 25 years, Chapter 6 – schools in order to meet their duties in relation to identifying and supporting all children with special educational needs (SEN) whether or not they have an Education, Health and Care (EHC) plan.
- The City of Wolverhampton Council has developed further guidance on the Levels of Difficulty and Provision expected for Schools with reference to the SEND Code of Practice, which is available at [www.wolverhampton.gov.uk/localoffer-sensupportandehcps](http://www.wolverhampton.gov.uk/localoffer-sensupportandehcps)
- All schools are required to provide information for parents on how they support children and young people with SEND. There are two main sources of SEND information that parents can

access from the school website:

- SEN Policies
- SEN Information reports

All mainstream school also have a designated Special Educational Needs Coordinator (SENCO). In addition, all schools have a designated governor who takes responsibility for ensuring the needs of children and young people with SEND are met.

- High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014. Schools must use their best endeavours (that means to do its very best) to ensure that such provision is made for those who need it.
- If you have any concerns about the provision being made for your child or you require advice about SEND, you should always discuss these with your child's school first, you can contact their class teacher, SENCO or Headteacher. If your child is not in school, you can contact the SENSTART Team at City of Wolverhampton Council.
- The City of Wolverhampton Council is committed to working in partnership with parents/carers and recognises their input as essential.

## Education, Health and Care Plans

For a very few children it will be necessary for the City of Wolverhampton to identify support that is required in addition to or that is different from that which is normally available in a mainstream school through SEN Support. This will be set out in an EHC Plan, which looks at all the aspirations and needs that a child or young person has within education, health and care. Professionals and the family together through a coordinated single assessment decide what outcomes are required, and through joint working identify what is needed to achieve those outcomes.

## Special educational provision for children with an EHC Plan

The City of Wolverhampton has a wide range of state school provision available to support the needs of children with SEND including mainstream schools, resource bases and special schools. Any placement will depend upon the individual needs of the child.

## Mainstream support

The City of Wolverhampton Council works to develop solutions offer opportunities for students with SEND to attend mainstream Schools (schools for all children), unless doing so would be incompatible with the provision of efficient education for other children. This means that many children requiring SEN Support or with an EHC Plan will remain in their local mainstream school where either

their needs will be met from the school's own resources or The City of Wolverhampton Council will provide additional resources to enable the school to meet their needs. If the child requires support from specific specialist input, it might be necessary to consider either a resource base or a special school.

## Resource bases

Some mainstream schools have additional resources to meet specific needs. Wolverhampton has 4 schools with resource bases for children with hearing impairment, visual impairment and speech, language and communication in primary schools.

Resource bases operate flexibly so that children may have times when they are taught as a specific group but, at other times, they will be supported within the mainstream classes.

## Travel assistance

All parents/carers have a duty to ensure their child attends school. However, in a number of special circumstances The City of Wolverhampton Council may decide to help children with SEND to get to school. In these cases, the Travel Unit will undertake an individual assessment of travel assistance needs.

For further information about home to school travel assistance please contact the Travel Unit.

## Primary resource bases across the city

Type of Resource Area	Name of School
<b>Speech, Language and Communication</b>	Palmers Cross Primary Springdale Primary
<b>Hearing Impairment</b>	Warstones Primary
<b>Visual Impairment</b>	Castlecroft Primary
<b>Autism Spectrum Disorder (ASD)</b>	St Martins Church of England Primary School
<b>Social Emotional and Mental Health (SEMH)</b>	St Michaels Church of England Primary School



## Special Schools

Wolverhampton has 7 special schools that include provision for primary age pupils. A special school is a school catering for students who have special educational needs due to learning difficulties, physical disabilities or behavioral problems. Special schools may be specifically designed, staffed and resourced to provide appropriate special education for children with additional needs.

### Primary Special Schools across the city

**Broadmeadow Special School** Lansdowne Road, Wolverhampton, WV1 4AL *Tel:* 01902 558330

*Headteacher:* Mrs L Walker *Age Range:* 2-7

*Types of needs met:* Severe learning difficulties (SLD), Physical Disabilities (PD)

**Tettenhall Wood School** Regis Road, Tettenhall, WV6 8XG *Tel:* 01902 556519

*Headteacher:* Mrs S Whittington *Age Range:* 4-19

*Types of needs met:* Autism Spectrum Disorder (ASD)

**Penn Hall School** Vicarage Road, Penn, WV4 5HP *Tel:* 01902 558355

*Headteacher:* Mrs S Wilkinson *Age Range:* 3-19

*Types of needs met:* Physical Disabilities (PD), Profound and Multiple Learning Difficulties (PMLD), Autism Spectrum Disorder (ASD), Severe Learning Difficulties (SLD)

**Green Park School** Green Park Avenue, Bilston, WV14 6EH *Tel:* 01902 556429

*Headteacher:* Mrs LC Dawney *Age Range:* 3-19

*Types of needs met:* Profound and multiple learning difficulties (PMLD), Severe Learning Difficulties (SLD)

**Penn Fields School** Boundary Way, Penn, WV4 4NT *Tel:* 01902 558640

*Headteacher:* Ms L Thackaberry *Age Range:* 5-19

*Types of needs met:* Specific Learning difficulties (SpLD), Autism Spectrum Disorder (ASD), Speech, Language and Communication Needs (SLCN), Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD)

**Westcroft School** Greenacres Avenue, Underhill, WV10 8NZ *Tel:* 01902 558350

*Headteacher:* Ms H Andrioli *Age Range:* 5-19

*Types of needs met:* Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD)

**Pine Green Academy** (City of Wolverhampton)

Cromer Gardens, Whitmore Reans, WV6 0UB *Tel:* 01902 551564

*Executive Headteacher:* Mr D Hartley *Age Range:* 7-16

*Types of needs met:* Speech, Language and Communication Needs (SLCN), Social, Emotional and Mental Health (SEMH), Physical Disabilities (PD), Moderate Learning Difficulties (MLD)

## Equality of opportunity

When carrying out their functions, schools are required to have regard to the need to:

- Eliminate discrimination that is unlawful under the Equality Act 2010;
- Eliminate harassment of pupils with disabilities that is related to their disability;
- Promote equality of opportunity between people with special educational needs and disabilities and other people;
- Promote positive attitudes towards people with special educational needs and disabilities;
- Encourage participation by people with special educational needs and disabilities in public life;
- Take steps to take account of individuals' needs even where that involves treating people more favourably than other people

## Information, advice and support for parents and carers

Wolverhampton Information Advice and Support Service (WIASS), at [www.wolvesiass.org](http://www.wolvesiass.org), provide

local impartial information, advice and support on any matters relating to a child's special educational needs and/or disability.

WIASS ensure that parents and carers of children with additional needs have their views heard and understood and get involved in the planning and shaping of services that children receive.

The Wolverhampton Local Offer is published, at [www.wolverhampton.gov.uk/localoffer](http://www.wolverhampton.gov.uk/localoffer), this website sets out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans.

## Expressing a preference

If a child has an EHC Plan, they will not be included in the normal mainstream admissions arrangements.

Placements will be determined via the procedures for reviewing and amending the EHC Plan. The City of Wolverhampton Council always make every effort to work with parents/carers to secure the school they prefer. Sometimes there may be a difference of opinion that cannot be resolved. In those circumstances, an independent mediation service is available and/or an appeal may be made to the Special Education Needs and Disability Tribunal.

**School Type**   ● Academy   ● Community   ● Free School   ● Voluntary Aided   ● Voluntary Controlled



## School directory

### Understanding the school directory

All of the maintained primary schools in Wolverhampton are listed on the following pages.

- Schools marked \* are either Catholic or Church of England voluntary-aided schools/academies. The governing body of each of these schools is responsible for all aspects of the admission process, including appeals against non-admission. See Appendix 2a for a summary of the admission criteria for these schools.
- Schools marked \*\* are academies which follow the same admission arrangements as community/voluntary-controlled schools.
- Schools marked (N) have a nursery class attached to them.
- Schools marked (RB) have a resource area/base for pupils with an Education, Health and Care Plan.
- A/HT means Acting Headteacher, pending the appointment of a permanent Headteacher.

Please note that if your child was born between 01/09/2019 and 31/08/2020, you should be applying for a school place by no later than 15 January 2024.

### School directory map references

Community School	Map/Ref
Bantock Primary	E4
Bushbury Hill Primary	K4
Castlecroft Primary	F1
Claregate Primary	H1&I4
Dovecotes Primary	J1
Eastfield Primary	E9
Fallings Park Primary	H5
Graiseley Primary	E5
Lanesfield Primary	B6
Long Knowle Primary	G2
Loxdale Primary	A3
Merridale Primary	E3
Rakegate Primary	J4
Springdale Primary	C1
Spring Vale Primary	B5
Stow Heath Primary	D2
Stowlawn Primary	D3
Uplands Junior	F4
Warstones Primary	C2&F6
Westacre Infant	F2
West Park Primary	E2
Whitgreave Primary	H3&H4
Wilkinson Primary	A4
Wodensfield Primary	G4
Wood End Primary	G3

**School Type**   ● Academy   ● Community   ● Free School   ● Voluntary Aided   ● Voluntary Controlled

Voluntary-controlled School	Map/Ref
Bilston C of E Primary	B4
Christ Church C of E Infant	F7
Christ Church C of E Junior	I2
St Andrew's C of E Primary	H8

Free School	Map/Ref
Nishkam Primary	E11
The Royal School	E12

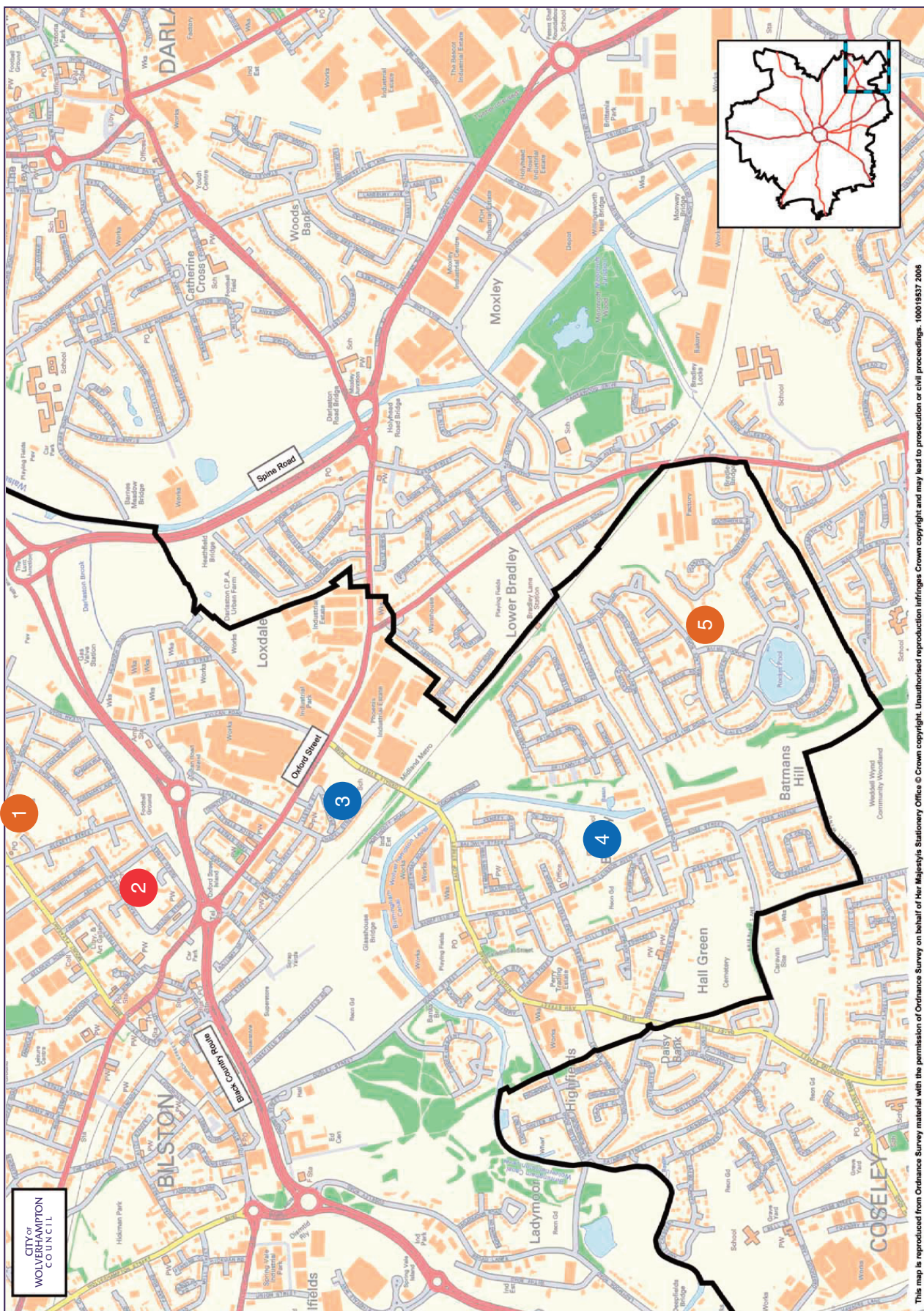
Voluntary-aided School	Map/Ref
Holy Trinity Catholic Primary	A2
St Anthony's Catholic Primary	J6&K1
St Luke's C of E Primary	E6
St Michael's C of E Primary	I5
St Patrick's Catholic Primary	G8
St Paul's C of E Primary	J3

Academy	Map/Ref
Berrybrook Primary	K5
Bushbury Lane	H2
Corpus Christi Catholic Primary Academy	L1
D'Eyncourt Primary	G1
Dunstall Hill Primary	H9
East Park Academy	D1
Edward the Elder Primary	G6
Elston Hall Primary	J5&K2
Field View Primary	A1&D5
Goldthorn Park Primary	B1
Grove Primary	E8
Hill Avenue Academy	B7
Holy Rosary Catholic Primary Academy	E10
Manor Primary	B8
Northwood Park Primary	K3
Oak Meadow Primary	G7
Palmers Cross Primary	I3
Parkfield Primary	B3
Perry Hall Primary	G10
SS Mary & John's Catholic Primary	E7
SS Peter and Paul Catholic Primary Academy	H7&I6
St Alban's C of E Primary	L2
St Bartholomew's C of E Primary	C4
St Jude's C of E Primary	E1&F3
St Martin's C of E Primary	A5
St Mary's Catholic Primary Academy	H6
St Michael's Catholic Primary Academy	F5
St Stephen's C of E Primary	H11
St Teresa's Catholic Primary Academy	B2
St Thomas' C of E Primary	G5
Trinity C of E Primary	H12
Villiers Primary	D4
Wednesfield Technology Primary	G9
Woden Primary	H10
Woodfield Primary	C3
Woodthorne	I1



**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled

**MAP A**



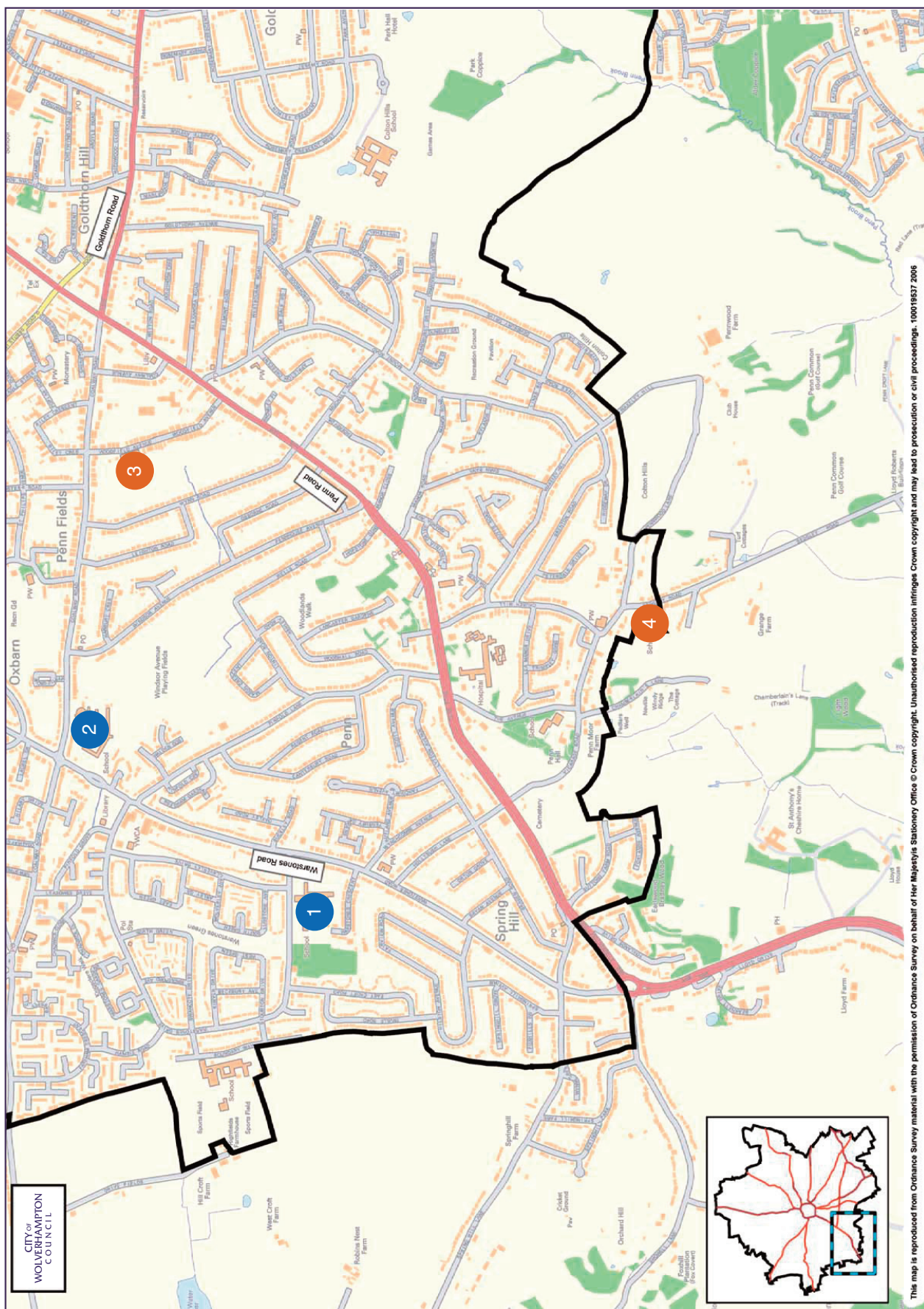






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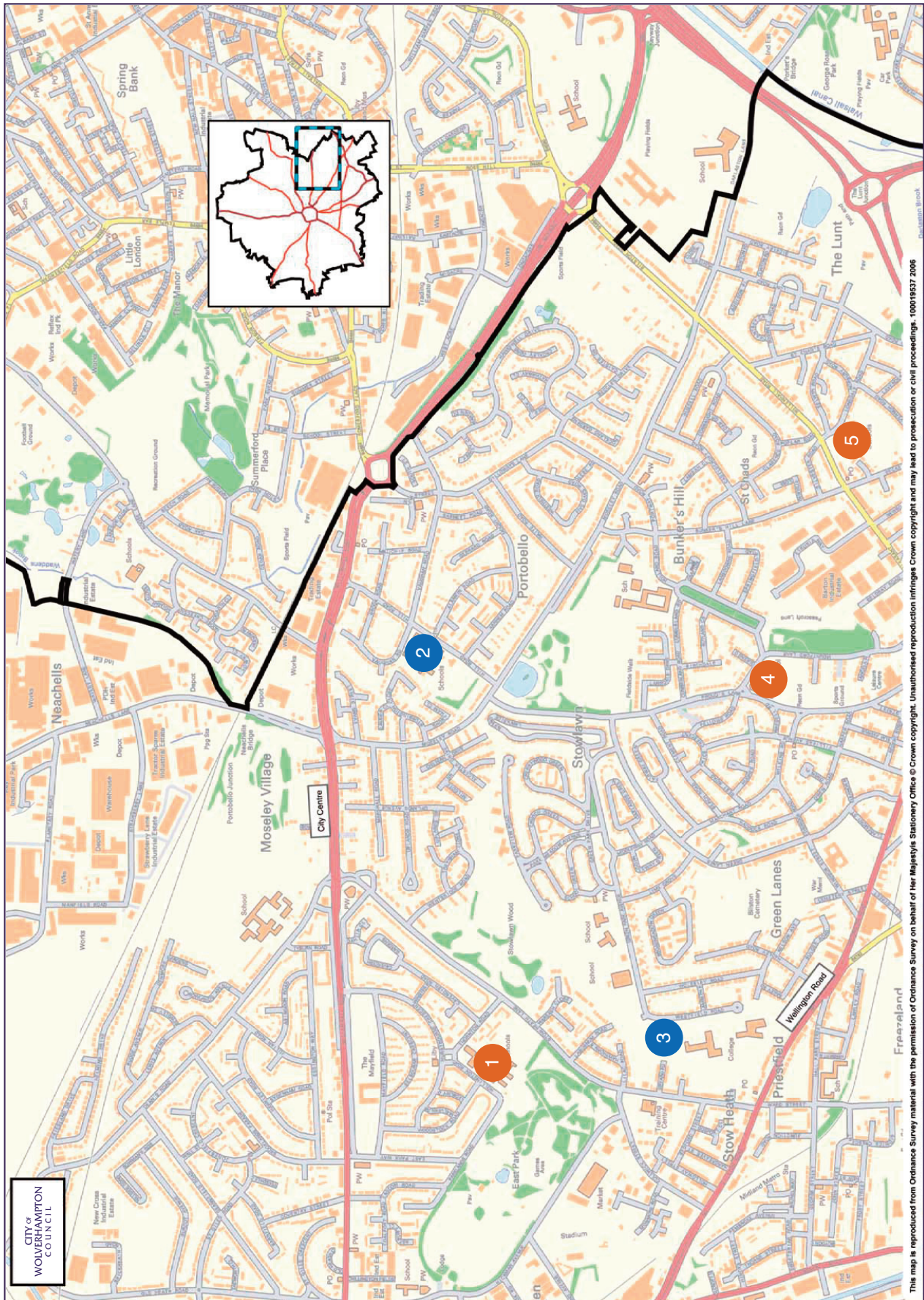
# MAP C





**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled

**MAP D**



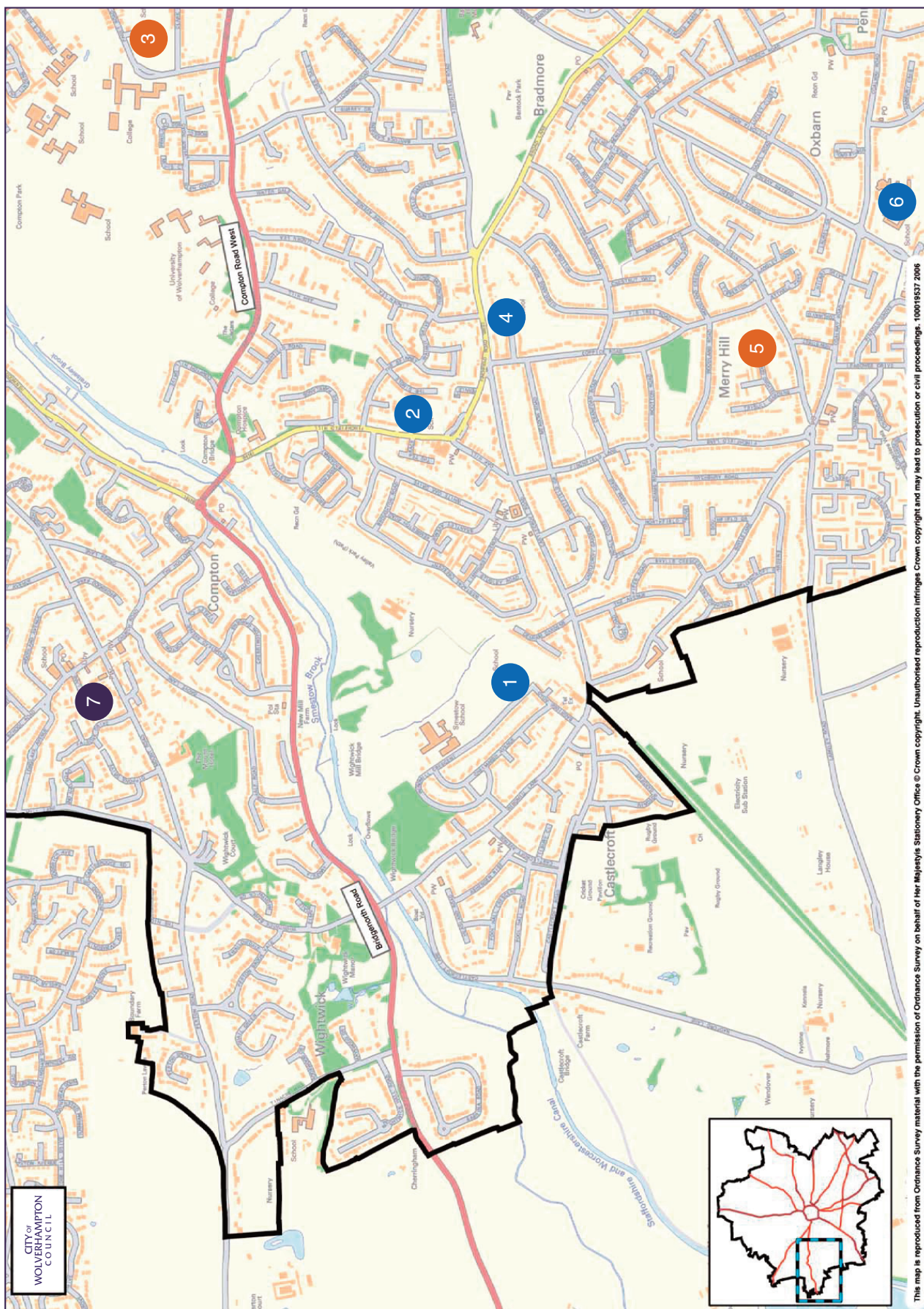






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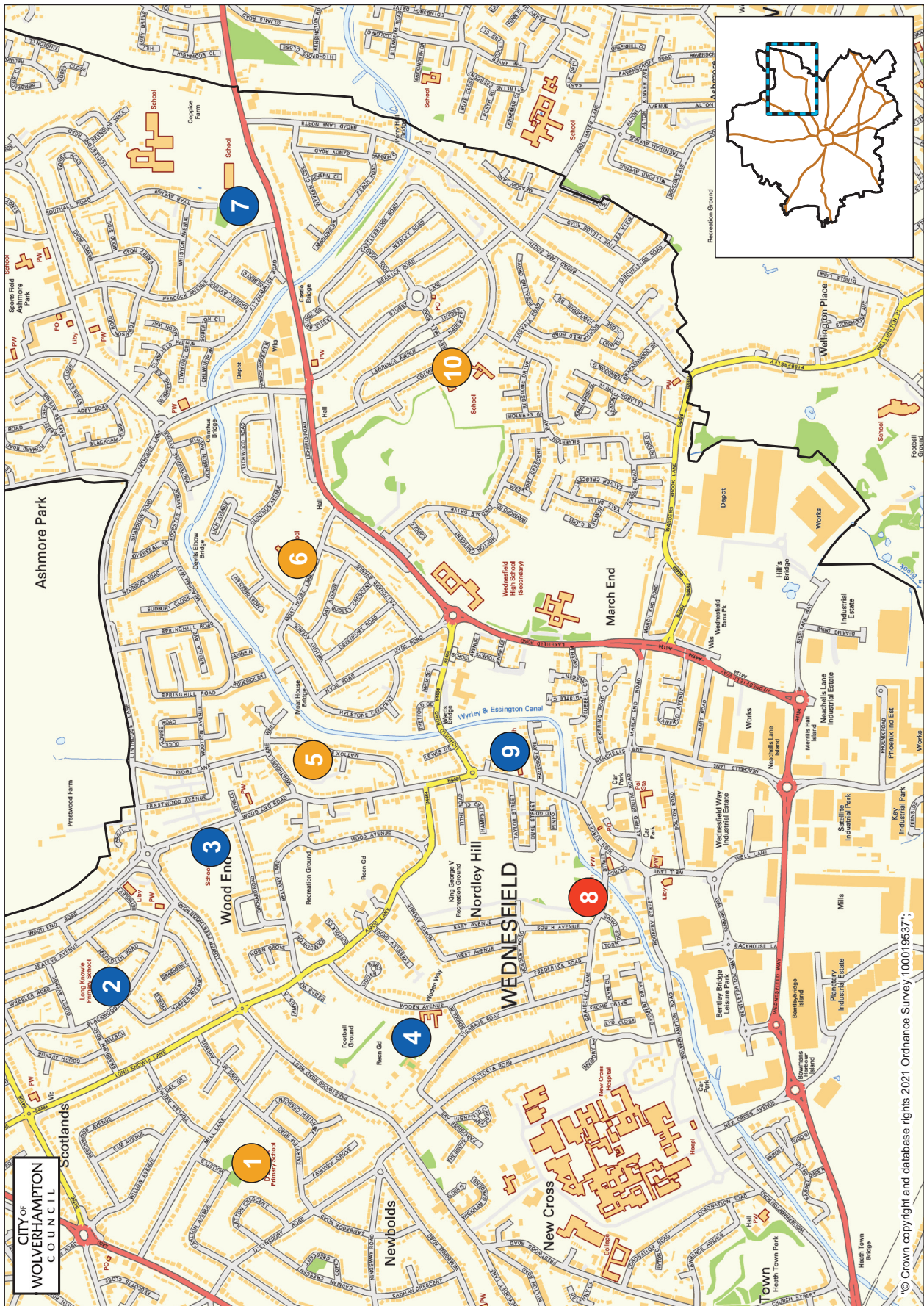
# MAP F





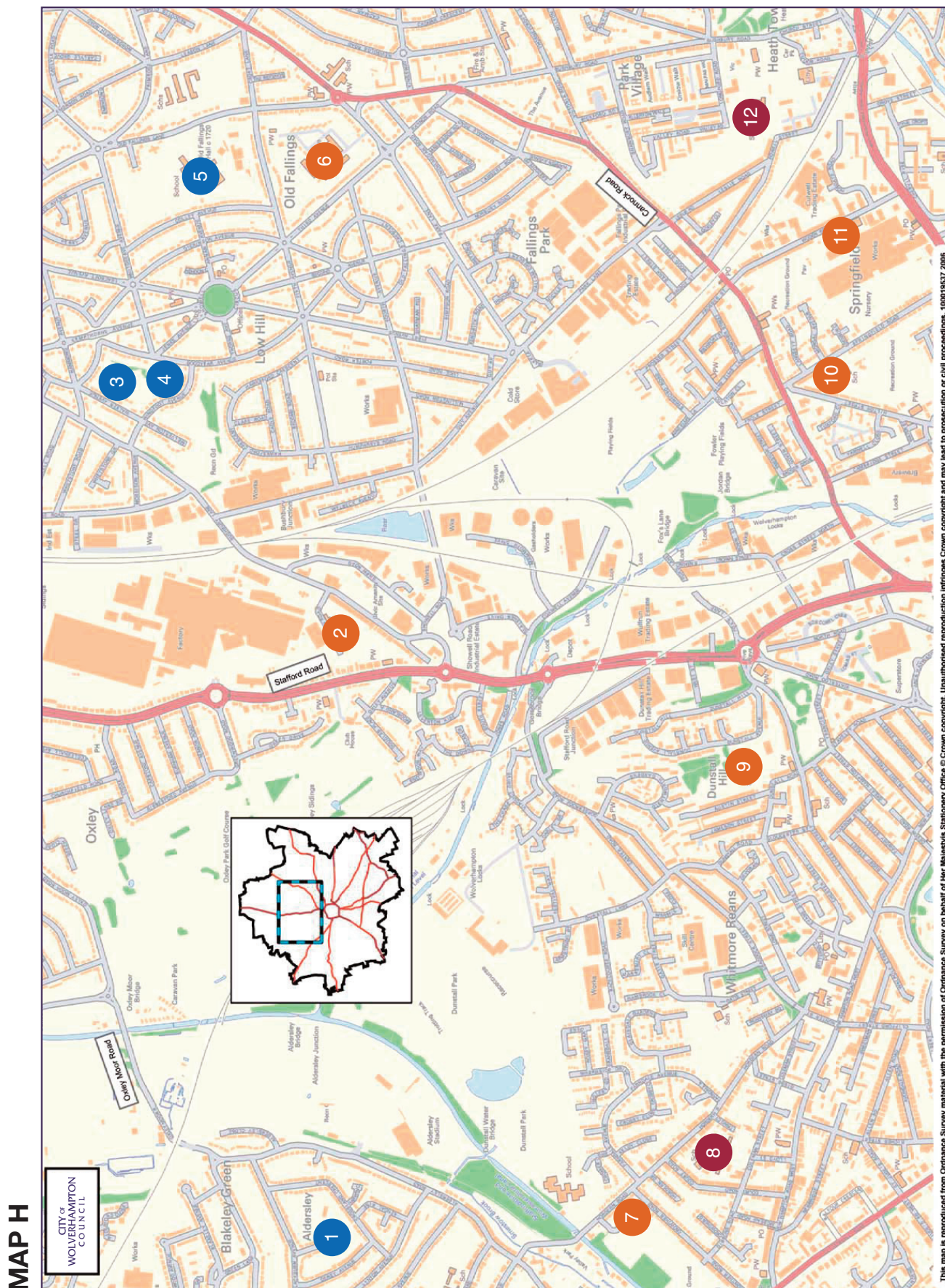
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**MAP G**





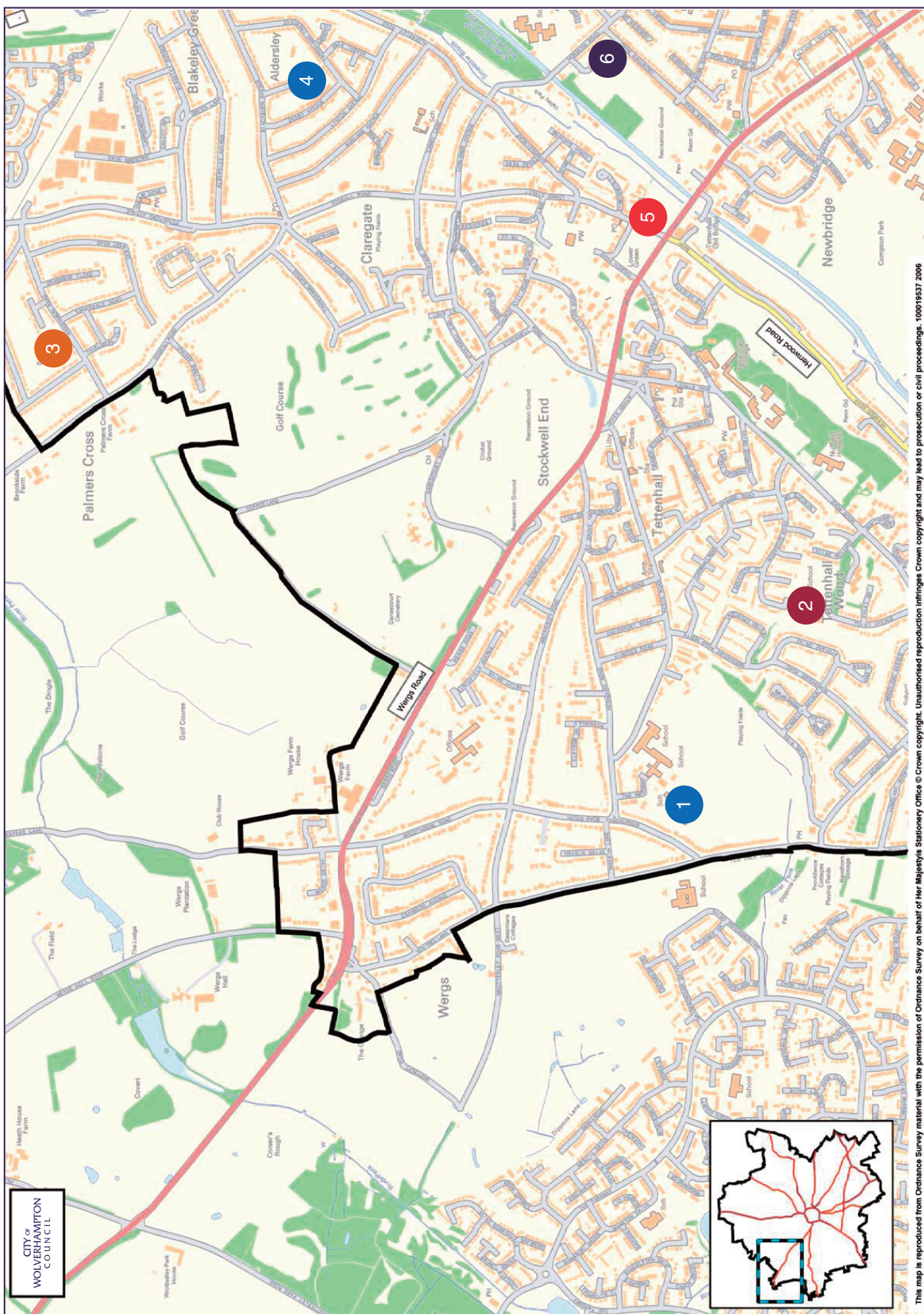
**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled





**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled

# MAP I



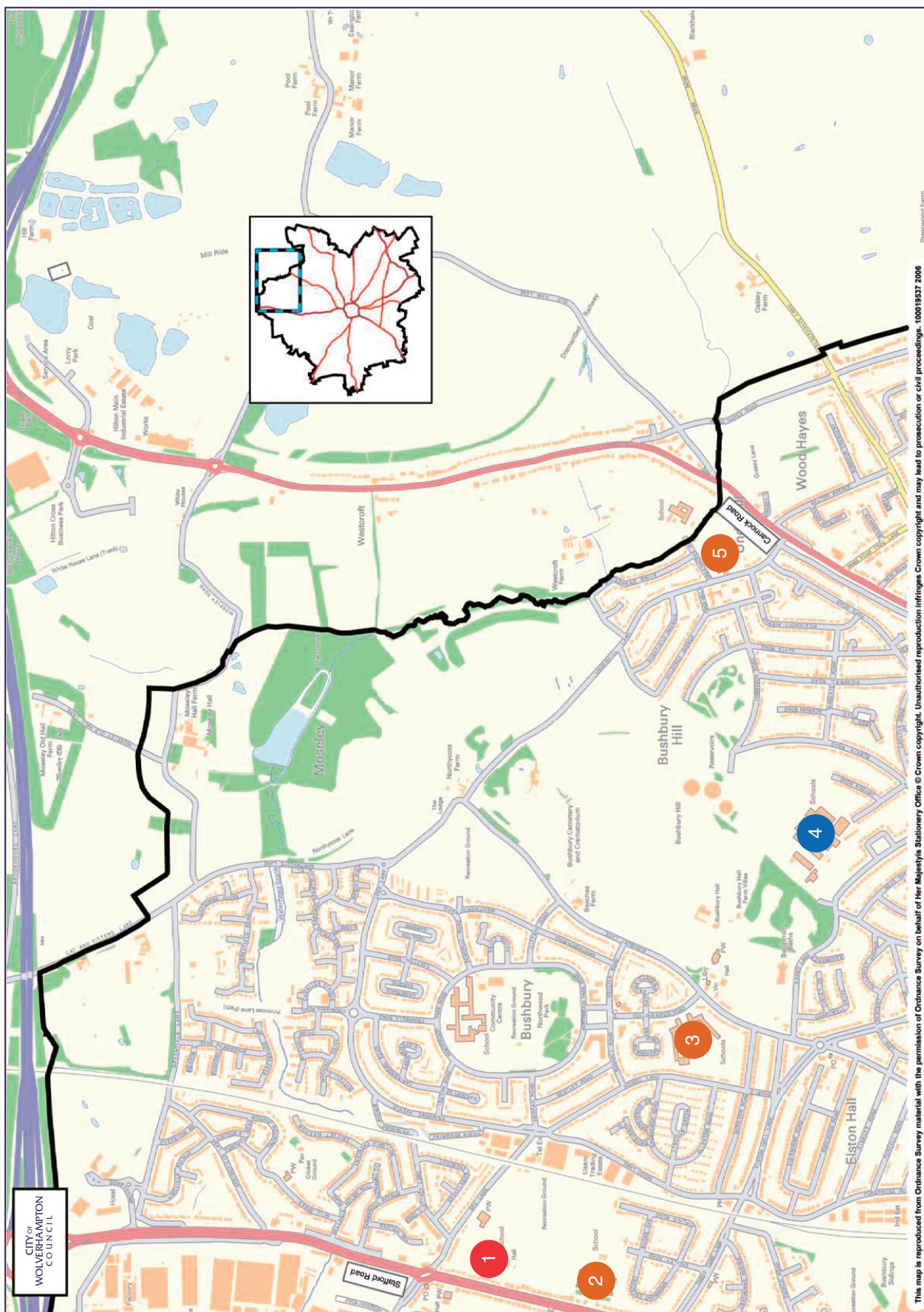






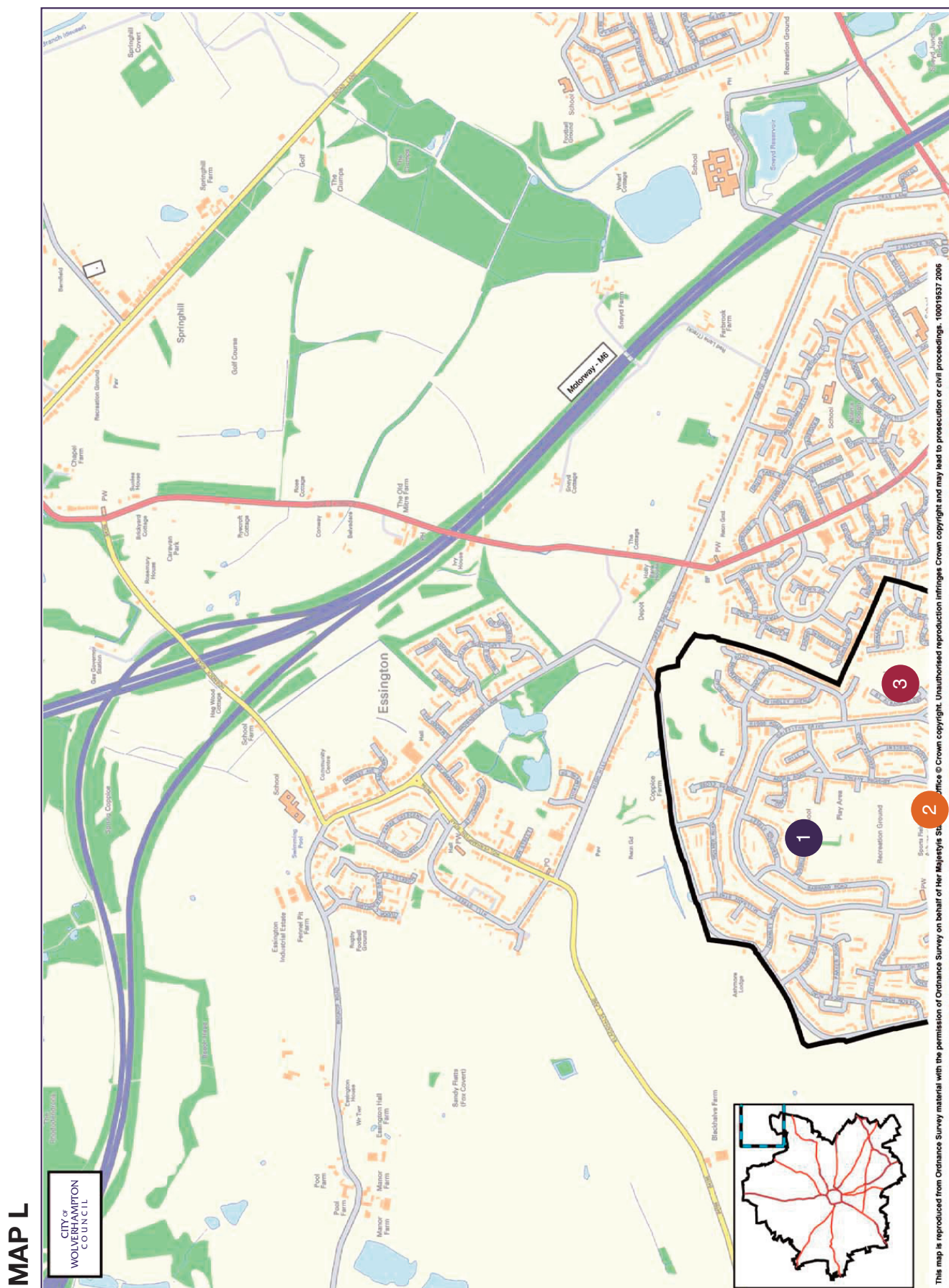
**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled

**MAP K**





**School Type**    ● Academy    ● Community    ● Free School    ● Voluntary Aided    ● Voluntary Controlled



Free Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>Nishkam Primary</b> Great Brickkiln Street, WV3 0PR	537970	3362007	Mr H Dhanjal		60	420	<b>48</b>	<b>60</b>	-	-
<b>The Royal Wolverhampton School</b> Penn Road WV3 0EG	341230	3366000	Mr M Heywood		90	631	<b>166</b>	<b>90</b>	-	-

Infant Schools					Admission Limit 2024/2025	No. in school January 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>[N] Christ Church CE</b> Shaw Lane, Tettenhall Wood, WV6 8EL	558945	3363012	Mrs R Lunn (Head of School) Mrs S Blower (Executive HT)		60	165	<b>41</b>	<b>49</b>	-	-
<b>[N] Westacre</b> Finchfield Hill, Finchfield, WV3 9EP	558532	3362044	Mr A Edmunds		90	271	<b>64</b>	<b>72</b>	-	-

Junior Schools					
School	Tel No.	DfE No.	Headteacher	Admission Limit 2024/2025	No. in school May 2023
<b>Christ Church CE</b> Woodcote Road, Tettenhall Wood, WV6 8LG	558700	3363019	Mrs J Nash <i>(Head of School)</i> Mrs S Blower <i>(Executive HT)</i>	64	224
<b>Uplands</b> Finchfield Road West, Finchfield, WV3 8BA	558870	3362079	Mrs S Webster-Smith	96	383
				Applications for 2 to 3 transfer 2023/2024	No. of successful appeals
				First prefs 15/01/23	Allocated as at 17/04/23
				<b>57</b>	<b>57</b>
				<b>93</b>	<b>93</b>
				On time application last allocated distance	
				-	

Primary Schools					
School	Tel No.	DfE No.	Headteacher	Admission Limit 2024/2025	No. in school May 2023
<b>[N] Bantock</b> Aston Street, Pennfields, WV3 0HY	558710	3362117	Mrs H Sarai	60	380
<b>**[N] Berrybrook</b> Greenacres Avenue, Underhill, WV10 8NZ	558556	3362012	Miss E Pritchett <i>(Head of School)</i> Mr D Asbury <i>(Executive HT)</i>	30	204
<b>Bilston CE</b> Albany Crescent, Bilston, WV14 0HU	558690	3363024	Mr G Gentle	60	443
				Applications for reception 2023/2024	No. of successful appeals
				First prefs 15/01/23	Allocated as at 17/04/23
				<b>45</b>	<b>55</b>
				<b>26</b>	<b>28</b>
				<b>62</b>	<b>60</b>
				On time application last allocated distance	
				-	
				-	
				1.041	

Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>[N] Bushbury Hill</b> Old Fallings Lane, Bushbury, WV10 8BY	558230	3362003	Mrs C Underwood		30	271	<b>27</b>	<b>30</b>	-	2.655
<b>[N] Bushbury Lane</b> Ripon Road, Oxley, WV10 9TR	556486	3362031	Mrs L Smith		30	200	<b>19</b>	<b>30</b>	-	109.017
<b>[N][R] Castlecroft</b> Windmill Crescent, Castlecroft, WV3 8HS	556606	3362043	Mr A Dyll		30 (KS1) 33 (KS2)	216	<b>28</b>	<b>30</b>	-	-
<b>[N] Claregate</b> Chester Avenue, Tettenhall, WV6 9JU	558575	3362042	Mr M Murphy		60	414	<b>25</b>	<b>49</b>	-	-
<b>*[N] Corpus Christi RC</b> Ashmore Avenue, Wednesfield, WV11 2LT	866840	3363310	Mrs J Wardle		30	196	<b>10</b>	<b>20</b>	-	-
<b>**D'eyncourt</b> Mullett Road, Wednesfield, WV11 1DD	558778	3362057	Mrs D Darby (Head of School) Mrs H Vernon (Executive HT)		45	312	<b>33</b>	<b>38</b>	-	-
<b>[N] Dovecotes</b> Ryefield, Pendeford, WV8 1TX	558284	3362111	Mrs T Challenor		45	252	<b>21</b>	<b>23</b>	-	-
<b>**[N] Dunstall Hill</b> Dunstall Avenue, WV6 0NH	556417	3362017	Mr L Fellows (Head of School) Mr D Asbury (Executive HT)		60	438	<b>54</b>	<b>60</b>	-	0.479

Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>[N] East Park</b> Hollington Road, WV1 2DS	558899	3362040	Ms H Guest		90	624	<b>78</b>	<b>90</b>	-	1.006
<b>Eastfield</b> Colliery Road, off Willenhall Road, WV1 2QY	558604	3362103	Mrs S Hay		60	415	<b>55</b>	<b>60</b>	-	-
<b>**[N] Edward the Elder</b> Moat House Lane East, Wednesfield, WV11 3DB	558765	3363318	Mrs B Highman (Head of School) Mr K Grayson (Chief Exec Officer)		30	219	<b>38</b>	<b>30</b>	-	0.613
<b>**[N] Elston Hall</b> Stafford Road, Fordhouses, WV10 6NN	558866	3362112	Miss E Foster		90	639	<b>110</b>	<b>90</b>	-	0.587
<b>[N] Fallings Park</b> Old Fallings Lane, Bushbury, WV10 8BN	558375	3362015	Mrs S Pedley		90	635	<b>89</b>	<b>90</b>	-	-
<b>[N] Field View</b> Lonsdale Road, Bilston, WV14 7AE	925701	3362049	Mr E Richards (Head of School) Mr B Davis (Executive HT)		60	412	<b>45</b>	<b>53</b>	-	0.327318
<b>**[N] Goldthorn Park</b> Ward Road, Goldthorn Park, WV4 5ET	558730	3362075	Mrs R Purshouse (Acting Heads of School)		60	404	<b>29</b>	<b>38</b>	-	-
<b>[N][R] Graiseley</b> Graiseley Hill, Graiseley, WV2 4NE	558745	3362030	Mrs S Nasa		30 (KS1) 33 (KS2)	207	<b>18</b>	<b>30</b>	-	-



Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>[N] Grove</b> Caledonia Road, WV2 1HZ	925702	3362019	Mrs J Curry <i>(Head of School)</i> Mrs L Martin <i>(Executive HT)</i>		60	414	<b>50</b>	<b>58</b>	-	-
<b>[N] Hill Avenue*</b> Hill Avenue, Lanesfield, WV4 6PY	558750	3362033	Miss H Kahlon <i>Head of School</i> Mr E Hateley <i>(Executive HT)</i>		60	314	<b>39</b>	<b>50</b>	-	-
<b>*Holy Rosary</b> Hickman Avenue, WV1 2BS	878440	3363302	Mr A Jewkes		30	204	<b>19</b>	<b>22</b>	-	-
<b>*[N] Holy Trinity RC</b> Fraser Street, Bilston, WV14 7PD	558977	3363309	Mrs C McNally		30	207	<b>35</b>	<b>30</b>	-	-
<b>[N] Lanesfield</b> Newman Avenue, Lanesfield, WV4 6BZ	558950	3362071	Mrs Z Rollinson		45	309	<b>30</b>	<b>31</b>	-	-
<b>[N] Long Knowle</b> Blackwood Avenue, Wednesfield, WV11 1EB	558985	3362058	Ms K Elliot		30	208	<b>22</b>	<b>24</b>	-	-
<b>[N] Loxdale</b> Dudley Street, Bilston, WV14 0AU	558570	3362051	Mrs P Scott		60	388	<b>75</b>	<b>60</b>	-	0.895
<b>[N] Manor</b> Ettingshall Road, Coseley, Bilston, WV14 9UQ	556460	3362072	Mrs J Mills		90	619	<b>84</b>	<b>90</b>	-	1.249

Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>[N] Merridale</b> Aspen Way, Merridale, WV3 0UP	558760	3362089	Mr S Lane		30	210	<b>30</b>	<b>30</b>	-	1.706
<b>**Northwood Park</b> Collingwood Road, Bushbury, WV10 8DS	558715	3363317	Mr A Rogers (Headteacher) Mrs M Price (Executive HT)		90	601	<b>46</b>	<b>50</b>	-	-
<b>Oak Meadow</b> Ryan Avenue, Wednesfield, WV11 2QQ	558517	3362102	Mr S Arnold		60	422	<b>73</b>	<b>60</b>	-	1.011
<b>**[R] Palmers Cross</b> Windermere Road, Tettenhall, WV6 9DF	558322	3362029	Mr D Nicholls (Head of School) Mr K Grayson (Chief Exec Officer)		30 (KS1) 32 (KS2)	211	<b>29</b>	<b>30</b>	-	0.603
<b>**Parkfield</b> Dimmock Street, Parkfield, WV4 6HB	558627	3362073	Mr W Downing (Executive HT) Mrs T Robinson (Head of School)		30	208	<b>24</b>	<b>26</b>	-	1.000
<b>**[N] Perry Hall</b> Colman Avenue, Wednesfield, WV11 3RT	558538	3362109	Mrs A Cheema OBE (Chief Exec Officer) Miss R Kohli (Executive HT)		60	420	<b>53</b>	<b>60</b>	-	0.893
<b>[N] Rakegate</b> Rakegate Close, Oxley, WV10 6US	558608	3362034	Mrs S Horton		60	423	<b>50</b>	<b>59</b>	-	-
<b>[N][R] Springdale</b> Warstones Drive, Penn WV4 4NU	558810	3362032	Mrs J Hopkins		60	401	<b>39</b>	<b>43</b>	-	-

Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher	First prefs 15/01/23			Allocated as at 17/04/23			
<b>[N] Spring Vale</b> Kenilworth Crescent, Parkfield, WV4 6SD	556589	3362074	Mr C Blunt	60	360	<b>69</b>	<b>60</b>	-	0.937	
<b>[N] St Alban's CE</b> St. Albans Close, Wednesfield, WV11 2PF	558825	3362056	Mr D Jones	30	181	<b>20</b>	<b>24</b>	-	-	
<b>[N][R] St Andrew's CE</b> Coleman Street, Whitmore Reans, WV6 0RH	558522	3362118	Mrs L Thompson	60	414	<b>41</b>	<b>60</b>	-	-	
<b>*[N] St Anthony's RC</b> Stafford Road, Fordhouses, WV10 6NW	558935	3363303	Mrs T Davis	45	313	<b>34</b>	<b>43</b>	-	-	
<b>[N] St Bartholomew's CE</b> Sedgley Road, Penn, WV4 5LG	558855	3363008	Mrs R Kilmister <i>(Headteacher)</i> Mrs K Kent <i>((Chief Exec Officer))</i>	60	359	<b>61</b>	<b>60</b>	-	0.584	
<b>**[N] St Jude's CE</b> Paget Road, WV6 0DT	558848	3362009	Mrs S Wycherley <i>(Head of School)</i> Mrs D Dalton <i>(Executive Headteacher)</i>	60	430	<b>45</b>	<b>49</b>	-	0.877	
<b>*[N] St Luke's CE</b> Park Street South, Blakenhall, WV2 3AE	556434	3363301	Mrs A Grennan	60	427	<b>58</b>	<b>60</b>	-	-	
<b>[N] St Martin's CE</b> Wallace Road, Bradley, WV14 8BS	925700	3363022	Mrs L Martin	30	241	<b>20</b>	<b>28</b>	-	1.510	

Primary Schools									
School	Tel No.	DfE No.	Headteacher	Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
						First prefs 15/01/23	Allocated as at 17/04/23		
<b>*[N] St Mary's RC</b> Cannock Road, WV10 8PG	308870	3363304	Mrs V Minihane	60	422	<b>57</b>	<b>55</b>	-	-
<b>*SS Mary and John RC</b> Caledonia Road, WV2 1HZ	558780	3362008	Mrs J Hanslip	30	207	<b>18</b>	<b>29</b>	-	-
<b>*St Michael's CE (Aided)</b> Lower Street, Tettenhall, WV6 9AF	558845	3363316	Mrs K Jackson	30	213	<b>41</b>	<b>17</b>	-	-
<b>*[N] St Michael's Catholic</b> Telford Gardens, Merry Hill, WV3 7LE	556368	3363307	Mrs L Bradley <i>(Principal)</i>	30	203	<b>15</b>	<b>30</b>	-	-
<b>*[N] St Patrick's RC</b> Graiseley Lane, Wednesfield, WV11 1PG	556451	3363312	Mrs S Mulrooney <i>(Head of School)</i> Miss T Ellis <i>(CSEL / CEO)</i>	30	210	<b>30</b>	<b>30</b>	-	-
<b>*[N] St Paul's CE</b> Emsworth Crescent, Pendeford, WV9 5NR	558621	3363314	Mrs J Ferretti	30 (KS1) 32 (KS2)	215	<b>31</b>	<b>30</b>	-	-
<b>*[N] SS Peter and Paul RC</b> Hordern Close, Stow Heath, Newbridge, WV6 0HR	556447	3363315	Mrs J Byrne	30	203	<b>28</b>	<b>30</b>	-	-
<b>**[N] St Stephen's CE</b> Woden Road, Heath Town, WV10 0BB	558840	3363010	Mrs S Horton <i>(Head of School)</i> Mr W Downing <i>(Executive HT)</i>	30	211	<b>33</b>	<b>30</b>	-	0.272

Primary Schools					Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher				First prefs 15/01/23	Allocated as at 17/04/23		
<b>*St Teresa's RC</b> Malins Road, Parkfield, WV4 6AW	558862	3363311	Mrs S McHale (Acting Principal)		30	167	9	13	-	-
<b>St Thomas's CE</b> Mattox Road, Wednesfield, WV11 3TG	558963	3363016	Mrs H Morris		30	206	20	30	-	-
<b>[N] Stow Heath</b> Hill Road, Willenhall, WV13 3TT	558820	3362066	Mrs L Scoffham		60	421	76	60	-	0.543
<b>[N] Stowlawn</b> Green Park Avenue, Bliston, WV14 6EH	556463	3362053	Mrs K Charles		60	348	37	50	-	-
<b>**[N] Trinity CE</b> Longford Road, New Park Village, WV10 0UB	558410	3363025	Mr B Lyons (Head of School) Mrs D Dalton (Executive Principal)		90	621	58	76	-	-
<b>**[N] Villiers</b> Prouds Lane, Bliston, WV14 6PR	558993	3362054	Mrs L Westwood		90	625	75	91	-	-
<b>[N] Warstones</b> Warstones Road, Penn, WV4 4LU	558787	3362105	Mrs F Feeney		60	402	52	57	-	3.449
<b>Wednesfield Technology</b>	x				x	x	x	x	x	x



Primary Schools							Admission Limit 2024/2025	No. in school May 2023	Applications for reception 2023/2024		No. of successful appeals	On time application last allocated distance
School	Tel No.	DfE No.	Headteacher	First prefs 15/01/23	Allocated as at 17/04/23							
<b>[N] West Park</b> Devon Road, WV1 4BE	558238	3362116	Ms B Jones	30 (KS1) 34 (KS2)	250	<b>60</b>	<b>30</b>	-	0.242			
<b>[N] Whitgreave</b> Goodyear Avenue, Low Hill, WV10 9JP	558930	3362022	Mrs S Redfern	60	423	<b>71</b>	<b>60</b>	-	0.303			
<b>[N] Wilkinson</b> Walter Road, Bradley, WV14 8UR	558971	3362069	Mrs CJ Gibbon	60	422	<b>55</b>	<b>60</b>	-	-			
<b>**[N] Woden</b> Springfield Road, Springfields, WV10 0LH	558880	3362006	Mrs H Vernon	60	418	<b>67</b>	<b>60</b>	-	0.467			
<b>[N] Wodensfield</b> Woden Avenue, Wednesfield, WV11 1PW	556350	3362106	Mrs S Walker	60	421	<b>54</b>	<b>60</b>	-	-			
<b>[N] Wood End</b> Wood End Road, Wednesfield, WV11 1YQ	558940	3362065	Miss S Sharma	30	213	<b>39</b>	<b>30</b>	-	0.804			
<b>**[N] Woodthorne</b> Woodthorne Road South, Tettenhall, WV6 8XL	558544	3362115	Mr T Hinkley (Headteacher) Mrs A Cheema OBE (Chief Exec Officer)	60	405	<b>43</b>	<b>47</b>	-	2.884			
<b>**[N] Woodfield</b> Woodfield Avenue, Penn, WV4 4AG	558835	3362055	Mr P Salisbury (Headteacher) Mrs K Kent (Chief Exec Officer)	90	583	<b>43</b>	<b>55</b>	-	-			

# 9

## Transfers between schools during the school year

The Authority recognises that transfers outside the normal year of entry are nearly always disruptive to the child's education and it is worthwhile to discuss problems with the school to try and resolve any difficulties. The Authority actively monitors the number of transfers in respect of its schools.

If, after a full discussion with the school, and having exhausted all avenues of approach, you feel that a move is necessary, you should contact the School Admissions and Appeals Section (01902 551122) for an in-year transfer form (INCAF).

Please note that the same conditions apply with regard to material changes of circumstance, changes of address, etc. as apply to Reception Class.



## Step-by-step process for in-year applications during 2024/2025 academic year

All applications for a place in a school in Wolverhampton have to be made to the School Admissions & Transfers Section.

- 1 The in-year common application form (INCAF) will be used for the purpose of admitting pupils to Wolverhampton schools.
- 2 If a Wolverhampton resident wishes to express a preference for a school within another local authority they must contact the appropriate local authority to determine the method of application for the school concerned.
- 3 Applicants should name all Wolverhampton schools (to a maximum of three) including any community, academy, free, voluntary-aided or voluntary-controlled schools and provide details of siblings.
- 4 Transfers will only be considered if the INCAF form is completed and has been signed by the parent(s)/carer(s) along with the Headteacher of the present/previous school.
- 5 Before responding to the application the local authority will take into account any information supplied by the present Headteacher, as well as steps taken to resolve any problems/concerns by the parent/carers and school (and assessed under the fair access criteria).
- 6 For applicants, not been allocated their higher preferred school/s; the local authority will notify them in writing, setting out the reasons why their application was not successful and how to access their rights of appeal.
- 7 Where the school is its own admitting authority, the letter will state that the offer is being communicated on behalf of the school's governing body admitting authority.
- 8 Waiting lists are maintained for all Wolverhampton maintained schools for Reception year, Year 2 to 3 and Year 7 transfer groups until 31 December each year. Governing bodies may maintain waiting lists for voluntary aided schools and academies for longer than one term.
- 9 An available place should be allocated to an in-year applicant even if appeals are waiting to be heard.

### Appeal

Parents/carers are only entitled to one appeal per year group, per school, per academic year unless a significant or material change of circumstance has occurred.

# Appendix 1

## Scheme for inter local authority co-ordination of primary admissions 2024/2025

### Background

A primary co-ordinated admissions scheme is set out below (based on the DfE model). The co-ordinated scheme has been agreed between all maintained admission authorities in Wolverhampton. The scheme has to have a means of deciding between potential offers from more than one admitting authority in Wolverhampton. The provisions of the scheme will be applied equally to applications for the local authority's schools from parents living in other local authorities - these applications will need to come via the local authority in which area those parents reside.

### Co-ordinated scheme for Wolverhampton

This scheme applies to all primary schools maintained by Wolverhampton local authority as detailed in this booklet. The scheme is an 'inter-local authority' scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin, Walsall and Wolverhampton local authorities have agreed to coordinate applications for their schools. In so doing these partners aim to ensure that each child receives the best possible single offer of a place at a primary school, based upon parents' preferences.

In brief terms:

- Parents can apply online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)
- Parents whose child has an Education, Health and Care Plan follow separate admissions procedures through the Statutory Assessment of Annual Review process.
- Parents will only have to fill in one application form.
- **Five preferences are invited.**
- Initially, all preferences are treated as equal, and sent out as equal to other admission authorities (i.e. Wolverhampton voluntary-aided schools and other participating local authorities).
- After over-subscription criteria have been applied (where appropriate), if more than one school place can potentially be offered, the single offer is for the available school the parent ranked highest on the preference form.

In this process, the School Admissions & Transfers Section will be operating the procedures on behalf of Wolverhampton local authority as follows:

## Step-by-step process for 2024/2025 academic year

Applications should be made using the online application system.

In respect of **Year 2 to Year 3 transfers**, the standard form will be used for the purpose of transferring pupils from infant (Year 2) to junior (Year 3) education at the age of 7 plus in the academic year 2024/2025. The timetable followed will be the same as that for entry into Reception.

- 1 The online system invites parents of pupils resident in Wolverhampton to name and give reasons for applying for up to five preferred schools, ranked in order of preference, by 15 January 2024.
- 2 Parents should name all academies/schools, for which they wish their child to be considered for a place, including any voluntary-aided schools and/or any school outside Wolverhampton local authority's area (to a maximum of five).
- 3 In order to assess the application for voluntary-aided schools, parents are required to provide additional information and should download a supplementary information form from the online application site. These forms should be returned to the relevant school, or schools, by the specified date. In the case of voluntary-controlled schools, the supplementary information form must be returned to the local authority. Please note if the school is oversubscribed, the additional information gathered will be used to determine the allocation of school places.
- 4 Parents who are applying for schools outside of Wolverhampton are advised to contact the appropriate local authority to determine whether any supplementary information forms are required, their submission date and to whom they must be submitted.
- 5 Parents should be aware that where a supplementary information form is completed, it will not be regarded as a valid application unless the local authority has also received a completed application showing an expressed preference for the school concerned.
- 6 Parents should submit their online application by 23:59 15 January 2024. Any Wolverhampton school that receives an application form in error must ensure that it is sent to the local authority as a matter of urgency irrespective of whether the parent is a Wolverhampton resident.
- 7 On receipt of the application, the local authority will treat all preferences as being ranked equally in the first instance.
- 8 By 13 February 2024, the School Admissions and Transfers Section will send other admission authorities and local authorities' details of applicants for their schools. These details will not reveal the order of preference.



- 9 All own-admitting authority (OAA) schools will apply their over-subscription criteria (where applicable), and return their complete ranked list of applicants to the Admissions and Appeals Section who will then compare the potential offer lists.  
If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.
- 10 If the applicant is a Wolverhampton resident and the Admissions and Appeals Section is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school that has a place available. Allocations to OAA schools in this case would be made following consultation with the governing body concerned.
- 11 On 16 April 2024 (or next working day) Parents will be able to view their allocation via the online admissions facility. The Admissions and Appeals Section will also write to every applicant resident in Wolverhampton telling them of their allocated school place. Letters will be sent by 2nd class post.
  - Where the school in question is its own admission authority, or in one of the other participating local authorities, the letter will state that the offer is being communicated on behalf of that local authority or school's governing body.
  - Where a successful applicant for a Wolverhampton school is resident in another local authority, that local authority (i.e. the home local authority) will make the allocation on behalf of the relevant Wolverhampton admission authority
- 12 Parents will be required to respond to any offers made within ten school days.
- 13 For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Section will notify parents accordingly, setting out the reasons and advising of the right of appeal, how to lodge an appeal and to whom.
- 14 For other applicants for Wolverhampton schools, the home local authority will notify parents of the reasons why parental preference cannot be met and to whom any appeal should be lodged.
- 15 Applicants will automatically be placed on a waiting list for any preferred Wolverhampton schools that are ranked higher than the allocated school.
- 16 Parents can request that the date their child is admitted to the school is deferred until the start of the term following the child's fifth birthday. However, in this Authority, children commence full-time education in September prior to their fifth birthday. If parents choose to defer entry, they should do so in writing to the Headteacher who will ensure that the child's place is safeguarded.

## Applications received after 15 January 2024 (including changes of preference, changes to the order of preferences or additional preferences)

Applications for Wolverhampton maintained schools received after the closing date will be treated as late.

Therefore, applications received after the closing date and before 11 February 2024 will only be incorporated into the initial allocation process if the late submission is for good and valid reason i.e. parents/carers can demonstrate a material change of circumstances, or the request is for a school that has not reached its admission limit.

Parents are only allowed to express preferences for a maximum of five schools at any one time. So, if you add a new preference, you must re-rank your list.

When submitting late applications parents must give reasons **in writing** for the late submission. The appropriate admission authority will give consideration to the reasons following which the application will be either:

- 1 incorporated into the initial allocation and assessed against the oversubscription criteria for the school(s) concerned
- or
- 2 considered only **after all** other applications.

Late applications without written reasons for the late application or those received after 10 February 2024 will only be considered after all other applications and the notification may be sent shortly after the offer day.

## Material changes of circumstances

In claiming material changes of circumstances, the **applicant**, at the time of application, **must** supply documentary evidence to confirm the changes.

An example of material changes of circumstances is a house move that necessitates a change of preferences.

This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the online application form.

If the applicant's circumstances change during the course of making the application that relate to any of the published criteria.

It is the applicant's responsibility to provide evidence to the Admissions and Appeals Section, as this may effect the outcome of the application.

## Waiting lists

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for schools ranked higher than the allocated school.

**Unless material changes of circumstances have been demonstrated, a child's name will only be included on those lists for schools that were ranked higher on their application than the school allocated to the child and, therefore, if a child is allocated a place at the first preference school, the child's name will not be added to the waiting list for any of the other preferred schools.**

### See also Appendices 2a and 2b

Requests for inclusion on waiting lists for non-Wolverhampton schools.

### Appeal

The Authority will notify in writing those parents who are Wolverhampton residents and who have not been allocated their first preference school, how to access their rights of appeal. Parents/carers are only entitled to one appeal per year group, per school, per academic year unless there is significant or material change of circumstance.

### Repeat applications

Please note that in respect of each child the Authority will only consider one application per school, per year group, per academic year. Repeat applications will only be considered where there are material changes in circumstances.

### In-year fair access protocol (hard-to-place pupils)

Potentially hard-to-place pupils are those for whom there is evidence that their needs may be met in a mainstream context but that the pupil's behaviour, emotional or social background make it unlikely that the mainstream school could meet their needs without some additional support.

All schools share a collective responsibility to ensure that these children are admitted to a suitable school as quickly as possible. However, there is often a balance to be struck between finding a place quickly, say in an undersubscribed school or one facing challenging circumstances, and finding a place that is appropriate for the child. It is also important that no school should be asked to take an excessive or unreasonable number of pupils that have been excluded from other schools.





# Appendix 2

## Community schools and voluntary-controlled schools – admission agreements

### How are community and voluntary-controlled school applications ranked?

Provided that the number of requests for places at your preferred community or voluntary-controlled school does not exceed the school's published admission number, a place could potentially be allocated.

If the number of requests is greater than the school's published admission number (PAN), applications will be prioritised in accordance with the Authority's admission criteria for over-subscribed community and voluntary-controlled schools. Priority will be given to children as follows:

#### **OVER-SUBSCRIPTION CRITERIA FOR INFANT RECEPTION/ YEAR 2-3**

##### **Criterion 1: Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

##### **Criterion 1(a): Year 2-3**

Where a child is attending the corresponding infant school i.e. a child attending Christ Church, Church of England Infant School will be allocated Christ Church, Church of England Junior School.

##### **Criterion 2: Medical/Social**

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school (see paragraph on medical/social claims on page 65).

**Please note that only in very exceptional cases are places allocated in respect of child's/parent's medical/social grounds.**

##### **Criterion 3: Siblings**

Whether siblings (as defined on page 64) attend the school (or associated junior school) and will still be attending the school in September 2024.

#### **Criterion 4:** **Religion**

To a child who has religious reasons for attending the preferred voluntary controlled school and for whom it can be demonstrated that s/he has current strong religious connections (see page 66). These reasons will only be taken into consideration if the preferred school is the nearest Church of England (voluntary-aided or voluntary controlled) school to the child's home address (measured by a straight line from the home address to the school).

#### **Criterion 5:**

##### **Children whose parent/carer is a member of staff employed at the school**

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage. This criteria applies to all permanent staff members, and excludes staff employed on a casual/temporary contract

#### **Criterion 6:** **Distance**

How close the child lives (see definition of child's home address on page 66) to the school requested, with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the Local Authority's software.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children

who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

#### **NB**

##### **Tiebreaker**

If there is an insufficient number of places to accommodate all the children of a particular criterion the next criterion will be used to assess the applications concerned in order to determine the allocation of places.

#### **Special Educational Needs**

The administration of children with an Education, Health and Care Plan (EHCP) will be agreed between the local authority's SEN Statutory Assessment and Review Team, parents and school in accordance with parental preference, as far as possible, and the child's individual needs. Children with EHCP are given overall priority to the named school. This will reduce the number of places at the school which are available for allocation in accordance with the above criterion.

#### **Definition of a Sibling for Admission Purposes**

For admission purposes, 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:

- brother/sister
- half brother/sister (i.e. share one common parent)
- step brother/sister (i.e. related by a parent's marriage)
- any other child (e.g. foster child) for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of residence order).

The sibling connection will only apply where the child has a sibling attending the associated infant/junior or primary school at the time of the application and will still be attending the school in September 2024 (i.e. for normal year-of entry applications, siblings are expected to be attending the same school in September 2024).

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.



## Supporting evidence Children and Young People in Care and all Previously Looked-After Children

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## Medical/Social Claims

If you believe there are specific reasons, medical or social, for claiming priority for your child to attend a particular school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the **only** school that can meet your child's needs. This is necessary because you would be asking the Authority to assess your child as having a stronger case than many other children, even some who live closer to the school in question than you do. The information provided will be used to prioritise the request for a particular school.

Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.



## Child's Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights.

Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives or friends acting in a childminding capacity.

The home address of a pupil 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(s), carer(s) or guardian(s)
- leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### Acceptable proof of address includes:

- copy of a council tax bill;
- a copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, then the **main residence will be determined as the address where the child lives for the majority of the school week.**

If the child equally shares living with both parents, the parents must inform the School Admissions and Appeals Section which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

**In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the Authority's Admissions Officer as soon as possible of these circumstances.**

Documentary evidence related to house moves taking place between the offer date 16 April 2024 (or nearest week day) and the start of the academic year in September 2024 will be considered. Please note that the local authority reserves the right to withdraw a place which has been allocated on fraudulent or intentionally misleading information.

## Religious Claims (for Voluntary-Controlled Schools)

A supplementary information form will be provided for you and your religious/ faith leader to complete, to enable you to demonstrate your child's strong religious/faith connections. This will only be taken into consideration if the preferred school is the nearest Church of England school (voluntary-aided or voluntary-controlled) to the child's home address when measured in a straight line.

## WHAT HAPPENS IF MY PREFERENCE IS NOT SUCCESSFUL?

### Unsuccessful Applications and Appeals

If the applicant is a Wolverhampton resident and the admissions and appeals team is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school that has a place available. Allocations to Own Admitting Authority schools in this case would be made following consultation with the governing body concerned.

For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Team will notify parents accordingly, setting out the reasons and advising of the right of appeal, how to lodge an appeal and to whom.

For other applicants for Wolverhampton schools the home LA will notify parents of the reasons why parental preference cannot be met and to whom any appeal should be lodged.

Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

### Waiting Lists

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for the preferred Wolverhampton school or schools that were ranked higher than the allocated school.

Unless material changes of circumstances have been demonstrated a child's name will only be included on those lists for schools that were ranked higher on the application than the school allocated to the child and, therefore, if a child is allocated a place at the first preference school the child's name will not be added to the waiting list for any of the other preferred schools.

The waiting lists will be ranked in admission criteria order. As soon as places become vacant the LA on behalf of the admitting authorities will re-allocate those places from the waiting list, even if this is before appeals have been heard.

The Authority will maintain the waiting lists until 31 December 2024, after which the Authority will cleanse each term to confirm parent wishes to remain on the list.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Requests for inclusion on waiting lists for non-Wolverhampton schools must be made in writing to the relevant local authority for the school concerned for assessment in accordance with their scheme.

# Appendix 2a

## Voluntary-aided schools/academies/free schools admission arrangements

Each Catholic voluntary-aided school/academy was founded by the Catholic Church to provide education for Catholic families. These academy schools are conducted by their individual governing bodies as part of the Catholic Church in accordance with both the Trust Deed and the Instrument of Government of the academy school.

Similarly, each Church of England voluntary-aided school has been founded by the Church of England to offer a Christian-based education to as many parents/carers as possible who desire it for their children.

For voluntary aided academies/schools, the governing body of each individual academy school determines its admission arrangements in consultation with the appropriate diocesan authority and the local authority. These are reviewed annually.

If any of these academies/schools are oversubscribed, the governing body will use its published criteria to determine the allocation of the places. These criteria require additional information to that gathered from the online application; therefore, the completion of an additional supplementary information form is necessary.

These forms are downloaded from the online application system. Having completed the supplementary information form, you should return it to the school by the date stated on the form.

The closing date for your online application form is **15 January 2024**.

Summaries of the individual voluntary aided academies/school's admission arrangements are set out in this Appendix and should be

read in conjunction with the local authority's scheme for co-ordinated admission arrangements set out in Appendix 1 of this booklet. Full details of the various policies are published by the academies/schools themselves and should be obtained from the academies schools direct.

Details for these academies/schools (e.g. admission limits, numbers on roll, etc.) are set out in the School Directory (page 46-55).

A definition of a 'baptised Catholic' is set out in Appendix 2b on page 216.

Please note that, for academy community and voluntary-controlled schools:

- attendance at the academies/school nursery class is not a priority for admission to the Reception Year at the academy/school.
- A separate application must be made for admission to Reception Year.
- No interviews are used at any stage to determine suitability for inclusion in any category.
- Open days that are held are not interviews and form no part of the admissions process.
- No fees are charged by the academy/school in connection with admissions or as part of the admission process.
- All academies/schools have separate policies for nursery admissions.

You can apply for a school place online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) by **15 January 2024**.



## BUSHBURY LANE ACADEMY

Bushbury Lane Academy is a primary academy located at Ripon Road, Wolverhampton, WV10 9TR and is part of REAch2 Academy Trust.

More information about the School is available on its website:

[www.bushburylaneacademy.co.uk](http://www.bushburylaneacademy.co.uk)

The Trust is the 'admission authority' for all of its academies, and has developed an Admissions Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: [www.reach2.org](http://www.reach2.org)

### Definitions

The following definitions apply for the purposes of this policy:

**EHC Plan** - An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

**In-Year Admissions** - An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

**Oversubscribed** – Having more applications than available places.

**PAN** - The PAN is the number of pupils the school will admit in to Reception.

**Parent** - In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

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### Policy In Detail

The published admission number (PAN) for Bushbury Lane Academy is 30 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Wolverhampton City Council in accordance with the local coordinated scheme.

### Statutory Maximum Infant Class Size

By law, infant classes (i.e. classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC plan and looked after children and previously looked after children placed outside the 'normal admission round'. Further information is contained in the Code.

## Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

## Home Address

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission

may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

## Children at the School's Nursery

Parents should note that children who attend the School's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

## Children with an Education Health and Care Plan (EHC Plan)

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

## Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with siblings in the school

3. Children of school staff fulfilling a skills shortage role
4. All other children

### Definitions relating to the criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).  
Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.
2. 'Siblings' - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred

school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members full time employment.
4. 'All other children' refers to all applicants who do not fall in to any of the categories above.

### Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's



home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

All applications received on or by the 15th January 2024 will be considered equally. Late applications can be accepted for good reasons until 12th February 2024. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

### **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children. Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

### **Waiting Lists**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31st December 2024 after which parents/carers must re-apply for a place in Year 1.

The waiting list will be maintained by the Local Authority and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against

the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

The Local Authority manages the appeals process.

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admissions Appeals Code

Applicants should contact City of Wolverhampton Council by 13th February 2024 for information on how to appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

### **In-year Admissions**

All in-year admissions are managed by the local authority and forwarded to the school to arrange admission with the parent/carer.

### **Fair Access Protocol**

Bushbury Lane Academy participates in Wolverhampton City Council fair access protocol. For a copy of Wolverhampton City Council fair access protocol, please visit –

<https://www.wolverhampton.gov.uk/education-and-schools/school-admissions/wolverhampton-fair-access-protocol>

## CORPUS CHRISTI CATHOLIC PRIMARY ACADEMY

Corpus Christi Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Corpus Christi Catholic Primary Academy.

The admissions process for Corpus Christi Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at Corpus Christi Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming Corpus Christi Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).



For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Corpus Christi and Our Lady of Perpetual Succour who have a brother or sister (see Note 4 below) attending Corpus Christi Catholic Primary Academy at the time of admission.
0. Baptised Catholic children (see Note 2 below) living in the parish of Corpus Christi and Our Lady of Perpetual Succour
1. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Corpus Christi Catholic Primary Academy at the time of admission.
2. Other Baptised Catholic children (see note 2 below).
3. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
4. Non-Catholic children who have a brother or sister (see Note 4 below) attending Corpus Christi Catholic Primary Academy at the time of admission.
5. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of

their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the

designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **School Entry**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that



request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### **Applications From Children Currently Attending Corpus Christi Academy's Nursery**

Attendance at Corpus Christi Catholic Primary Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of Corpus Christi Catholic Primary Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be:

Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the

closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at Corpus Christi Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to Corpus Christi for their child's name to remain on the waiting list until the end of the academic year 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In Year Fair Access Protocol**

The Local Governing Body of Corpus Christi Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at

<https://corpuschristiacademy.co.uk/about-us/admissions/>

Corpus Christi is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the

parents on behalf of the school. Applications can be submitted through the local authority via <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions>

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **Definition Of A "Baptised Catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).



### **Written Evidence Of Baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## HOLY ROSARY CATHOLIC PRIMARY ACADEMY

Holy Rosary Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Holy Rosary Catholic Primary Academy.

The admissions process for Holy Rosary Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at Holy Rosary Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming Holy Rosary Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic

families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which

can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

A parish boundary map for St Joseph's (Wolverhampton) and other parishes included in this policy is attached as Appendix 2 and a copy can also be found on the school's website.

### **Oversubscription Criteria**

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living within the former parish boundary of St Joseph's, Wolverhampton who have a brother or sister attending Holy Rosary Catholic Primary school at the time of admission.
3. Baptised Catholic children living within the former parish boundary of St Joseph's, Wolverhampton.
4. Baptised Catholic children living outside of the former parish boundary of St Joseph's, Wolverhampton but within the Newman parish boundary who have a brother or sister attending Holy Rosary Catholic Primary school at the time of admission.
5. Baptised Catholic children living outside of the former parish boundary of St Joseph's, Wolverhampton but within the Newman parish boundary.
6. Other baptised Catholic children who have a brother or sister attending Holy Rosary Catholic Primary school at the time of admission.
7. Other baptised Catholic children
8. Non-Catholic children who are looked after or previously looked after.

9. Non Catholic children who have a brother or sister attending Holy Rosary Catholic Primary School at the time of admission
10. Non-Catholic children

### **Explanatory note regarding parish boundaries of the Newman parish**

The four parishes of St Mary's (Willenhall), St Joseph's (Daralaston), St Joseph's (Wolverhampton) and Holy Trinity (Bilston) have merged to create the combined Newman parish. For admission purposes, the school will continue to prioritise Catholic children in line with the former parish boundaries. See Appendix 2 for further explanation and descriptions of the parish boundaries.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will

reduce the number of places available to applicants. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation,

this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### Note 5

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.



The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

### **Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a

current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **Appeals**

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

### Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be:

Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

### Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

### Waiting List

In addition to their right to appeal, children who have not been offered a place at Holy Rosary Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to Holy Rosary Catholic Primary Academy for their child's name to remain on the waiting list until the end of the academic year 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In Year Fair Access Protocol**

The Local Governing Body of Holy Rosary Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information

regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at

<https://holyrosaryprimary.co.uk/about-us/admissions/> .

Holy Rosary Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Board of Directors. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools) .

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **Definition Of A "Baptised Catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in



which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written Evidence Of Baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## HOLY TRINITY CATHOLIC PRIMARY SCHOOL

The admissions process for Holy Trinity Catholic Primary School is part of the Wolverhampton Local Authority co-ordinated admissions scheme.

To apply for a place at Holy Trinity Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Holy Trinity Catholic Primary School on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications, which are submitted on time, will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic

Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 30 pupils to be admitted to the Reception class in the school year that begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map, which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/25.

A parish boundary map for Holy Trinity and other parishes included in this policy is attached as Appendix 2 and a copy can be found on the school's website.

### **Oversubscription Criteria**

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living within the former parish boundary of Holy Trinity, Bilston who have a brother or sister attending Holy Trinity Catholic Primary school at the time of admission.
3. Baptised Catholic children living within the former parish boundary of Holy Trinity, Bilston.
4. Baptised Catholic children living outside of the former parish boundary of Holy Trinity, Bilston but within the St John Henry Newman parish boundary who have a brother or sister attending Holy Trinity Catholic Primary school at the time of admission.
5. Baptised Catholic children living outside of the former parish boundary of Holy Trinity, Bilston but within the Newman parish boundary.
6. Other baptised Catholic children who have a brother or sister attending Holy Trinity Catholic Primary school at the time of admission.
7. Other baptised Catholic children
8. Non-Catholic children who are looked after or previously looked after.
9. Non Catholic children who have a brother or sister attending Holy Trinity Catholic Primary School at the time of admission
10. Non-Catholic children

### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF), which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school, in order for this priority to be given to the child, as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child

arrangements order or special guardianship order and includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A stepbrother or stepsister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Governing Body will randomly select the child to be offered the final place.

The governing body where possible will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered based on an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.



## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the

application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### **Applications from children currently attending the Nursery class of Holy Trinity Catholic Primary School**

Attendance at Holy Trinity Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of Holy Trinity Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery.

The Governing Body will consider all applications against the oversubscription criteria in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be:

Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

### **Change in Preference**

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024.

Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address.

Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late

application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

### **Waiting List**

In addition to their right to appeal, children who have not been offered a place at Holy Trinity Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to Holy Trinity Catholic Primary School for their child's name to remain on the waiting list until the end of the summer term 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **In Year Fair Access Protocol**

The Governing Body of Holy Trinity Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to Reception Class (In-Year Admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at

[www.holytrinityprimaryschool.co.uk/admissions](http://www.holytrinityprimaryschool.co.uk/admissions)

Holy Trinity Catholic Primary School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the governors. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via

[www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **Definition Of A "Baptised Catholic"**

A "Baptised Catholic" is one who:

Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written Evidence of Baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of



Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## MANOR MULTI ACADEMY TRUST

Manor Multi Academy Trust is an Multi Academy Trust of 9 schools and the Directors of the MAT are its admission authority. The Directors apply the regulations on admissions fairly and equally to all those who wish to attend the school. All 9 schools will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at

[www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions).

Manor Multi Academy Trust is part of an "Inter-Local Authority" scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin, Walsall and Wolverhampton Local Authorities have agreed to co-ordinate applications for our schools to ensure that each child receives the best possible single offer of a place at a school, based upon parents' preferences.

The schools within the MAT are Manor Primary; East Park Academy; Hill Avenue Academy; Saint Thomas' C of E Primary Academy; Saint Alban's C of E Primary Academy; Foley Infant Academy; Brindley Heath Junior Academy; Foxyards Academy and Hateley Heath Academy.

All 9 schools are inclusive schools that welcome children from all backgrounds, faiths and abilities. The only restrictions we place on entry is number. If the number of children applying exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have the place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

- **Manor Primary School** has a published admission number (PAN) of 90
- **Hill Avenue Academy** has a published admission number (PAN) of 60
- **East Park Academy** has a published admission number (PAN) of 90
- **Saint Thomas' C of E** has a published admission number (PAN) of 30
- **Saint Alban's C of E** has a published admission number (PAN) of 30
- **Foley Infant Academy** has a published admission number (PAN) of 60
- **Brindley Heath Junior Academy** has a published admission number (PAN) of 60
- **Foxyards Primary** has a published admission number (PAN) of 45
- **Hateley Heath Academy** has a published admission number (PAN) of 60

Parents whose child has an Education and Health Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process.

Parents will only have to fill in one application form, on which they will state their school preferences and reasons for those preferences. Applications are made online; five preferences are invited.

Initially, all preferences are treated as equal, and sent out as equal to other admission authorities as appropriate.

After over-subscription criteria have been applied (where appropriate), if more than one school place can potentially be offered, the single offer is for the available school the parent ranked highest on the preference form.

### Admission into reception year

If your child was born between 1/09/2019 and 31/08/2020 you must apply for a place in Reception Year before the 15 January 2024.

To find out when the online application will go live, please consult the Local Authority, hard copies of the form will only be made available on request. Families are required to access the online form via the local authority you pay your council tax to. (Links available on our MAT and school websites in the admissions section) Parents are invited to name and give reasons for applying for up to a maximum number of preferred schools (please consult the Local Authority), ranked in order of preference, by 23:59 on 15 January 2024. Parents should name all schools (to a maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside the Wolverhampton area.

By 14 February 2024, the admissions and appeals team will send other Local Authorities and own Admitting Authority Schools details of applicants for their schools. These details will not reveal the order of preference. All Own Admitting Authority schools will apply their oversubscription criteria and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists. If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.

On 16 April 2024 parents who made their applications online will be able to view their allocation via the online admissions facility. The relevant Local Authority admissions and appeals team will also write to every applicant resident in their area telling them of their allocated school place.

Parents will be required to respond to any offers made within 10 school days.

Applicants should refer to the appendix relevant to the school(s) they are applying for.

### Reception Admissions

The admission arrangements outlined in this section apply to children starting Reception for the first time in 2024 / 2025. The admissions process for our Wolverhampton Schools are part of the Wolverhampton Local Authority co-ordinated admissions scheme.

The closing date for admissions will be 23:59 on 15th January 2024. Allocation results will be notified on 16th April 2024 by the applicants' home Local Authority (LA).

Parents/carers who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery does not mean automatic entry to the Primary school.

### Admission Criteria for our Wolverhampton schools in our MAT for Reception

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs or

Disability (SEND) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are fewer applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority: Parents who would like their child to be admitted to a MAT school during the year their child is five, should ensure they complete all the necessary application forms. Admission to

nursery does not mean automatic entry to the Primary school and a separate application must be made.

**1: Children and Young People in Care and previous Children and Young People in Care Children and young people in care are children who are**

- a) in the care of the local authority, or
- b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**2: Children with a sibling already attending the at the time of admission.**

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address

(e.g. under the terms of a Child Arrangement Order)

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

**3: Children whose parent/carer is a member of staff employed at the school**

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage. This criteria applies to all permanent staff members, and excludes staff employed on a casual/temporary contract. Applicants to complete Appendix 1b.

**4. Religious Reasons**

[This admission criteria is applicable only to St Alban's CE Academy and St Thomas' CE Academy]

This criteria applies to a child and family who has religious reasons for attending the preferred voluntary controlled school and for whom it can be demonstrated by the faith leader that s/he have current strong religious connections. This reason will only be taken into consideration if the preferred school is the nearest Church of England (voluntary controlled or voluntary aided) school to the child's home address



(measured by a straight line from the home address to the school using the Local Authority's software).

### **Supporting Evidence**

A Supplementary Information Form (Appendix 1b) is provided for parents and their faith leader to complete, to enable them to demonstrate their child and family's current strong religious connections. Parents should be aware that where a Supplementary Information Form is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school concerned.

As well as being an inclusive neighbourhood school, as a Church of England School St Thomas' CE Primary Academy and St Alban's CE Primary Academy have distinctive Christian characters and ethos that reflect the teaching of Jesus Christ and Christian values. We ask all parents and carers applying for a place at these schools to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the rights of parents and carers who are not Christians to apply for a place. Indeed, through our commitment to inclusion, we actively welcome families from other faiths and no faiths.

(Parents have the legal right of withdrawal from collective worship and religious education.)

### **5: Distance**

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home address is taken in a straight line between the midpoint of the respective school's address and the child's home address. The distance is measured using the Local Authority's software. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Where multiple births (twins and triplets etc.) from the same family are tied for the final place for Reception we will admit them all, as permitted by infant class size legislation, in accordance with the School Admissions Code (2021).

### **Child's Home Address**

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives or friends acting in a childminding capacity. The home address of a pupil 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(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement. Documentary evidence of ownership

or rental agreement may be required together with proof of actual permanent residence at the property concerned. Acceptable proof of address includes:

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the City of Wolverhampton Council (and the home Local Authority if this is not the same) which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application

In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the City of Wolverhampton Council School Admissions Team (and the home Local Authority if this is not the same) as soon as possible of these circumstances.

Late Applications received after the closing date will be treated as late. This includes a change of preference for the school, a change in order of preference for the school or the addition of the school as a preference.

Changes should be sent to the home LA of the parent/carer. Therefore applications received after the closing date and before 12th February 2024 will only be incorporated into the initial allocation process if the late submission is for a good and valid reason i.e. parents/carers can demonstrate a material change of circumstances, or the request is for an academy that has not reached its admission limit. When submitting late applications parents must give reasons in writing for the late submission. The admission authority will give consideration to the reasons, following which the application will be either:

1. Incorporated into the initial allocation and assessed against the oversubscription criteria
2. Considered only after all other applications

Late applications without written reasons for the late application or those received after 12th February 2024 will only be considered after all other applications. Material Changes of Circumstance In claiming a material change of circumstance the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

**Waiting lists** The Admitting Authority will maintain the waiting lists until 31 December 2024. The waiting list will be ranked in admission criteria order. A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

### **In Year Fair Access Protocol**

The Directors of Manor MAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **Fraudulent or Misleading Applications**

The Admitting Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### **Multiple Births**

We understand that parent/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### **Tie-Breaker for Oversubscription**

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

## **Applications for children to be admitted outside their normal age group**

### **Summer-born children**

Parents/carers of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Any parent/carer wishing to make such a request must put their requests in the first instance in writing to the LA where they reside by 15 January 2024. Requests will be considered on an individual basis and decisions will be reached taking into account the parents'/carers' views, information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group if it were not for being born prematurely. The view of the Headteacher of the school concerned will also be sought as part of the decision-making process. Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place. Parents/carers are required to make a new application next year for Reception 2025 and the application will be considered alongside all other applications for that round in accordance with the criteria.

### **Deferred Entry**

A child's parents/carers can request to defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2024. A child may take up a part-time place until later in the

school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent/carer should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **In-Year Admissions**

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to our schools as from 2024-25 they are co-ordinating in year admissions.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), applications should be made to the school once the in-year admission application form is completed from our school website.



## NISHKAM PRIMARY SCHOOL WOLVERHAMPTON

Applications are welcome from pupils of all faiths and none. Offers will be made according to the over-subscription criteria set out below.

The Sikh Dharam (faith, religion) is emphatic about respecting all religions and beliefs, and does not seek to convert others.

The School has a strong Sikh ethos multi-faith approach, promoting respect for all religions and faiths. Further details of the School's ethos and values are available on the School website: [www.NishkamSchoolTrust.org](http://www.NishkamSchoolTrust.org)

### Overview of admissions process

#### How to apply for Reception Class in September 2024

The NPSW admissions process is administered through the Wolverhampton City Council "Local Authority Co-ordinated Admissions Scheme."

- All applicants must apply to the Local Authority in which they live by completing the Reception Common Application Form (R-CAF) - also known as the Local Authority Preference Form (LAPF).
- Applicants applying for any faith place must also complete the Supplementary Information Form (SIF) and return it to the school.

The appropriate form/s must be received on time by the local authority and school respectively. Late applications will be considered as 'In-Year Application'.

Full details and key dates are provided by each local authority. Many LAs only accept online applications. It's important to understand your LAs admissions guidance, which is available on their website (for example:

[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)) and in Council Offices.

#### How to make an In-Year application

All in-year applications for a school place must be made to the Local Authority on their online in-year application form. In addition, those applying through the 'Faith Category' must complete the Supplementary Information Form (SIF) and return directly to the school. The Local Authority will inform the school of the application and School will inform the Local Authority of the outcome.

#### Children with an Educational Health Care Plan (EHCP)

Under section 43 of the Children's and Families Act 2014, schools that are named in section I of a final EHCP must admit the child into their setting.

This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

#### Over subscription

Where the number of applications received is equal to or fewer than the published admissions number, all NPSW Determined Admissions Arrangements for Reception September 2024 applicants will be offered a place without being ranked.

Where the number of applications is greater than the published admission number, all applications will be ranked using the over subscription criteria set out below.

When applying through the Faith category, if the Supplementary Information Form is incomplete, your application will automatically be placed under the Open category.

## Over subscription criteria

Where the number of applicants is greater than the published admission number, up to 50% of places will be offered to each of the following categories.

### Category 1 – Faith Places

Faith applicants will be ranked in the following order.

#### Priority Faith-based places

- i. LAC Looked After Children, PLAC Previously Looked-After Children or IAPLAC Internationally adopted previously looked after children<sup>1</sup>.
- ii. – applying for a faith place.
- iii. Siblings<sup>2</sup> – applying for a faith place.
- iv. Children of staff<sup>3</sup> – applying for a faith place.

Remaining Faith-based places will be allocated in the following order.

- v. Child (and/or parent/s or guardian/s) is/are Amritdhari<sup>4</sup> (formally initiated) Sikhs.
- vi. Keshdhari Sikh child (has uncut hair).
- vii. Child (and/or parent/s or guardian/s) is/are baptised (or formally initiated) in their respective religion.

All applicants applying under the Faith category will need to provide confirmation of religious initiation or practice by completing the Supplementary Information Form (SIF) and ensuring sections B or C are countersigned by an appropriate religious official or authorised signatory from an appropriate place of worship. The SIF can be obtained from the school or the school website.

## Category 2 – Open Places

Open place applicants will be ranked in the following order.

#### Priority Open places

- viii. LAC Looked After Children, PLAC Previously Looked-After Children or IAPLAC Internationally adopted previously looked after children<sup>1</sup>.
- ix. Siblings<sup>2</sup>.
- x. Children of staff<sup>3</sup>.

All other open place applicants will be ranked by proximity to the School using the distance data supplied by the Local Authority.

## Under-subscription and over-subscription within a category

The following process will be followed when the 'faith' and/or 'open' place categories are undersubscribed or oversubscribed.

#### a. Undersubscription within a category

If the school is undersubscribed within a category, additional offers will be made to children from the other category until the admission number of 60 is met or all applicants have been offered a place.

#### b. Oversubscription within a category or sub-category

Where the number of applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out above. Thereafter, all other applications will be ranked using proximity to the school based on the distance data provided by Wolverhampton Local Authority.

## Tie break

If a tie-break is necessary due to applicants living equidistant from the school, the relevant applicants will be ranked using a computerised random number generator procedure.

## Waiting list

The school will maintain a waiting list in the year of transfer until the end of the first academic term of the year. Places will be allocated using the over-subscription criteria. When a new child is added the list to be ranked again in line with the over-subscription criteria.

## Appeals

Appeals against a decision not to offer your child a school place are administered by the School Admissions and Appeals Team, Wolverhampton City Council. Details about making an appeal are available on the following link:

[www.wolverhampton.gov.uk/article/2541/School-admission-appeals](http://www.wolverhampton.gov.uk/article/2541/School-admission-appeals)

Summary of compulsory school age<sup>5</sup> and options for starting school.

All parents must apply to enter the Reception Class in September after the child's fourth birthday. Although most children start school at this age the School Admissions Code provides some flexibility for parents who feel their child is not ready to start school in September following their fourth birthday. However, all children must start school when they have reached compulsory school age<sup>5</sup> after their fifth birthday. The options and procedures for deferring or delaying admission are summarised below.

After receiving an offer to start school full time from the September after a child's fourth

birthday parents may then write to the Head teacher to request to defer or delay the start, or to request to start on a part-time basis. The criteria and procedure for the various options are given below.

## Deferring entry to Reception Year - options.

**Option 1:** Defer starting Reception Year up until the child reaches compulsory school age<sup>5</sup> (the first day of term following the child's fifth birthday). After a school place has been offered, parents will need to write to the Head teacher to arrange the deferred start date. The school place will then be held until the first day of the spring or summer term as appropriate.

**Option 2:** Start part time until the child reaches compulsory school age<sup>5</sup>. After a school place has been offered parents will need to write to the Head teacher to request a part time start. The Head teacher will plan how to fit the part time admission into the organisation of the school.

**Option 3:** Defer entry until after the compulsory school age<sup>5</sup>, so as to start school in September after the fifth birthday. Once a school place has been offered parents will need to write to the Head teacher to request the deferred start date. However, the school place would not be held open for them for a whole year. Parents would need to make a new application for a place in the following September's intake. This would be for a Year One place, because their child would have missed the Reception Year.

If such parents believe that their child should start in the Reception Year instead, a year later than the child was due to start, this is called a delayed start. The procedure for requesting a delayed start is described in the section below.

## Delaying Reception Year admission or educating children outside their chronological age group

Parents may request that their child is held back from joining the correct year group for their age and start Reception class a year later.

Such parents should still apply for a school place for the September following their child's fourth birthday. After receiving an offer of a school place parents would request their child to be educated outside their normal age group and be admitted to the Reception Class a year later. Parents would need to outline the reasons for making the request. However, parents do not have the right to insist that their child is admitted late. Each application will be considered on its own merits by the School and the decision confirmed to the parents.

A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

## Definitions

- 1 A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12

adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2 "Sibling". Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Nishkam Primary School Wolverhampton in September 2024.
- 3 'Staff'. Children of all teaching and non-teaching staff who have been employed at the school for at least two years at the time at which the application for admission to the school is made, or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4 Amritdhari (formally initiated) Sikh is defined in these arrangements as those who have undergone the Khanda-ki-Pahul Amrit Sanchar initiation.
- 5 'Compulsory school age' is reached on the first day of term after a child's fifth birthday (or on the child's fifth birthday if it falls on the first day of term).

\*A Supplementary Information Form is used by the Nishkam Primary School Wolverhampton.



## PERRY HALL MULTI ACADEMY TRUST

Perry Hall Primary, Berrybrook Primary, Dunstall Hill Primary and Woodthorne Primary are part of the Wolverhampton LA admissions scheme and Stanley Road are part of the scheme at Worcester LA. Mesty Croft Primary School are part of the Sandwell admissions scheme.

Sledmere Primary School are part of the Dudley LA admissions scheme.

The closing date for admissions will be 23:59 on 15 January 2024. Allocations results will be notified on 16 April 2024 by the applicants' home Local Authority (LA).

All applicants must:

1. Complete the Common Application Form by applying online to the Local Authority where they reside:
2. In addition, applicants applying under the oversubscription criteria relating to Children whose parent/carer is a member of staff employed at the school must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council.

Parents who would like their child to be admitted to this school during the year their child is five should ensure they complete all the necessary application forms.

Admission to nursery does not mean automatic entry to the Primary school and a separate application must be made.

### Admission Criteria for the schools in PHMAT for Reception and In-year admissions

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are fewer applicants than the PAN, all children will be offered a place. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

#### 1. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### Supporting evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and

evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## 2. Medical/Social

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

### Supporting evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents would be asking the Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for the school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

## 3. Children with a sibling already attending the school at the time of admission.

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following: -

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

## 4. Children whose parent/carer is a member of staff\* employed at the school

for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidence by completing the Supplementary Information Form (SIF).

\*Priority can only be given to children of staff at the individual Academy that the application is for.

Parents should be aware that where the SIF is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school(s) concerned. This criteria applies to all permanent staff members.

### 5. Children who live closest to our schools

The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the CWC software, with those living closest to the school receiving the highest priority. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

### Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil 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(s), carer(s) or guardian(s)

- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Acceptable proof of address includes:

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the City of Wolverhampton Council (and the home Local Authority if this is not the same) which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the City of Wolverhampton Council School Admissions Team (and the home Local Authority if this is not the same) as soon as possible of these circumstances.

## Additional Arrangements and Information

### Applications for children to be admitted outside their normal age group

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 15 January 2024.

This will include Parents of a “summer born child” that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any parent wishing to make such a request must put the request in writing to the Admissions and Appeals section at CWC no later than 15 January 2024

This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher of the school concerned will also be sought as part of the decision-making process.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the decision is to agree the request for an application in Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

Before any application is submitted it is strongly recommended that parents/carers also read the DFE guidance which can be found at:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.



### **Late Applications**

Applications received after the closing date will be treated as late.

Applications received after the closing date and before the final date for late submissions (12th February) with approved written evidence will only be incorporated into the initial allocation process

if the late submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will give consideration to the reasons, following which the application will be: Either

1) incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned

Or

2) considered only after all other applications.

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

### **Material Changes of Circumstance**

In claiming material changes of circumstances, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house

purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

### **Special Educational Needs**

The admission of children with an Education and Health Care Plan (EHCP) will be agreed

between the home Local Authority's SEN Statutory Assessment and Review Team, parents and school in accordance with parental preference, as far as possible, and the child's individual needs. Children with an EHCP are given overall priority to the named school. This will reduce the number of places at the school, which are available for allocation in accordance with the above criteria.

### **Tie Breaker for Oversubscription**

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

### **In Year Fair Access Protocol**

The Trustees of PHMAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### Multiple Births

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### Response to Allocation

Parents/Carers must respond to an allocation of a school place within 2 weeks of the notification of the availability of a school place. Response should be made to the school you have been allocated a place. In the absence of a response, the offer may be revoked and the place may be allocated to someone else

### Waiting Lists

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list. Unless offered a higher preference school. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

The Admitting Authority will maintain the waiting list until 31 December 2024.

Parents and carers will be asked to confirm on a termly basis their wish for their child to remain on the waiting list in order for the list to be kept up to date.

### In-Year Admissions

The admissions arrangements outlined in this section apply to in-year admissions for this and subsequent academic years.

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. With the exception of a child with an Education, Health

and Care Plan (EHCP) requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made :

For Stanley Road requests for places should be made to:

[www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)

For Mesty Croft Primary, in-year applications should be made to Sandwell Metropolitan Borough Council at Changing schools | Sandwell Council

For Sledmere Primary School, applications should be made via Changing Schools | Dudley Council

For all other schools within in the MAT requests for places should be made to:  
[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

All applicants must:

1. Complete the In Year Transfer Form:
2. In addition, applicants applying under oversubscribed criteria relating to Children whose parent/carer is a member of staff employed at the school must complete the Supplementary Information Form and return it direct to the School Admissions Team, CWC

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

### Fraudulent or Misleading Applications

The CWC will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### **Withdrawing Offer Places**

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

### **Financial Implications**

There is no charge or cost related to the admission of a child to Perry Multi-Academy Trust.

## SS MARY & JOHN CATHOLIC ACADEMY

SS Mary and John's Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of SS Mary and John's Catholic Primary Academy.

The admissions process for SS Mary and John's Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at SS Mary and John's Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming SS Mary and John's Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A

Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.



## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of SS. Mary and John's, Snow Hill, Wolverhampton, who have a brother or sister (see Note 4 below) attending SS. Mary and John's Catholic Primary Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of SS. Mary and John's, Snow Hill, Wolverhampton.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending SS. Mary and John's Catholic Primary Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending SS. Mary and John's Catholic Primary Academy at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will

reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship

order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the

home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local

Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate

in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### **Applications From Children Currently Attending Ss Mary And John's Catholic Primary Academy's Nursery**

Attendance at SS Mary and John's Catholic Primary Academy's Nursery does not automatically guarantee that a place will be

offered in the Reception class of SS Mary and John's Catholic Primary Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.



## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day. You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024

will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at SS Mary and John's Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to SS Mary and John's Catholic Primary Academy for their child's name to remain on the waiting list until the end of the academic year 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### In Year Fair Access Protocol

The Local Governing Body of SS Mary and John's Catholic Primary Academy is committed to taking its fair share of

children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.ssmaryandjohns.co.uk/about-us/admissions](http://www.ssmaryandjohns.co.uk/about-us/admissions)

SS Mary and John's Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application

to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or

in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

## Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where

## SS PETER AND PAUL CATHOLIC PRIMARY ACADEMY

SS Peter and Paul Catholic Primary Academy and Nursery is part of the St Francis and St Clare Catholic Multi Academy Company. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of SS Peter and Paul Catholic Primary Academy and Nursery.

The admissions process for SS Peter and Paul Catholic Primary Academy and Nursery is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at SS Peter and Paul Catholic Primary Academy and Nursery in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming SS Peter and Paul Catholic Primary Academy and Nursery on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will

be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, the parish boundary map is available on the school's website and/or from the school and will be applied to the admission arrangements for the academic year 2024/2025.



## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Blessed Carlo Acutis who have a brother or sister (see Note 4 below) attending SS Peter and Paul Catholic Primary Academy and Nursery at the time of admission.
0. Baptised Catholic children (see Note 2 below) living in the parish of Blessed Carlo Acutis.
1. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending SS Peter and Paul Catholic Primary Academy and Nursery at the time of admission.
2. Other Baptised Catholic children (see note 2 below).
3. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
4. Non-Catholic children who have a brother or sister (see Note 4 below) attending SS Peter and Paul Catholic Primary Academy and Nursery at the time of admission.
5. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will

reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For

a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the

designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to

the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the

2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered

by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applications From Children Currently Attending SS Peter and Paul Catholic Primary Academy's nursery Attendance at SS Peter and Paul Catholic Primary Academy and Nursery's Nursery does not automatically guarantee that a place will be offered in the Reception class of SS Peter and Paul Catholic Primary Academy and Nursery. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered

against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written



evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a

material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at SS Peter and Paul Catholic Primary Academy and Nursery but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In Year Fair Access Protocol

The Local Governing Body of SS Peter and Paul Catholic Primary Academy and Nursery is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.sspeterandpaul.co.uk/about-us/admissions](http://www.sspeterandpaul.co.uk/about-us/admissions) SS Peter & Paul Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

## Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST ANTHONY'S CATHOLIC PRIMARY ACADEMY

St Anthony's Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Anthony's Catholic Primary Academy.

The admissions process for St Anthony's Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Anthony's Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Anthony's Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 45 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).



For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025. (Also see appendix)

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
0. Baptised Catholic children (see Note 2 below) living in the parish of St Anthony of Padua who have a brother or sister (see Note 4 below) attending St Anthony's Catholic Primary Academy at the time of admission.
1. Baptised Catholic children (see Note 2 below) living in the parish of St Anthony of Padua.
2. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Anthony's Catholic Primary Academy at the time of admission.
3. Other Baptised Catholic children (see note 2 below).
4. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
5. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Anthony's Catholic Primary Academy at the time of admission.
6. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce

the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with

accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent

should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Applications From Children Currently Attending St Anthony's Catholic Primary Academy's Nursery

Attendance at St Anthony's Catholic Primary Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Anthony's Catholic Primary Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local



Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be

Incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either 1) incorporated into the initial allocation and assessed against the oversubscription criteria Or 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be

made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St Anthony's Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be retained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may

accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### In Year Fair Access Protocol

The Local Governing Body of St Anthony's Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at

[www.stanthonyscpa.co.uk/about-us/admissions](http://www.stanthonyscpa.co.uk/about-us/admissions)

St Anthony's Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local

authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and

reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST BARTHOLOMEW'S IS A MULTI ACADEMY TRUST

St Bartholomew's is a Multi Academy Trust (MAT) and the Directors of the Trust are its own admission authority.

As at April 2023, the schools in the MAT are:

- St Bartholomew's CE Primary School, Penn, Wolverhampton
- St Benedict Biscop CE Primary School, Wombourne, Staffordshire
- Woodfield Primary School, Penn, Wolverhampton
- All Saints' CE Primary School, Trysull, Staffordshire
- Gnosall St Lawrence CE Primary Academy, Stafford
- Haughton St Giles CE Primary Academy, Stafford
- Woodseaves CE Primary Academy, Stafford
- Oak Meadow Primary School, Wednesfield, Wolverhampton

All applicants must apply to the Local Authority in which they live for a Reception place for September 2024.

St Bartholomew's CE MAT ensures that all of its schools are inclusive. We welcome children from all backgrounds, faiths and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

This information relates to admission to St Bartholomew's CE and St Benedict Biscop CE Primary Schools, and Oak Meadow Primary School.

**Please note:** Oak Meadow Primary School adopt the same admission arrangements and oversubscription criteria as the Local Authority Community Schools.

Published Admission Numbers (PANs)

St Bartholomew's CE Primary:	60
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St Benedict Biscop CE Primary:	30
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Woodfield Primary School:	90
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Oak Meadow Primary School:	60
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### Reception Admissions

The admission arrangements outlined in this section apply to children starting Reception for the first time in 2024 / 2025. The admissions process for St Bartholomew's CE Primary School and Woodfield Primary School is part of the Wolverhampton Local Authority co-ordinated admissions scheme. St Benedict Biscop CE Primary School is part of the Staffordshire County Council co-ordinated admissions scheme.

The closing date for admissions will be 23:59 on 15 January 2024. Allocation results will be notified on 16 April 2024 by the applicants' home Local Authority (LA).

Parents/carers who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery does not mean automatic entry to the Primary school.

### Admission Criteria for the schools in our MAT for Reception

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs or Disability (SEND) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are fewer applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:



1. **Looked After Children and all previously Looked After Children, including internationally adopted previously looked after children (IAPLAC)**

A 'Looked After Child' is a child who is: a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Children in care and children who ceased to be in care because they were adopted (or became subject to child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. **Medical/Social**

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

**Supporting Evidence**

If parents/carers believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the application form and evidence (e.g., a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted to the School Admissions Team, City of Wolverhampton Council.

The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents/carers

would be asking the Admitting Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for a particular school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's/carer's medical/social grounds.

This supplementary information will not be regarded as a valid application, unless the parent/carer has also completed an application with the LA where they reside.

3. **Children with a sibling already attending the at the time of admission.**

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following: -

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e., related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g., under the terms of a Child Arrangement Order)

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e., for normal year of entry applications siblings are expected to be attending the same school in September 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

4. **Religious Reasons** [This admission criteria is applicable only to St Bartholomew's CE and St Benedict Biscop CE Primary Schools]

To a child and family who has religious reasons for attending St Bartholomew's CE Primary School or St Benedict Biscop CE Primary School and for whom it can be demonstrated by the faith leader that s/he has current strong religious connections. This reason will only be taken into consideration if the preferred school is the nearest Church of England school to the child's home address (measured by a straight line from the home address to the school using the City of Wolverhampton Council's software).

**Supporting Evidence**

A Supplementary Information Form (Appendix A) will be provided for parents/carers and their faith leader to complete, to enable them to demonstrate the child and family's\* current strong religious connections. (\*Family for this criterion defined as parents/carers)

St Bartholomew's CE Multi Academy Trust defines "strong religious connections" as attendance at a place of worship on at least two occasions per month for at least 2 years. The completed form should be returned to School Admissions Team, City of Wolverhampton Council

As well as being an inclusive neighbourhood school, as a Church of England School St Bartholomew's CE Primary School and St Benedict Biscop CE Primary School have distinctive Christian characters and ethos that reflect the teaching of Jesus Christ and Christian values. We ask all parents and carers

applying for a place at these schools to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education).

This does not affect the rights of parents and carers who are not Christians to apply for a place. Indeed, through our commitment to inclusion, we actively welcome families from other faiths and no faiths.

(Parents have the legal right of withdrawal from collective worship and religious education.)

The completed Supplementary Information Form will not be regarded as a valid application, unless the parent/carer has also completed an application with the LA where they live.

5. **Children who live closest to our schools**

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the City of Wolverhampton Council's software, with those living closest to the school receiving the highest priority.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

## Child's Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives or friends acting in a childminding capacity.

The home address of a pupil 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(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Acceptable proof of address includes:

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week. If the

child equally shares living with both parents, the parents must inform the City of Wolverhampton Council (and the home Local Authority if this is not the same) which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the City of Wolverhampton Council School Admissions Team (and the home Local Authority if this is not the same) as soon as possible of these circumstances.

## Late Applications

Applications received after the closing date will be treated as late. This includes a change of preference for the school, a change in order of preference for the school or the addition of the school as a preference. Changes should be sent to the home LA of the parent/carer.

Therefore, applications received after the closing date and before 12th February 2024 will only be incorporated into the initial allocation process if the late submission is for a good and valid reason i.e. parents/carers can demonstrate a material change of circumstances, or the request is for an academy that has not reached its admission limit.

When submitting late applications parents must give reasons in writing for the late submission. The admission authority will give consideration to the reasons, following which the application will be either:

1. Incorporated into the initial allocation and assessed against the oversubscription criteria

2. Considered only after all other applications

Late applications without written reasons for the late application or those received after 12th February 2024 will only be considered after all other applications.

## Material Changes of Circumstance

In claiming a material change of circumstance the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

## Waiting lists

The Admitting Authority will maintain the waiting lists until 31 December 2024.

The waiting list will be ranked in admission criteria order.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

## In Year Fair Access Protocol

The Directors of St Bartholomew's CE MAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## Fraudulent or Misleading Applications

The Admitting Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

## Multiple Births

We understand that parent/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

## Tie-Breaker for Oversubscription

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

## Applications for children to be admitted outside their normal age group

### Summer-born children

Parents/carers of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Any parent/carer wishing to make such a request must put their requests in the first instance in



writing to the LA where they reside by 15 January 2024.

Requests will be considered on an individual basis and decisions will be reached taking into account the parents'/carers' views, information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group if it were not for being born prematurely. The view of the Headteacher of the school concerned will also be sought as part of the decision-making process.

Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place. Parents/carers are required to make a new application next year for Reception 2025 and the application will be considered alongside all other applications for that round in accordance with the criteria.

### Deferred Entry

A child's parents/carers can request to defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2024. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent/carer should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### In-Year Admissions

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's coordinated in-year admissions in conjunction with St Bartholomew's CE MAT Schools Admission Policy.

For In-Year Admissions all applicants must:

1. Complete the In-Year Application Form and return to the City of Wolverhampton Council
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council.

Forms available at:

[www.wolverhampton.gov.uk/article/2547/Charging-schools](http://www.wolverhampton.gov.uk/article/2547/Charging-schools)

### Admission Appeals

In the event that an applicant is denied a place at the School, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

### Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Our schools have been advised by City of Wolverhampton Council to ask parents/carers to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents/carers will be required to provide documentary proof of the child's residence.

## ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL

St Luke's is a Church of England Aided Primary School and the Governors of the school are its own admission authority.

The school will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at [www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions)

Wolverhampton Local Authority will co-ordinate Admissions on behalf of our school. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

St Luke's ensures that its school is inclusive. We welcome children from all backgrounds and abilities.

The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

When parents request an admission place for their child at St Luke's they are encouraged to visit to meet the Head teacher/Member of Senior Leadership Team and view the school in action. Parents are encouraged to read the 'LA Starting School in Wolverhampton' booklet which is published in electronic format on the City Council website and is available as a hard copy to parents on request without charge.

### Admission Criteria for the school

#### Reception

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (See Section 1 paragraph 1.7 Schools Admission Code 2021), will be given first priority for places. A 'Looked After Child' is a child who is in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to the school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To support applications made under this criterion section 3 of Supplementary Information Form For Application For A Place At St Luke's Church Of England Aided Primary School Wolverhampton should be completed.
3. Children with a sibling already attending the school at the time a school place is sought. For admission purposes, a sibling is a child who resides permanently at the

same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage/civil partnership)
- any other child of the parent/carer, where it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order) in the same family unit as the sibling.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

4. Those parents/carers showing strong support from the leader of either a local Christian church recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance, or a local place of worship belonging to one of the other major world religions (including Islam, Hinduism, Sikhism, Judaism and Buddhism). This must be affirmed by the parent's/carer's faith leader on the Supporting Information Form, and should demonstrate their commitment to the life, work and witness of the particular faith. If a faith leader believes the family to demonstrate exceptional commitment to the life, work and witness of their particular faith they should state this, with justification. This will be measured by;
- i. Comment/evidence regarding frequency of visits to the place of worship or involvement in the worshipping activities of the place of worship – must be indicated as additional information on Supplementary Information Form

- ii. number of years the parent/carers have been worshipping at present and previous place of worship - must be indicated as additional information on Supplementary Information Form, Religious Reasons

### **Supporting Evidence**

A Supporting Evidence form, which is available from school, the school website or LA website, will be provided for parents/carers and their faith leader to complete. Their faith leader should demonstrate the family's current, strong religious connections. Information should be supplied on the Supplementary Information Form Application For A Place At St Luke's Church Of England Voluntary Aided Primary School Wolverhampton Academic Year 2024- 2025

In order to be accepted by the Governors all sections of this form should be completed and signed by both parent/carer and their Vicar/Minister/Faith Leader. It should be validated with the faith organisations stamp or headed paperwork and returned directly to the Head Teacher.

Supplementary Information Forms will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above grade B applications; tie breaker criteria will apply within each group

- A. Significant strength of support from the parent/carers faith leader which demonstrates the parent/carers commitment to the life, work and witness of their particular faith
- B. Minimal strength of support from the parent/carers faith leader which demonstrates the parent/carers commitment to the life, work and



witness of their particular faith

C. No evidence/incomplete form: these will be ranked within category 5.

5. Any other children not falling into the above criteria 1 to 4.

'Tie – Breaker' If there is an insufficient number of places to accommodate all children then ranking will be applied within all categories': Children living closest to the school, measured by the shortest walking distance. This is determined as the shortest distance from their home (or the main entrance to any communal building) to the front door of the school, using a commercial package that supplies National Grid map references to 1 metre or greater claimed accuracy. In the event of applicants living an equal distance or in a block of flats, available places will be offered randomly selected by drawing lots.

## Child's Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights.

Please note that the addresses of childminders will not be accepted. This applies to both formal childminders and relatives or friends acting in a childminding capacity.

The home address of a pupil 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(s), carer(s) or guardian(s)
- leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Acceptable proof of address includes:

- A copy of a current council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week.

If the child equally shares living with both parents, the parents must inform the School Admissions and Appeals Section which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

## Late Applications

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

## Notification of Places

Parents will be notified of the outcome on or as soon as possible after 16th April - National Primary Notification Day, and given the opportunity to have their child's name placed on a waiting list for their preferred

Wolverhampton school or schools, which will be held until the end of the Autumn Term.

If a child is refused a place because of over-subscription, parents are informed in writing of how to access the LA and School's procedures in respect of their right of appeal and waiting lists. (see Waiting Lists and Admission Appeals)

### Waiting lists

The Authority will maintain the waiting lists until 31 December 2024.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

### In Year Fair Access Protocol

The Governors of St Luke's Church of England Aided Primary School are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### Fraudulent or Misleading Applications

The Governing Board, in conjunction with City of Wolverhampton Council, will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### Multiple Births

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### Tie-Breaker for Oversubscription

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

### Applications for children to be admitted outside their normal age group

For parents who wish for their child to be considered for admission to a class outside of their normal age group, applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme. This will include parents of a "summer born child" that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

### Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2024. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), where applications should be made at

[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Luke's Church of England Aided Primary School Admission Policy.

All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the Head Teacher of St Luke's Church of England Aided Primary School.

## Admission Appeals

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, must be made to the Chairman of Governors via the school

office. In due course, Parents will be sent the necessary Appeal Form by the governing board. Once the Appeal form has been lodged, details as to when and where the Appeal will be held will be forwarded to the parents by the Local Authority.

## Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn:- See Child's Home Address for the definition of which home address should be provided for a child.

## Nursery Admissions

The school has a separate policy for Nursery Admissions which is based on older siblings already on full-time role and then birth date order. It should be noted that attending the school Nursery does not give any guarantee or preference for a place in Reception year or give sibling rights to any older child/ren applying for place in the school.

## Financial Implications

There is no charge or cost related to the admission of a child to St Luke's Church of England Primary School.

## ST MARTIN'S MULTI ACADEMY TRUST

St Martin's is a Multi Academy Trust (MAT) and the Directors of the Trust are its own admissions authority. The schools in the MAT are:

- St Martin's CE Primary School and Resource Base
- Field View Primary School
- Grove Primary School

St Martin's Multi Academy Trust and its schools, will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at [www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions)

Wolverhampton Local Authority will co-ordinate admissions on behalf of our schools in the Trust. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

St Martin's MAT ensures that all of its schools are inclusive. We welcome children from all backgrounds and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

### St Martin's Resource Base

St Martin's Resource Base is a 20-place provision for pupils with Autistic Spectrum Disorder (ASD). Allocations to the base will be coordinated by SENSTART through the Education Health and Care Plan process. Parents/carers cannot apply directly to the school or Wolverhampton City Council for places within the Resource Base.

## Reception Admissions

The admission arrangements outlined in this section apply to children starting Reception for the first time in 2024/2025. The City of Wolverhampton Council will co-ordinate admissions on behalf of St Martin's Multi Academy Trust. The closing date for admissions will be 23:59 on 15 January 2024. Allocation results will be notified on 16 April 2024 by The City of Wolverhampton Council.

All applicants must:

1. Complete the Common Application Form by applying online to the Local Authority where they reside.
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council

Parents who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery does not mean automatic entry to the primary school.

## Admission Criteria for the schools in our MAT for Reception

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority.



### **1. Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are in (a) the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **Supporting evidence**

If the child is in the care of a local authority or provided with accommodation by that authority, this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being

adopted, the relevant legal document(s) must be supplied.

### **2. Children whose parent/carer is a member of staff employed at the MAT**

for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To support applications made under this criterion the relevant supplementary information form should be completed.

### **3. Children with a sibling already attending the school at the time of admission.**

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2022). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

#### **4. Religious Reasons (St Martin's Church of England Primary only)**

To a child and family who has religious reasons for attending St Martin's Church of England Primary School and for whom it can be demonstrated by the faith leader that s/he has current strong religious connections. This reason will only be taken into consideration if the preferred school is the nearest Church of England school to the child's home address (measured by a straight line from the home address to the school).

##### **Supporting Evidence**

A Supporting Evidence form will be provided for parents and your faith leader to complete, to enable them to demonstrate your child and family's current strong religious connections.

#### **5. Children who live closest to our schools**

The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the Local Authority's software, with those living closest to the school receiving the highest priority.

#### **Late Applications**

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

#### **Waiting lists**

The Authority will maintain the waiting lists until 31 December 2024.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications

accepted will be added to the waiting list in accordance with the oversubscription criteria.

#### **In Year Fair Access Protocol**

The Directors of St Martin's MAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

#### **Fraudulent or Misleading Applications**

The City of Wolverhampton Council will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

#### **Multiple Births**

We understand that parent/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

#### **In-Year Admissions**

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP),

applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Martin's MAT Schools Admission Policy.

All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council

Applications for children to be admitted outside their normal age group

For parents who wish for their child to be considered for admission to a class outside of their normal age group, applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

This will include Parents of a "summer born child" that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

## Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025. A child may take up a part-time place until later in the school year, but not beyond the point at which

the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission Appeals

In the event that an applicant is denied a place at the school, the parent/carers will have the right to appeal to an Independent Appeal Panel. Information relating to this can be found at

[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

## Withdrawing Offer Places

Any allegations received by the admissions authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Our schools have been advised by City of Wolverhampton Council to ask parent/carers to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

## Financial Implications

There is no charge or cost related to the admission of a child to St Martin's Multi Academy Trust.

## ST MARY'S CATHOLIC PRIMARY ACADEMY

St Mary's Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Mary's Catholic Primary Academy.

The admissions process for St Mary's Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Mary's Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming St Mary's Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic

families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 60 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which



can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

### **Oversubscription Criteria**

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour who have a brother or sister (see Note 4 below) attending St Mary's Catholic Primary Academy at the time of admission.
0. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Perpetual Succour.
1. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Mary's Catholic Primary Academy at the time of admission.
2. Other Baptised Catholic children (see note 2 below).
3. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
4. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Mary's Catholic Primary Academy at the time of admission.
5. Non-Catholic children.

### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship

order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the

designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when

children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child

will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Applications From Children Currently Attending St Mary's Catholic Primary Academy's NURSERY Attendance at St Mary's Catholic Primary Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Mary's Catholic Primary Academy. Parents

must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that



applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a

material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St Mary's Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to St Mary's Catholic Primary Academy for their child's name to remain on the waiting list until the end of the academic year 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the

Fair Access Protocol take precedence over those on a waiting list.

### In Year Fair Access Protocol

The Local Governing Body of St Mary's Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at

<https://stmaryscpa.co.uk/about-us/admissions>

St Mary's Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via

[www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

## Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST MICHAEL'S CATHOLIC PRIMARY ACADEMY

St Michael's Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Michael's Catholic Primary Academy.

The admissions process for St Michael's Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Michael's Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming St Michael's Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic

families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which



can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the former parish of St Michael, which now forms part of the Blessed Carlo Acutis parish, who have a brother or sister (see Note 4 below) attending St Michael's Catholic Primary Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the former parish of St Michael, which now forms part of the Blessed Carlo Acutis parish.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Michael's Catholic Primary Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Michael's Catholic Primary Academy at the time of admission.
8. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will

reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked

after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a

place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the

child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer

their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken

into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Applications From Children Currently Attending St Michael's Catholic Primary Academy's Nursery

Attendance at St Michael's Catholic Primary Academy's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Michael's Catholic Primary Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the



circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be

made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St Michael's Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may

accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### In Year Fair Access Protocol

The Local Governing Body of St Michael's Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.stmichaels-academy.co.uk/about/admissions-and-prospectus/>

St Michael's Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who

will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the

school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions).

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the

Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST MICHAEL'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

We believe the values of faith, hope, love and joy underpin all we do at St Michael's. We value and respect the diverse cultures and faiths represented by our school and wider community. We encourage pupils to share their experiences of faith and culture for the benefit of all.

Parents considering application for a place at St. Michael's are encouraged to view the school in action. Parents are encouraged to read the Local Authority (LA) "Starting School in Wolverhampton" booklet which is available online. The school is part of the Inter-LA co-ordination of Primary Admissions for Wolverhampton.

Information about the school can be found in the school's prospectus and on the school website – [www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk), which includes details of:

- curriculum organisation and teaching methods
- arrangements for special educational needs
- an indication of National Curriculum assessment results
- attendance and rates of unauthorised absence
- statements about the school's ethos and values
- religious education and Worship

As this is an Aided school, the governors have formed an admission policy in line with Diocesan recommendations and in consultation with the local authority.

The governors are seeking to offer a Christian based education in this Church of England school to as many children as possible whose parents/guardians earnestly desire it for their children.

There is no charge or cost related to the admission of a child to a school.

### Admission Numbers

The school operates an admission limit of 30 for KS1 (Infant) classes and an admission limit of 30 for KS2 (Junior) classes.

Reception children are admitted in September at the start of the academic year.

Also in September, pupils from other schools may transfer to Year 3 at St. Michael's; this is when Key Stage 1 pupils move to Key Stage 2.

### Step By Step Process

Parents requesting a Reception place for 2024 - 2025 should complete an LA COMMON APPLICATION FORM (CAF2) online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

Parents requesting a Year 3 place for September 2024 should complete an LA Common Application Form (CAF3) which is issued by and returned to the Civic Centre or present school by 15 January 2024. In cases of over-subscription parents may be requested to complete a Supplementary Information Form which is available from and should be returned to school.

Parents requesting a place after the start of the academic year 2024 - 2025 should contact the Local Authority – School's Admissions and Transfers Section. In addition, if applying under category 4 (Strength of family commitment to faith) please complete a Supplementary Information Form available from the school and returnable to the school.

### Allocation Of Places

Reception places are allocated in the previous April and places are held in reserve for those pupils who are allocated places and are due



to start in the following September. The date for allocations is in line with LA deadlines and parents are given this information with the LA Common Application Form.

## School Entry

Applications for children to be admitted outside of their normal age group – summer born children.

Parent/carers of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. Any parent/carer wishing to make such a request must put their requests in the first instance to the LA where they reside by the application deadline. Requests will be considered on an individual basis and decision will be reached taking into account the parents'/carers' views. Information about the child's academic, social, emotional development, where relevant their medical history and the views of a medical professional, whether they have previously been educate outside of their normal age group if it were not being born prematurely. The view of the Headteacher of the school concerned will also be sought as part of the decision-making process. Any agreement to defer a child's admission to Reception does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place. Parents/Carers are required to make a new application next year for Reception 2025 and the application will be consider alongside all other applications for that round in accordance with the criteria.

## Deferred Entry

A child's parents/carers can request to defer the date at which their child, before compulsory school age, is admitted to the

school, until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025. A child may take up a part time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent/carer should notify the school, as soon as possible. That they wish to either defer their child's entry to the school or take up a part time place.

In both cases, parents are strongly, encouraged to discuss the situation with the headteacher.

## Waiting List

The school notifies the local authority of names on the preliminary waiting list.

Following notification, the waiting list is maintained by the local authority and ranked in admission criteria order details of which are explained in the 'Introducing Primary Education – Starting School in Wolverhampton 2024/2025 Booklet'.

Being on a waiting list does not guarantee the offer of a place. Applications received after the closing date will be considered after all other applications and will be determined in accordance with the school's published criteria.

Applications received after 15 January 2024 will be considered as individual cases.

For children with statements of special educational need which specifies the school concerned, the school must admit such children whether they have places or not.

## In-Year Admissions

An in-year admission is any entry to school other than at the normal point in Reception,

for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council. Except for a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following the City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Michael's CE (A) Primary School Admission Policy. All applicants must:

1. Complete the Common Application Form and return it to the City of Wolverhampton Council.
2. In addition, where relevant (as detailed on the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the Headteacher of St Michael's CE (A) Primary School.

## In-Year Admissions

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions). Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change in circumstances.

## Oversubscription

A Supplementary Information Form will be required for oversubscription point 4.

If the number of requests is greater than the school's admission limit, places will be allocated on the following basis in order of priority:

1. Children in care (Children and Young People in care and children previously classed as 'Children and Young People in care' including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Children who are siblings of children already attending the school, at the time of admission.
3. Children with medical or social reasons which make it preferable to attend this school rather than any other. Such requests must be supported by a report, obtained by the parents from an appropriate professional source justifying the grounds for such an application.
4. The strength of the family commitment to their particular faith as demonstrated on the Supplementary Information Form (Appendix A).

This will be measured by

- i) number of years the family has been worshipping
- ii) frequency of visits to the place of worship
- iii) involvement in the activities of the place of worship

Supplementary Information Form will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above Grade B applications; tie breaker criteria will apply within each group.

- A. Significant strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith

B. Minimal strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith

C. No evidence/incomplete form: these will be ranked within category 5 and category 6.

5. Those living within the parish of Tettenhall Regis (i.e. Tettenhall, Aldersley, Pendeford and Bilbrook) Evidence of residency should be supplied at the time an application is made. A map of the parish can be viewed at the school, by appointment.
6. Children living closest to the school, determined by the straight line measurement from the designated point of the home address to the designated point of the school using a computerised software system. For children who spend part of the week with one parent/guardian and part with another, home will be determined by which parent is in receipt of the largest percentage of Child Benefit for that child. Children living in the same block of flats will be offered the available spaces randomly selected by drawing lots.

In the event of over-subscription, the Governing Body Admissions Committee will consider in the first instance only those who have applied for a place by 15 January 2024. Parents will be notified of the outcome on or as soon as possible after 17 April 2024.

## Child's Home Address

This is the usual place of residence on weekdays and nights. Addresses of childminders (formal or informal) will not be accepted as a child's place of residence.

## Changes of Address (occurring during the allocation process)

In these circumstances – or if a query arises in respect of your child's place of residence – you will be required to supply evidence of your new address. For instance, a letter from a solicitor showing that the purchase of a particular property is firmly in progress; or a photocopy of a rent book clearly showing your name in connection with a particular property.

## Material Change of Circumstances

If applicant's circumstances change during the course of making the application that relate to any of the published criteria it is the applicants' responsibility to provide evidence to the School's Admissions and Transfers Section as this may affect the outcome of the application.

## ST PATRICK'S CATHOLIC PRIMARY ACADEMY

St Patrick's Catholic Primary Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Patrick's Catholic Primary Academy.

The admissions process for St Patrick's Catholic Primary Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Patrick's Catholic Primary Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Patrick's Catholic Primary Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic

families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which



can be accessed at [www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Patrick's Catholic Church who have a brother or sister (see Note 4 below) attending St Patrick's Catholic Primary Academy at the time of admission.
0. Baptised Catholic children (see Note 2 below) living in the parish of St Patrick's Catholic Church.
1. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Patrick's Catholic Primary Academy at the time of admission.
2. Other Baptised Catholic children (see note 2 below).
3. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
4. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Patrick's Catholic Primary Academy at the time of admission.
5. Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship

order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the

home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local

Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-

year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original

application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### Applications From Children Currently Attending St Patrick's Catholic Primary Academy's Nursery

Attendance at St Patrick's Catholic Primary Academy's Nursery does not automatically guarantee that a place will be offered in the

Reception class of St Patrick's Catholic Primary Academy. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

### Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-



ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions

will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation

process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St Patrick's Catholic Primary Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In Year Fair Access Protocol

The Local Governing Body of St Patrick's Catholic Primary Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

St Patrick's Catholic Primary Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the

school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

## Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST PAUL'S CHURCH OF ENGLAND VOLUNTARY AIDED (VA) PRIMARY SCHOOL

Parents/carers considering an application for a school place for their child at St Paul's School are warmly invited to visit the school and experience the school in action. Please phone the school office to discuss visit arrangements: 01902 558621

Information about our school can be found on the school website:

[www.stpaulscofeprimaryschool.co.uk](http://www.stpaulscofeprimaryschool.co.uk)

St Paul's is a Church of England Voluntary Aided school. The Governors have formulated an admissions policy in line with Diocesan recommendations and in consultation with the City of Wolverhampton Council.

The Policy reflects our ethos of inclusivity and Christian distinctiveness.

The school will comply with the provisions within the Schools Admissions Code and the Schools Appeals Code.

There is no charge or cost related to the admission of a child to our school.

### Pupil Admissions Numbers

The school operates on an admission limit of 30 for Reception and KS1 and 32 in KS2.

### Admissions Process for 2024/2025

Parents/carers are encouraged to consult the City of Wolverhampton Council's 'Starting School in Wolverhampton' booklet which is available to download at

[www.wolverhampton.gov.uk/educationandschools/schools-admissions](http://www.wolverhampton.gov.uk/educationandschools/schools-admissions) The school is part of the City of Wolverhampton's co-ordinated admissions scheme.

Reception children are admitted in September at the start of the academic year in which they turn five.

### All applicants must:

1. Complete the Common Application Form

The online application system is made live by 10th November 2023:

[www.wolverhampton.gov.uk/education-and-schools/schools-admissions](http://www.wolverhampton.gov.uk/education-and-schools/schools-admissions)

Applications should be made online by 15th January 2024.

In exceptional circumstances, paper copies of the form can be made available on request from City of Wolverhampton Council.

2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it directly to St Paul's Church of England Primary School, Emsworth Crescent, Pendeford, Wolverhampton WV9 5NR and the School Admissions Team, City of Wolverhampton Council.

Parents / carers who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms.

Admission to St Paul's nursery does not mean automatic entry to St. Paul's Church of England Primary School.



## Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders, and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Days (1 March 2024 and 17 April 2024 respectively) and the start of the academic year in September 2024 will be considered.

The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

## Admissions Criteria / Oversubscription Criteria

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted.

In the event that the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

### 1. Looked After Children and all Previously Looked After Children.

Children and young people in care are children who are in

- (a) the care of the local authority, or
- (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

If the child is in the care of the local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form.

If the child has previously been in the care of a local authority or provided with accommodation by them, and has

subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common applications form and evidence (e.g. adoption certificate/ copy of court order) to support this claim must be submitted with the common application form.

## **2. Children who are siblings of children already attending the school, at the time of admission**

### **What is a sibling?**

For admission purposes, 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:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- step brother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that he/she is residing permanently at the same address as the outcome of a child arrangements order

## **3. Medical and Social**

Children with medical or social reasons which make it preferable to attend this school rather than any other.

Such requests must be supported by a report, obtained by the parents/carers from an appropriate professional source justifying the grounds for such an application.

## **4. Faith Reasons**

Those showing strength of support from the appropriate faith leader, demonstrating commitment to the life, work and witness

of their faith. This will be measured by:

- number of years a family has been worshipping
- frequency of visits to the place of worship
- frequency of involvement in religious activities related to a faith community

This reason will only be taken into consideration if the preferred school is the nearest Church of England school to the child's home address (measured by a straight line from the home address to the school using the City of Wolverhampton Council's software).

**Supporting Evidence** - A Supplementary information form (Appendix A) is provided for parents/ carers and their faith leader to complete to enable them to demonstrate the child and family's current connections with a faith community. The form is available from the Local Authority or from the School Office. It should be returned to the school office by 15th January. The completed Supplementary Information Form will not be regarded as a valid application unless the parent/carer has also completed an application with the LA where they live.

Information should be supplied on the Supporting Evidence Form 2024-2025 at the time the application is made (see Appendix A).

## **5. Living in the Parish of Tettenhall Regis**

Those living within the parish of Tettenhall Regis will be given priority. A map of the parish can be seen at the school by arrangement.

If there is an insufficient number of places to accommodate all the children the places will be allocated to the child(ren) living

closest to the school. When ranking applications we will use the distances supplied by the City of Wolverhampton Council. The measurements between home and school will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using computerised software. In the event of the address being to multiple occupancy accommodation (block of flats), this will be done by lot.

## 6. Children who Live Closest to Our School

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the City of Wolverhampton's software. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly by drawing lots.

## Further Information

In the case of over-subscription, parents may be requested to provide, by a specific date, further details which may include proof of residency at a given address or further information from the supplementary evidence provided by a faith leader.

## Late Applications

Applications received after the closing date will be treated as late. This includes a change of preference for the school, a change in order of preference for the school or the addition of the school as a preference. Changes should

be sent to the home Local Authority of the parent/carer. Therefore, applications received after the closing date and before 13th February 2024 will only be incorporated into the initial allocation process if the late submissions is for a good and valid reason i.e. parents/ carers can demonstrate a material change of circumstances. When submitting late applications, parents must give reasons in writing for the late submission. The admission authority will give consideration to the reasons, following which the application will either be:

1. Incorporated into the initial allocation and assessed against the oversubscription criteria.
2. Considered only after all other applications Material Change of Circumstances eg. a house move

In claiming a material change of circumstance, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstance is a house move that necessitates a change of preferences.

If applicant's circumstances change during the course of making an application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

## Waiting Lists

The Admitting Authority will maintain waiting lists until 31st December.

The waiting list will be ranked in admission criteria order.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the

time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

### **In Year Fair Access Protocol**

The governors of St Paul's Church of England Primary School are committed to taking a reasonable number of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Children who are the subject of a direction by the City of Wolverhampton Council to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **Fraudulent or Misleading Applications**

The Admitting Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### **Multiple Births**

We understand that parent/ carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets etc. all children will be allocated together.

### **Tie-Breaker for Oversubscription**

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

Applications for children to be admitted outside their normal age group

### **Summer-born Children**

Parents/carers of a summer-born child may

choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Any parent / carer wishing to make such a request must put their request in the first instance in writing to the City of Wolverhampton Council by 15th January 2024.

Requests will be considered on an individual basis and decisions will be reached, taking into account the parents'/carers' views, information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and their year group if it were not for being born prematurely. The view of the headteacher will be sought as part of the decision making process.

Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place.

Parents/carers are required to make a new application next year for Reception 2025 and the application will be considered alongside all other applications for that round in accordance with the criteria.

### **In-Year Admissions**

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons.

Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council.

With the exception of a child with an



Education, Health and Care Plan (EHCP), applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's coordinated in-year admissions in conjunction with St Paul's Church of England Primary School's Admissions Authority.

**For In-Year Admissions all applicants must:**

1. Complete the In-Year Application Form and return to the City of Wolverhampton Council.
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council. Forms available at: [www.wolverhampton.gov.uk/article/2547/Changingschools](http://www.wolverhampton.gov.uk/article/2547/Changingschools)

## Admission Appeals

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an independent appeal panel, information about this can be found at [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions)

## Withdrawing Offer of Places

Any allegations received by the admissions authority of people providing false accommodation addresses when applying for school places will be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

## Early Years – Nursery Admissions

Children join the Nursery class as soon as practicable after their third birthday. Usual start times are at the beginning of the Autumn, Spring and Summer term. Home visits and

play and stay sessions are offered prior to the child's start date.

Children who have home addresses within Wolverhampton are eligible for admission. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. Governors will also refer to information about the availability of funding when considering applications from outside the City boundaries.

If there are insufficient places for all children seeking admission, places will be offered in accordance with the child's date of birth. Older children will be admitted before younger ones.

## ST TERESA'S CATHOLIC PRIMARY ACADEMY

St Teresa's Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Teresa's Academy.

The admissions process for St Teresa's Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Teresa's Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Teresa's Academy on the application form. Applications need to be made by 15th January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will

be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at

[www.birminghamdiocese.org.uk/boundary-map](http://www.birminghamdiocese.org.uk/boundary-map) and will be applied to the admission arrangements for the academic year 2024/2025.

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Teresa.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Teresa's Catholic Primary Academy at the time of admission.
8. Non-Catholic children.

## Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will

reduce the number of places available to applicants. This is not an oversubscription criteria.

## Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

## Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship

order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

#### **Note 5**

The measurement between home and school will be determined by the straight-line measurement from the

designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when

children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.



Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the

term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child

will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2024/2025 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2025.

## Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the

views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should

make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration

to the reasons, following which the application will be: Either

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or

- 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

## Change In Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 15th January 2024. Changes made after the closing date but before 11th February 2024 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 11th February 2024 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St

Teresa's Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## In Year Fair Access Protocol

The Local Governing Body of St Teresa's Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## Applications Other Than The Normal Intake To Reception Class (In-Year Admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.st-teresas.org/admissions/>

St Teresa's Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## Definition Of A "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

## Written Evidence Of Baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.



Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## THE ROYAL SCHOOL WOLVERHAMPTON

The Royal School Wolverhampton is an independent Free School, serving the local and wider community. As an all-through, co-educational, non-denominational day and boarding school, it will admit pupils from across the city, aged 4-19, and build on its high aspirations and track record of providing outstanding, non-selective education for children with a wide range of needs.

The Royal School will offer a broad and balanced, knowledge-rich, strongly academic, whilst personalised curriculum across the Primary and Secondary phases, structured to meet pupils' differing educational needs. We will ensure high levels of literacy and numeracy, with an emphasis on those subjects seen to provide the most successful foundation for entry to the top universities and future careers, including science, technology, engineering and mathematics (STEM).

Key to our success, is developing the whole person through a rich and varied programme of activity both within and outside the classroom, which raises aspiration, builds leadership skills, confidence and resilience, and improves both academic and personal outcomes for all pupils.

All pupils will be educated to the highest standards, enabling them to make successful and confident transitions to university, further education and the work place, and to lead fulfilling lives in a rapidly changing and multi lingual world.

### 1. General information

The Governing body of The Royal School will be responsible for the admissions arrangements which include the overall procedure and administration of the oversubscription criteria. Parents living both within and beyond the Wolverhampton Local

Authority can apply to the School through their own Local Authority indicating a preference for The Royal School on the CAF1. Applications for Day places in Primary and Secondary at The Royal School for the academic year 2024/2025 will be part of Wolverhampton's coordinated admissions arrangements.

Families living within the Wolverhampton LA must complete the CAF, indicating The Royal School in a ranked preference and return the form to the LA. Applicants must include The Royal School on the CAF to enable the school to consider your application.

Families living outside the Wolverhampton LA, must complete the appropriate CAF issued by your 'Home' LA and return it to them accordingly, indicating a ranked preference for The Royal School. Applicants must include The Royal on the Home LA CAF to be considered.

After completing the LA CAF, families must complete The Royal School Supplementary form which must be downloaded from the LA website. The supplementary form must then be sent directly to Admissions at The Royal School.

Applications for Boarding places in Years 7 and 9, must be made directly to the School for 2024/2025 entry. They should be made on The Royal School Secondary Application Form and The Royal School Boarding Form, available on the School website, with completed applications sent to Admissions, The Royal School Wolverhampton, Penn Road, Wolverhampton West Midlands, WV3 0EG.

Applications for the Sixth Form (Year 12), for both day and boarding places, will also be made directly to the School for 2024/2025. They should made on The Royal School

Application Forms, available from the School website, with completed applications sent to Admissions, The Royal School  
Wolverhampton, Penn Road, Wolverhampton  
West Midlands, WV3 0EG.

Boarding places will only be available from Year 7 onwards, with boarding applicants needing to be assessed for boarding suitability prior to offers being made (see Annex 1 for further details). Boarding covers both full year and annual weekday boarding. Information on boarding fees is available on the school's website. Boarding places cannot be altered to day places upon entry.

Applicants will be required to produce proof (Council Tax or utility bill) of the stated home address (permanent residence) used on the admissions form at the time of application, and must notify the School of any subsequent change of address.

The child's permanent residence is where they live normally, including weekends and during school holidays, as well as, during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

The distance between a pupil's home and The Royal School will be determined by a straight line measurement from the child's designated home address to a central point within The Royal School, using co-ordinates taken from the Local Land and Property Gazetteer, as

calculated through Wolverhampton Council's Geographical Information System (GIS).

A further list of definitions of terms used in the oversubscription criteria (i.e. where there are more applications than places available) is provided at the end of this document.

## 2. Summary of key dates for 2024 entry

### Day places

#### Reception

Local Authority Application window open from 10 November, 2023, to 15 January, 2024, with offers made on 16 April, 2024.

#### Year 7

Local Authority Application window open from 8 September, 2023, to 31 October, 2023, with offers made on 1 March, 2024.

#### Year 12

Applications to arrive by 30 January, 2024. (Late applications will be considered for admission where places are still available, although subject choices may be limited where courses are full), with offers made on 1 March, 2024.

Offers (based on indicative grades) will be conditional upon entry requirements being achieved and confirmed once GCSE grades are known in August.

### Infill Years Applications (for all years other than Reception, Year 7 and Year 12)

Local Authority Applications for both primary and secondary years, other than the key points of entry, should be received by 30 January, 2024, with conditional offers made for primary places on the 16 April, 2024, and offers made for secondary on 1 March, 2024.

Applications will be considered after this date subject to the availability of places. (See also Section 7 of the Admissions Policy)

### Boarding applications\*

Year 7 to arrive at the school by 30 September, 2023, to enable the School to assess for suitability to board and inform parents of the outcome before the closing date for day pupil Year 7 applications.

Years 9 and 12 to arrive at the school by 30 December, 2023, to enable RSW to assess for suitability to board and inform parents by day pupil closing date.

\*For any late boarding only applications, please see Section 8

### 3. Multi –phase admissions arrangements which apply to the normal points of entry

For 2024/25, The Royal School will have the following admission numbers for external applicants:

#### Day Places

Reception	90
Year 7	33
Year 12	100

#### Boarding Places

Year 7	4
Year 9	6
Year 12	25

### 4. Admissions arrangements for day places for 2024-25

If undersubscribed, The Royal School will admit all applicants for day places, subject to those entering Year 12 meeting the minimum academic entry requirements.

Across key points of entry, where fewer than the expected number of pupils within the school progress automatically to the next year

of their education, additional external pupils will be admitted until the respective year groups reach their capacity (108 in Year 7, excluding boarders, and 125 in Year 12)

For specific arrangements for the Sixth Form and the Sixth Form PAN, please see Sections 5 and 5.1 If oversubscribed, the following criteria for the different phases of entry will apply in order

#### 4.1 Oversubscription criteria and procedures, for entry for day places

The Royal School will admit any pupils with an Education, Health and Care plan naming the School.

Priority will then be given to those children who meet the criteria set out below, in descending order until all places are filled:

- 1 Looked after children and all previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, as well as children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order (see definition 1).
- 2.1 50% of all places (rounded up to the next whole child) will be allocated to those children whose permanent address (see definition 3) is within a 2 or 3 mile radius of the school, depending on their age (i.e. 2 miles for applicants under the age of 8, and 3 miles for those aged between 8 and 16, as illustrated in the LA's map, attached as Annex 2).



2.2 Within the above, priority will be given to up to 20% of children (rounded up to the next whole child) who meet any of the following criteria:

- a) Children eligible for free school meals and children who have been registered as eligible for free school meals (see definition 2) at any point in the past six years;
  - b) Children whose parent is serving in the regular UK armed forces or was serving in the past three years;
  - c) Children who are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS) because their parent(s) died on active service with the UK armed forces;
3. Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission;
  4. Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage;
  5. The remaining places will be allocated to children whose permanent address (definition 3) is outside the two or three mile radius of the school, using an independently verified random draw, if the number of applications exceeds the number of available places.
  6. Other children.

NB Neither of the distance related criteria (categories 2.1 or 5) will apply to applicants to the Sixth Form.

#### **4.2 Tie breaks**

If two or more children are tied for a final place in category 2, priority will be given to children who live closest to the school on the two or three mile rule, using the distance approach set out under Section 1 (general notes).

An independently verified random draw will also be used as a further tie-break in Category 2 to decide who has the highest priority for admission if the distance between a child's home and RSW is equidistant in any individual case.

#### **Twins/multiple births**

If twins or children from multiple births are tied for the final place, they will all be admitted and the School will operate over PAN

### **5. Academic entry and progression procedures for Year 12 (All places)**

In 2024/25, The Royal School will operate a Year 12 of up to 125 students (the Year 12 'capacity'), including day and boarding places.

As an all-through school, all pupils on roll in Year 11 who wish to continue in Year 12 may do so without further application, provided they meet the academic entry requirements set out below.

While the PAN for day pupils is 100, and for boarders is 25, if fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external day students will be admitted until Year 12 meets its capacity of 125.

Both internal and external students wishing to enter the Sixth Form in 2024/25 will be expected to have met the same minimum academic entry requirements. These are that:

- Students must have achieved at least six grade 5 grades at GCSE, including English and mathematics.

In addition to the Sixth Form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying.

Students will normally be expected to have achieved grade 6 or above in those subjects to be studied at A Level in Year 12. If students meet the academic entry criteria for Year 12 but have not achieved the specified grades in their chosen subjects, they will be offered alternative courses, if available, for which they have met the standard.

Course requirements may vary from year to year and will be published annually in the Sixth Form prospectus and on the School's website.

Parents and prospective students for Year 12 will be encouraged to visit the school and meet senior staff to discuss the implications of options they are considering and to ensure they are clear about the entrance requirement for courses. This visit will not form any part of the decision-making process and admissions procedure.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

### **5.1 Oversubscription criteria for day places in Year 12**

When there are more external applicants who satisfy the minimum academic entry requirements than places, priority will be given in accordance with the oversubscription criteria, as set out under Section 4.1 (excluding categories 2.1 and 5), and on Tie – breaks as in Section 4.2

### **5.2 Procedures for existing boarders and over subscription criteria for external boarding places in Year 12**

Boarding pupils from the UK who are already in Year 11 and who wish to continue to board may do so without further application, subject to meeting the minimum entry requirements as set out above (Section 5).

Where there are more external applicants that satisfy the minimum academic entry requirements than places, pupils assessed as suitable to board (Section 6.2) will be eligible to be considered for admission.

Places for those suitable to board who have met the minimum academic entry requirements will be considered for admission in accordance with the oversubscription criteria applied to all boarding places (Section 6.3) as set out below.

## **6. Boarding**

### **6.1 Admission and progression arrangements for entry into Years 7, 9 and 12 (and for in year admissions across Years 7 to 13).**

Boarding pupils who are already on roll and will continue to board may do so without further application.

### **6.2 Boarding suitability assessment for external candidates**

- Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, The Royal School will assess all pupils for boarding suitability. A child must be deemed 'suitable for boarding' before he or she is admitted. Detail on the assessment for suitability process can be found in Annex 1 to this policy

- For a boarding place in Years 7 to 11, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Secondary Application Form and returned to The Admissions Officer at The Royal School.
- For a boarding place in Years 12 to 13, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Sixth Form Application Form and returned to The Admissions Officer at The Royal School.
- Students who are accepted to board cannot later change to become a day student.

Dates for external applications are as set out in the Key Dates section of the policy. See also the section on late applications (Section 8).

### 6.3 Oversubscription criteria

All pupils with an Education, Health and Care plan naming the school will be admitted.

Where the school is undersubscribed by applicants deemed suitable for boarding, The Royal School will admit all suitable applicants.

Where the number of applications for admission is greater than the published admission number, applications deemed suitable for boarding will be considered against the criteria set out below, in order:

- (1) Looked after children and previously looked after children (see definition 1).
- (2) Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defense financial assistance with the cost of boarding school fees.

(3) Children with a boarding need. The School will consider that a candidate has a boarding need as below:

- a. Children identified by their local authority as being at risk or with an unstable home environment
- b. Children of former members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;
- c. Children of serving members of the UK Armed Forces
- d. Children of parents with whom they normally reside in the UK but whose work dictates that they spend much of the year overseas or working away from home

(4) Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission.

(5) Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage

(6) Other children

NB evidence required to establish eligibility under categories 2 and 3 above, will be clarified on the boarding application form.

If two or more children are tied for the last place within any of the criteria priority will be given to those applicants with a UK home address where that address is furthest from the school. For those without a UK home address, including those UK citizens with a permanent overseas address applying for a

place, priority will be given again for those furthest from the school.

An independently verified random draw will be used as a further tie-break as needed.

If twins or children from multiple births are tied for the final place, they will all be admitted and the school will operate over PAN.

## 7. Infill and In Year Applications across all year groups

Infill and in year applications to year groups outside the normal year of entry (years of entry are: day places in Reception, Years 7 and 12; boarding places in Y7, 9 and 12) must be made to the Local Authority.

Places will be offered dependent on available vacancies up to DfE published admissions number for each individual school year. In the event of there being more applications than places available at the application dates specified within Section 2 of this policy, the relevant age-related oversubscription criteria outlined above will be applied.

In year applications across all year groups will be considered beyond these dates, where places are still available, and must be made in writing to the school.

## 8. Late applications

All applications received by the Local Authority and The Royal School after the deadline will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## 9. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, The Royal School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head and any supporting evidence provided by the parent/guardian/carer.

All requests for such an admission should be submitted to the Local Authority by the relevant application closing date and must include recent professional evidence of the child's circumstances which make education outside the age group necessary.

## 10. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age6. However, places cannot be deferred until the next academic year.

## 11. Waiting lists

The Royal School will operate a separate waiting list for day and boarding places for each year group.

- Where in any year more applications for places are received than there are places available, a waiting list will operate until at least 31 December of each school year of admission.
- This will be maintained by The Royal School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.



- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the relevant oversubscription criteria.
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 12. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

- Appellants should contact Wolverhampton City Council's, Office of the Chief Executive, Democratic Support Unit at the Civic Centre for information on how to appeal.
- Information on the timetable for the appeals process is as set out below under Section 12.2, and will also be provided on The Royal School website.

### Acceptance and Appeals timetable

#### 12.1 Acceptance of a conditional offer

##### **Primary admissions – normal admissions round**

16 April 2024 (national offer day)  
Offers and refusals will be issued to parents within 10 school days  
Parents are required to accept a conditional offer

##### **Secondary admissions – normal admission round**

1 March 2024 (national offer day)  
Offers and refusals will be issued to parents within 10 school days. Parents are required to accept a conditional offer.

#### 12.2 Appeals timeline

Appeals with respect to both primary and secondary admissions must be submitted within 20 school days of a confirmed rejection. The appeal will be held within 40 school days of that letter, but in any case before the start of the school year.

Post 16 appeals will be heard during September, 2024 and within 30 school days of confirmation of the examination results.

Appeals for an in year place will be heard within 30 school days of the appeal being received.

## 13. Definitions

(1 ) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989), or c) children who have been in state care outside of England and ceased to be in state care as a results of being adopted.

#### (2 ) **Free School Meal (FSM)**

Entitlement to FSM funding and admissions priority is not the same as being in receipt of the Universal Infant Free School Meal (UIFSM), which is provided to all Reception, Year 1 and Year 2 pupils.

It is an individual pupil benefit for which the parent or guardian must apply, and is awarded in respect of children under the age of 19 where the parent or guardian is in receipt of one of the benefits shown below:

- **Income Support;**
- **Income Based Jobseekers Allowance** (IB JSA);
- **Support under part VI of the Immigration and Asylum Act 1999;**
- **Child Tax Credit**
- **The Guaranteed Element of State Pension Credit.**
- **Employment and Support Allowance**
- **Working Tax Credit** (only during the 4 week period immediately after their employment finishes).

NB: Children in receipt of Income Support and Income Based Jobseekers Allowance (IBJSA) in their own right are also entitled to free school meals.

- (3 ) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

- (4 ) 'Sibling' refers to the children , including adopted and fostered children, of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family.
- (5) Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step- parent.
- (6) Children become of compulsory school age on the first prescribed day following their 5th birthday:31st August, 31st December or 31st March (or on that day if any of the dates are the child's birthday)

## Annex 1- The Boarding suitability test

The boarding suitability assessment includes the following:

- An interview;
- A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school to confirm whether the student is suitable to board or would present a danger to him/herself or others were they to board;
- Consideration of any other information about the child's suitability to board that the parent/carer of the applicant may wish to provide or which may be provided at the request of the parent/carer by another person;
- Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- In determining whether or not an applicant is suitable to board, the School has regard to the following questions in the interview:

- Does the applicant wish to board?
- Does the applicant have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
- Does the applicant show evidence of self-reliance and independence?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

NB Where a pupil wishing to board is the subject of an Education, Health and Care Plan, arrangements to confirm suitability to board will be managed in discussion with the Local Authority during the process of drawing up the statement

## Annex 2

The map provided by the LA at Annex 2 is attached for illustrative purposes only, and gives applicants an indicative picture of the likely 2 and 3 mile, age related, radius from RSW as set out under category 2 of the Oversubscription Criteria.

It does not guarantee a place

Exact distance will be calculated in accordance with the process set out under Section 1 of the Admissions Policy, with all places offered in accordance with the Oversubscription Criteria as set out in Section 4.1 of the same.

## WEDNESFIELD TECHNOLOGY PRIMARY SCHOOL

Wednesfield Technology Primary is a 4-11 primary school supported by Shireland Collegiate Academy Trust and established via the free school programme. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

### Our vision & values

The Trust's vision is to provide exceptional educational opportunities for students to develop both their abilities and their respect for others. The Trust has three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Trust Primary Academies. They are: Excite / Explore / Excel

### Admission number(s)

The school is a two-form entry primary and as such has an admission number of 60 pupils for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published

admission number(s) for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with Education Health and Care Plans will be admitted to the school where the Local Authority (LA) has specifically named Wednesfield Technology Primary as the most appropriate placement.

### Application process

Applications for Wednesfield Technology Primary will be processed by the Wolverhampton Local Authority. To apply for a place at Wednesfield Technology Primary in the normal admissions round, an application must be submitted to the LA in which you live naming "Wednesfield Technology Primary" on the application form. Applications must be made by 15th January 2024.

Parents/carers will be offered a place at one school by the LA. If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day. In this instance, once places have been confirmed, you need to advise the LA in writing whether you wish to accept your offer.

Those that are not offered a place at Wednesfield Technology Primary will be informed on the national offer day and will be offered a place at an alternative school by the LA.

Offers will be made on 16th April 2024. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.



## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place
2. Priority will next be given to the siblings of pupils currently attending the school at the time the application is received.
3. Priority will next be given to children living closest to the school. Distance is measured in a straight line from the school to the home address. The distance is measured using the City of Wolverhampton Council's software, with those living closest to the school receiving the highest priority. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of the school week (Sunday to Thursday night) and which is registered with their GP.

## Tie-break

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the child's home to the front gates of the school in a straight line.

If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. The Local Authority or another body unconnected from the Shireland Collegiate Academy Trust will conduct the random allocation.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed the PAN.

## Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## Deferred entry to Reception

Parents who are offered a place for their child in the Reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31st August, 31st December and 31st March.

## Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The Shireland Collegiate Academy Trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

## Waiting lists

The school will operate a waiting list for each open year group. Where the school receives more applications for places than there are places available, the LA will maintain a waiting list until 31 December after the year of entry, after which the LA will cleanse each term to confirm parent wishes to remain on the list. This will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## In year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where

there are places available. To apply for a place other than the normal intake into the reception class, parents must apply using the in-year application form available on LA's website (School admissions | City Of Wolverhampton Council).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (as defined in the previous section).

Parents will be advised of the outcome of their application in writing from the LA and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Clerk to the Appeals Panel, Wednesfield Technology Primary c/o Shireland Collegiate Academy Trust, Waterloo Road, Smethwick, B66 4ND or [info@wtp.shirelandcat.net](mailto:info@wtp.shirelandcat.net)

## Notes

### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be

used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

**Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

**Looked after children:**

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

**Previously looked after children:**

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also, children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.

# Appendix 2b

## Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

### Definition of a baptised Catholic

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a ‘baptised Catholic’ for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).



# Appendix 3

## Other Local Authorities

Local authorities are required to coordinate primary transfers for all maintained (i.e. non-fee paying) schools. The following local authorities:

- Birmingham LA
- Sandwell LA
- Walsall LA
- Shropshire LA
- Dudley LA
- Staffordshire LA
- Wolverhampton LA
- Telford and Wrekin LA

have agreed to co-ordinate applications for their schools. There is also a general agreement among all Midlands local authorities to co-operate in this regard.

### What are the main features of a co-ordinated admissions scheme?

- 1 The aim of the scheme is to ensure, as far as is possible, that your child receives the best possible single offer of a place at a primary school, based on your preferences.
- 2 The scheme is easier and fairer for parents, pupils and schools because it ensures that some parents do not hold several offers, whilst others have no offer at all.
- 3 You will only have to make one application on which you will state all your primary school preferences.
- 4 Your preferences can be for primary schools inside or outside your home local authority (i.e. the local authority in which you and your child live).
- 5 You will be informed of the outcome of your application by your home local authority which will make an offer of a single place for your child. This will be

posted (2nd class via Royal Mail) on 16 April 2024 (or next working day).

- 6 If you are not satisfied with the offer you will be given guidance about any steps you can take.

### What do you need to do?

**Stage 1:** Correspondence will be issued in early September inviting you to make an application. If you have not received anything by mid-October 2020 please contact your home local authority.

**Stage 2:** If you want to apply for schools outside of your home local authority you are strongly advised to contact those schools' local authorities for their information booklets.

**Stage 3:** You are strongly advised to find out about your preferred schools by attending open evenings and looking at prospectuses.

**Stage 4:** You must list all your preferred schools on your application form even if they are outside your home local authority. Do not include fee-paying schools.

**Stage 5:** You may need to provide additional information and/or complete 'supporting evidence/supplementary information forms' for some schools. Each local authority's information booklet will provide more detail.

**Stage 6:** Your completed application form must be returned by the closing date and according to the instructions given on the form.

**Stage 7:** When you have completed all these stages, your home local authority will arrange for each of your preferences to be considered by the relevant admitting authority for each school.

## Who Can You Contact for More Information?

### **Birmingham LA** (DfE No. 330)

Schools Admissions and Pupil Placements  
Service, PO Box 16513, Birmingham B2 2FF

**Tel:** 0121 303 1888

**Email:** [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)

**Web:** [www.birmingham.gov.uk/  
schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

### **Staffordshire LA** (DfE No. 860)

School Admissions and Transport Service  
2 Staffordshire Place  
Stafford ST16 2DH

**Tel:** 0300 111 8007

**Fax:** 01785 278656

**Email:** [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

### **Dudley LA** (DfE No. 332)

Children's Services  
Directorate School Admissions Service  
The Council House Priory Road  
Dudley DY1 1HF

**Tel:** 0300 555 2345

**Email:** [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

### **Telford & Wrekin Council**

Telford & Wrekin Council,  
Darby House, Telford TF3 4JA

**Email:** [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

### **Sandwell Metropolitan Borough Council**

Sandwell Council House,  
Freeth Street, Oldbury B69 3DE

**Tel:** 0121 569 6765

**Email:** [annual\\_schooladmissions@  
sandwell.gov.uk](mailto:annual_schooladmissions@sandwell.gov.uk)

### **Walsall Council**

Parent Support Advisor, Walsall MBC,  
2nd Floor Civic Centre, Darwall Street,  
Walsall WS11TP

**Email:** [school.admissionsadvice@  
walsall.gov.uk](mailto:school.admissionsadvice@walsall.gov.uk)

### **Shropshire LA** (DfE No. 893)

School Admissions Team  
Shropshire Council, Shire Hall,  
Abbey Foregate, Shrewsbury SY2 6ND

**Tel:** 03456 789008

**Email:** [school-admissions@  
shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

### **Worcestershire LA** (DfE No. 885)

School Admissions, County Hall,  
Spetchley Road, Worcester, WR5 2NP

**Tel:** 01905 822700

**Email:** [schooladmissions  
@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)

**Web:** [www.worcestershire.gov.uk/  
schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

### **Solihull LA** (DfE No. 334)

School Admissions Team  
Council House, Manor Square  
Solihull B91 3QB

**Tel:** 0121 704 6693

**Email:** [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk)

# Appendix 4

## School Terms and Holiday Dates

### Autumn Term 2024

September 2024							October 2024							November 2024							December 2024								
Mo	2	9	16	23	30		Mo		7	14	21	28			Mo		4	11	18	25			Mo		2	9	16	23	30
Tu	3	10	17	24			Tu	1	8	15	22	29			Tu	5	12	19	26				Tu	3	10	17	24	31	
We	4	11	18	25			We	2	9	16	23	30			We	6	13	20	27				We	4	11	18	25		
Th	5	12	19	26			Th	3	10	17	24	31			Th	7	14	21	28				Th	5	12	19	26		
Fr	6	13	20	27			Fr	4	11	18	25			Fr	1	8	15	22	29				Fr	6	13	20	27		
Sa	7	14	21	28			Sa	5	12	19	26			Sa	2	9	16	23	30				Sa	7	14	21	28		
Su	1	8	15	22	29		Su	6	13	20	27			Su	3	10	17	24				Su	1	8	15	22	29		

Term Time: Monday 2 September 2024 to Friday 25 October 2024

Half term: Monday 28 October 2024 to Friday 1 November 2024

Term Time: Monday 4 November 2024 to Friday 20 December 2024

### Spring Term 2025

January 2025					February 2025					March 2025					April 2025							
Mo	6	13	20	27	Mo	3	10	17	24		3	10	17	24	31	Mo	7	14	21	28		
Tu	7	14	21	28	Tu	4	11	18	25		4	11	18	25		Tu	1	8	15	22	29	
We	1	8	15	22	29	We	5	12	19	26		5	12	19	26		We	2	9	16	23	30
Th	2	9	16	23	30	Th	6	13	20	27		6	13	20	27		Th	3	10	17	24	
Fr	3	10	17	24	31	Fr	7	14	21	28		7	14	21	28		Fr	4	11	18	25	
Sa	4	11	18	25		Sa	1	8	15	22		1	8	15	22	29	Sa	5	12	19	26	
Su	5	12	19	26		Su	2	9	16	23		2	9	16	23	30	Su	6	13	20	27	

Term Time: Monday 6 January 2025 to Friday 14 February 2025

Half term: Monday 17 February 2025 to Friday 21 February 2025

Term Time: Monday 24 February 2025 to Friday 11 April 2025

### Summer Term 2025

### Summer Term 2025

May 2025						June 2025						July 2025						August 2025					
Mo	5	12	19	26		Mo	2	9	16	23	30		7	14	21	28	Mo		4	11	18	25	
Tu	6	13	20	27		Tu	3	10	17	24			1	8	15	22	29	Tu	5	12	19	26	
We	7	14	21	28		We	4	11	18	25			2	9	16	23	30	We	6	13	20	27	
Th	1	8	15	22	29	Th	5	12	19	26			3	10	17	24	31	Th	7	14	21	28	
Fr	2	9	16	23	30	Fr	6	13	20	27			4	11	18	25		Fr	1	8	15	22	29
Sa	3	10	17	24	31	Sa	7	14	21	28			5	12	19	26		Sa	2	9	16	23	30
Su	4	11	18	25		Su	1	8	15	22	29		6	13	20	27		Su	3	10	17	24	31

Term Time: Monday 28 April 2025 to Friday 23 May 2025

Half term: Monday 26 May 2025 to Friday 30 May 2025

Term Time: Monday 2 June 2025 to Monday 21 July 2025

These Term Dates are published by City of Wolverhampton Council following consultation. However, the dates are subject to change by schools, and it is recommended that you check school websites for any changes and INSET days.

# Appendix 5

## Where to find out more

### **Education Psychology Service**

01902 550609

### **Behaviour and Attendance Support**

01902 550621

### **Multi Agency Support Teams**

01902 551953 / 555973 / 551499 / 555946 /  
552630 / 556040 / 556952 / 555258

### **Travel Unit Team (Bus passes)**

01902 551122

### **Free School Meals**

01902 554128 /  
[freeschoolmeals@wolverhampton.gov.uk](mailto:freeschoolmeals@wolverhampton.gov.uk)

### **Admissions and Appeals**

01902 551122

### **Behavioural and Mental Health Support Team**

01902 551199

### **Exclusions from School**

01902 555924

### **Special Educational Needs Statutory Assessment & Review Team**

01902 555873 / 555986 / 551498 / 555961

### **Wolverhampton Information, Advice and Support Service**

01902 556945

### **City of Wolverhampton Council website**

[www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)

## OTHER AGENCIES

### **Central Library**

Snow Hill 01902 552025

### **Wolverhampton Connexions Service**

Civic Centre, St Peter's Square,  
Wolverhampton WV1 1SH

01902 554499

### **Local Government Ombudsman**

0300 061 0614

### **Schools Adjudicator**

08700 012468

### **Department for Education**

0370 0002288

[www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe)

### **Catering Service Support**

01902 555227

## OTHER USEFUL INFORMATION

### **OFSTED Reports about the School**

the school / [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **School Behaviour Policy**

the school

### **School Charging Policy**

the school

### **Local Authority's Corporate Complaints Procedure Education Services**

01902 551901 or the Public Library

### **Local Authority's Equal Opportunities Policy Education Services**

01902 551901



# Notes

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# Notes

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You can get this information in large print, braille, audio  
or in another language by calling 01902 551155

**wolverhampton.gov.uk 01902 551155**

  WolverhamptonToday  Wolverhampton\_Today  @WolvesCouncil

City of Wolverhampton Council, Civic Centre, St. Peter's Square,  
Wolverhampton WV1 1SH