

Response to Request for Information

Reference FOI 111548
Date 9 November 2015

Admissions

Request:

1. A copy of the most recent admissions policy for schools in your local authority, including information on school catchment areas.



Wolverhampton City Council

Secondary Education in Wolverhampton 2016/2017

HOW TO CONTACT US

Enquiries about school admissions should be made to:

Wolverhampton City Council

Education Directorate
Admissions & Appeals
Civic Centre
St. Peter's Square
Wolverhampton
WV1 1RR

Website: www.wolverhampton.gov.uk/admissions

Email: schooladmissions@wolverhampton.gov.uk

The information in this booklet is for parents/carers of pupils due to transfer from primary to secondary school in September 2016; for parents/carers applying for secondary school places after the normal intake in September 2016, and for all other in-year transfers to secondary schools.

Transfer from primary to secondary school

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

In-year admissions (places in other year groups)

To speak to a member of the Admissions & Appeals Section about transferring your child to a different secondary school, please telephone: 01902 551122.

If you wish to speak to someone in person, please visit our offices at the Civic Centre between 8.30am and 5pm Monday to Thursday and from 8.30am and 4.30pm on Friday.

Other services provided by Wolverhampton City Council are also available to support you and your child, please see page 67.



HOME ADDRESS

Please note that any fraudulent use of an address to gain a place at an oversubscribed school will result in the place being withdrawn.
You **must** use a child's permanent address, not grandparents/childminders.

Secondary Education in Wolverhampton 2016/2017



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Introduction



Dear Parents/Carers

“ Making the step up to secondary school can be an anxious time for not only a child but for parents and carers too.

This booklet has been put together to help you understand the school admissions process and also to act as a guide to secondary education.

Wolverhampton schools are going through exciting changes due to the success of our ‘Building Schools for the Future’ work. We are also seeing the realisation of schools becoming Academies and working in partnership to ensure that young people and their communities have the skills to contribute to the future prosperity of our city.

Please use the information contained in this booklet to help you decide which schools to express preferences for.

I wish your child every success in their secondary education.

”

Julien Kramer

Director For Education

Foreword

Wolverhampton School Admissions

The transfer from primary to secondary education is an important and often worrying time for both parents and children. We are trying to make it as easy as possible for you to select - and apply for a secondary school place for your child. The Local Authority (LA) has produced this booklet, which contains all the necessary guidance to enable you to apply for the school(s) that you prefer.

This booklet tells you how to find out more about individual schools, and includes the dates of the open days and evenings when you can visit the school(s) you are considering. Details of all schools in the City can be found on pages 5-14. These details include the size and type of each school, and the admission statistics for the previous academic year - 2015/2016.

All of the information in this booklet is both useful and important, but please pay particular attention to any information that has been placed in a coloured 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.



School directory as at 1 September 2015

Below you will find a brief description of the different types of maintained schools in Wolverhampton which are listed in more detail on the following pages.

COMMUNITY SCHOOLS

There are 4 Community secondary schools in Wolverhampton. The LA is the admitting authority for these schools. Please refer to **Appendix 2a** (pages 40 - 42) for details of the criteria that will be used to allocate places if any of these schools are over-subscribed: ie there are more applications than there are places available.

ACADEMY SCHOOLS/FREE SCHOOL

There are 12 Academies in Wolverhampton; . Please refer to **Appendix 2a and 2b** (pages 40-63) for a summary of the criteria that will be used to allocate places if the schools are over-subscribed: i.e. there are more applications than there are places available.

VOLUNTARY AIDED SCHOOLS

There is 1 Voluntary Aided secondary school in Wolverhampton. The Governing Body of the school is the admitting authority for that school. Please refer to **Appendix 2b** (pages 43 – 63) for a summary of the criteria that will be used to allocate places if any of these schools are over-subscribed: ie there are more applications than there are places available.

- 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 any other expenses incurred by pupils attending these schools.
- For the addresses and telephone numbers of the Education Services in neighbouring boroughs please see **page 65**.

SPECIALIST STATUS

Although specialist schools have a special focus on the subjects relating to their chosen specialism, the specialism is not part of the admissions criteria and therefore will not be considered as part of the allocation process.

COLTON HILLS COMMUNITY SCHOOL

Jeremy Road, Goldthorn Park,
Wolverhampton, WV4 5DG

Tel: 01902 558420

Fax: 01902 558421

Website: www.coltonhills.co.uk

DfE Number: 3364133

Headteacher: Mr A Otero

School Type: Community

Admission Authority:

Wolverhampton Local Authority

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 800

Year-7 Admission Limit: 161

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **220** parents expressed a preference for this school and **101** of these were first preferences. The number of places allocated was **161**.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

COPPICE PERFORMING ARTS SCHOOL

Ecclestone Road, Ashmore Park,
Wolverhampton, WV11 2QE

Tel: 01902 558500

Fax: 01902 558501

Website: www.coppice.wolverhampton.sch.uk

DfE Number: 3364128

Headteacher: Mrs J Fletcher

School Type: Community

Admission Authority:

Wolverhampton Local Authority

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 921

Year-7 Admission Limit: 180

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **415** parents expressed a preference for this school and **198** of these were first preferences. The number of places allocated was **180**.

Places were offered only to pupils who met criteria 1 to 3 (see page 40) or lived 1.45 m or less from the school.

10 appeals were heard for this school in respect of September 2015, of which 0 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.



ST MATTHIAS SCHOOL

Deans Road, Wolverhampton
WV1 2BH

Tel: 01902 556400

Fax: 01902 556401

Website: www.st-matthias.com

DfE Number: 3364115

Headteacher: Mr D Coombes

School Type: Community

Admission Authority:

Wolverhampton Local Authority

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 460

Year-7 Admission Limit: 161

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **160** parents expressed a preference for this school and **76** of these were first preferences. The number of places allocated was 113.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton, WV4 4NT

Tel: 01902 556530

Fax: 01902 556531

Website: www.hswv.org.uk

DfE Number: 3364113

Headteacher: Mr M Capel/Mr G Tate (Acting Headteacher 2015/16)

School Type: Academy

Admission Authority:

Wolverhampton Local Authority on behalf of the academy trust.

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 1510

Year-7 Admission Limit: 245

Year-12 Admission Limit: 30

(i.e. new pupils being admitted for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **724** parents expressed a preference for this school and **310** of these were first preferences. The number of places allocated was 245.

Places were offered only to pupils who met the criteria 1 to 3 (see page 40) or lived 1.67 m or less from the school.

The number of appeals heard for this school in respect of September 2015 was 44, of which 0 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

MORETON COMMUNITY SCHOOL

Old Fallings Lane, Low Hill,
Wolverhampton, WV10 8BY

Tel: 01902 558310

Fax: 01902 558306

Website: www.moretonschool.org

DfE Number: 3364139

Headteacher: Mr A McNaughton (Acting
Headteacher)

School Type: Community

Admission Authority:

Wolverhampton Local Authority

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 783

Year-7 Admission Limit: 135

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/ carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **234** parents expressed a preference for this school and **124** of these were first preferences. The number of places allocated was 135.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

THE BRITISH SIKH SCHOOL

Wolverhampton Rd East, Wolverhampton
WV4 6AP

Tel: 01902 558655

Website: www.thebritishsikhsschool.com

DfE Number: 3364003

Headteacher: Mr R Vig

School Type: Free School

Admission Authority:

Wolverhampton Local Authority on behalf of the
Board of Governors

Pupil age range: 11 - 18

Pupils on roll, Jan '15: N/A

Year-7 Admission Limit: 120

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/ carers consult the admission criteria before submitting their preferences.

The British Sikh School opened in September 2015. The school is a Sikh ethos Free School.



ALDERSLEY HIGH SCHOOL

Barnhurst Lane, Codsall,
Wolverhampton, WV8 1RT

Tel: 01902 556868

Fax: 01902 556869

Website: www.aldersleyhigh.org.uk

DfE Number: 3365402

Headteacher: Mrs N Davis

School Type: Academy

Admission Authority: Wolverhampton City Council on behalf of the Academy Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 794

Year-7 Admission Limit: 170 + Resource Base

Year-12 Admission Limit: 30

(i.e. new pupils being admitted for the first time)

If the academy receives more preferences than there are places available the admission criteria on page 59 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **297** parents expressed a preference for this school and **118** of these were first preferences. The number of places allocated was 157.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

HEATH PARK

Prestwood Road, Heath Town
Wolverhampton, WV11 1RD

Tel: 01902 556360

Fax: 01902 556361

Website: www.heathpark.net

DfE Number: 3364134

Executive Headteacher: Mrs G Holloway

School Type: Academy

Admission Authority: Wolverhampton City Council on behalf of the Central Learning Partnership Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '14: 1179

Year-7 Admission Limit: 200

Year-12 Admission Limit: 30

(i.e. new pupils being admitted for the first time)

If the academy receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **425** parents expressed a preference for this school and **206** of these were first preferences. The number of places allocated was 200.

The number of appeals heard for this school in respect of September 2015 was 10, which 3 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016

MOSELEY PARK

Holland Road, Bilston,
West Midlands, WV14 6LU

Tel: 01902 553901

Website: www.moseleypark.org

DfE Number: 3364000

Executive Headteacher: Mrs G Holloway

School Type: Academy

Admission Authority: Wolverhampton City
Council on behalf of the
Central Learning Partnership Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 728

Year-7 Admission Limit: 186

Year-12 Admission Limit: 10

(i.e. new pupils being admitted
for the first time)

If the academy receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **308** parents expressed a preference for this school and **156** of these were first preferences. The number of places allocated was 186.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

NORTH EAST WOLVERHAMPTON ACADEMY

Marsh Lane, Fordhouses,
Wolverhampton, WV10 6SE

Tel: 01902 551551

Fax: 01902 551550

Website: www.newacademy.org.uk

DfE Number: 3366906

Principal: Mrs B Pierpoint

School Type: Academy

Admission Authority: Wolverhampton City
Council on behalf of the The City of
Wolverhampton Academy Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 985

Year-7 Admission Limit: 210

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the academy receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **274** parents expressed a preference for this school and **140** of these were first preferences. The number of places allocated was 170.

No appeals were heard for this academy in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.



SMESTOW SCHOOL

Windmill Crescent, Castlecroft,
Wolverhampton, WV3 8HU

Tel: 01902 558585

Fax: 01902 558586

Website: www.smestow.org

DfE Number: 3364117

Headteacher: Mr M Morgan

School Type: Academy

Admission Authority: Wolverhampton City
Council on behalf of the Academy Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 953

Year-7 Admission Limit: 162 (inc. Resource Base)

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **578** parents expressed a preference for this school and **138** of these were first preferences. The number of places allocated was 162.

Places were offered only to pupils who met criteria 1 to 3 (see page 40) or lived 2.95 m or less from the school.

The number of appeals heard for this school in respect of September 2014 was 3 of which 2 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON

Compton Park, Compton Road West,
Wolverhampton, WV3 9DU

Tel: 01902 558888

Fax: 01902 558889

Website: www.stedmunds.org

DfE Number: 3364605

Headteacher: Ms M Hughes

School Type: Academy

Admission Authority: Bishop Cleary Catholic Multi
Academy Company

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 841

Year-7 Admission Limit: 150

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 50 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **517** parents expressed a preference for this school and **135** of these were first preferences. The number of places allocated was 150.

The number of appeals heard for this school in respect of September 2015 was 19, of which 6 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

S. PETER'S COLLEGIATE CHURCH OF ENGLAND SCHOOL

Compton Park, Compton Road West,
Wolverhampton, WV3 9DU

Tel: 01902 558600

Fax: 01902 558596

Website: www.speters.org.uk

DfE Number: 3364601

Principal: Rev'd S Walters (Acting Principal)

School Type: Academy

Admission Authority:

Governing Body of the School

Pupil age range: 11 - 18

Pupils on roll, Jan '14: 1019

Year-7 Admission Limit: 165

Year-12 Admission Limit: 10

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 55 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **648** parents expressed a preference for this school and **254** of these were first preferences. The number of places allocated was 165.

The number of appeals heard for this school in respect of September 2015 was 25, of which 2 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

WEDNESFIELD HIGH SCHOOL A Specialist Engineering College

Lichfield Road, Wednesfield,
Wolverhampton, WV11 3ES

Tel: 01902 558222

Fax: 01902 558200

Website: www.wednesfieldhigh.co.uk

DfE Number: 3364130

Headteacher: Mrs C Gilbert

School Type: Academy

Admission Authority: Wolverhampton City
Council on behalf of the Academy Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 877

Year-7 Admission Limit: 150

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **332** parents expressed a preference for this school and **133** of these were first preferences. The number of places allocated was 150.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.



SOUTH WOLVERHAMPTON & BILSTON ACADEMY

Dudley Street, Bilston,
WV14 0LN

Tel: 01902 493797

Fax: 01902 558677

Website: www.swbacademy.co.uk

DfE Number: 3364131

Principal: Mrs K Inscker

School Type: Academy

Admission Authority: Wolverhampton City
Council on behalf of the
The City of Wolverhampton Academy Trust

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 969

Year-7 Admission Limit: 200

Year-12 Admission Limit: 30

(i.e. new pupils being admitted for the first time)

If the academy receives more preferences than there are places available the admission criteria on page 40 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** for South Wolverhampton & Bilston Academy **444** parents expressed a preference and **213** of these were first preferences. The number of places allocated was 200.

Places were offered only to pupils who met the criteria 1 to 3 (see page 40) or lived 1.70 m or less from the school.

The number appeals heard for South Wolverhampton & Bilston Academy in respect of September 2015 was 5 of which 0 were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

WOLVERHAMPTON GIRLS' HIGH SCHOOL

Tettenhall Road, Wolverhampton,
WV6 0BY

Tel: 01902 551515

Website: www.wghs.org.uk

DfE Number: 3365400

Headteacher: Ms T Young

School Type: Academy

Admission Authority:
Governing Body of the School

Pupil age range: 11 - 18

Pupils on roll, Jan '15: 786

Year-7 Admission Limit: 145

Year-12 Admission Limit: 8

(i.e. new pupils being admitted for the first time)

If the school receives more preferences than there are places available the admission criteria on page 61 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015** **581** parents expressed a preference for this school and **352** of these were first preferences. The number of places allocated was 145.

The number of appeals heard for this school in respect of September 2015 were 20 of which none were successful.

There is no guarantee that a similar situation will occur for admission in September 2016.

THE KING'S CHURCH OF ENGLAND SCHOOL

Regis Road, Tettenhall,
Wolverhampton, WV6 8XG

Tel: 01902 558333

Fax: 01902 558334

Website: www.kings-wton.co.uk

DfE Number: 3364731

Principal: Mr J Allin

School Type: Voluntary Aided

Admission Authority:

Governing Body of the School

Pupil age range: 11 - 18

Pupils on roll, Jan '14: 793

Year-7 Admission Limit: 150

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 43 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015**

374 parents expressed a preference for this school and **92** of these were first preferences. The number of places allocated was 147.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

OUR LADY & ST CHAD Catholic Sports College

Old Fallings Lane, Low Hill,
Wolverhampton, WV10 8BL

Tel: 01902 558250

Fax: 01902 558251

Website: www.olsc.org.uk

DfE Number: 3364606

Headteacher: Miss T Ellis

School Type: Voluntary Aided

Admission Authority:

Governing Body of the School

Pupil age range: 11 - 18

Pupils on roll, Jan '14: 814

Year-7 Admission Limit: 150

Year-12 Admission Limit: 30

(i.e. new pupils being admitted
for the first time)

If the school receives more preferences than there are places available the admission criteria on page 47 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

In respect of admissions for **September 2015**

369 parents expressed a preference for this school and **146** of these were first preferences. The number of places allocated was 149.

No appeals were heard for this school in respect of September 2015.

There is no guarantee that a similar situation will occur for admission in September 2016.

Open days / evenings

Taking place September/October 2015 for pupils transferring from Primary to Secondary Education
 September 2016.

School name & address	Tel No.	Headteacher /Principal	Date	Time
Aldersley High School (and Resource Area for Speech and Language) Barnhurst Lane, Codsall WV8 1RT	01902 556868	Mrs N Davis	Saturday 19 September Monday 21 September Tuesday 22 September Wednesday 23 September	10:00am - 1:00pm 9:30am - 12 noon 9:30am - 12 noon 9:30am - 12 noon
Colton Hills Community School (and Resource Area for PD) Jeremy Road, Goldthorn Park WV4 5DG	01902 558420	Mr A Otero	Saturday 19 September Monday 21 September Monday 28 September Wednesday 14 October <i>Alternative times are available please contact the school to arrange an appointment.</i>	9:30am - 12 noon 9:00am - 10:30am 9:00am - 10:30am 9:00am - 10:30am
Coppice Performing Arts School Ecclestone Road, Wednesfield WV11 2QE	01902 558500	Mrs J Fletcher	Thursday 24 September *Wednesday 30 September <i>*Times are for tours of the school, please book a time with reception to avoid tours becoming overcrowded.</i>	6:00pm - 8:30pm 9:30am - 10:30am & 11:30am - 12:30pm & 2:00pm - 3:00pm
Heath Park Prestwood Road WV11 1RD	01902 556360	Mrs G Holloway	Thursday 24 September *Wednesday 30 September Saturday 3 October Saturday 17 October <i>*By appointment only.</i>	5:00pm - 8:00pm 9:30am - 10:30am & 2:00pm - 3:00pm 10:00am - 12:00 noon 10:00am - 12:00 noon
Highfields Boundary Way, Penn WV4 4NT	01902 556530	Mr M T Capel	Saturday 26 September *Tuesday 29 September *Wednesday 30 September *Thursday 1 October *Tuesday 6 October *Wednesday 7 October *Thursday 8 October	10:00am - 12:30pm <i>*Tours of the school by appointment only at 9:30am or 11:30am</i>
Moreton Old Fallings Lane WV10 8BY	01902 558310	Mr A McNaughton (Acting Headteacher)	*Monday 28 September *Tuesday 29 September *Wednesday 30 September Thursday 1 October *Friday 2 October *Saturday 3 October	9:30am - 10:30am & 11:30am - 12:30pm 9:30am - 10:30am & 11:30am - 12:30pm 9:30am - 10:30am & 11:30am - 12:30pm 6:30pm - 9:00pm 9:30am - 10:30am & 11:30am - 12:30pm 9:30am - 10:30am & 10:30am - 11:30am
Moseley Park Holland Road, Bilston WV14 6LU	01902 553901	Mrs G Holloway	Thursday 1 October Friday 2 October	6:00pm - 9:00pm 9:00am - 12 noon

School name & address	Tel No.	Headteacher /Principal	Date	Time
North East Wolverhampton Academy Marsh Lane, Fordhouses WV10 6SE	01902 623111	Mrs B Pierpoint	Wednesday 16 September Thursday 1 October Saturday 3 October	6:00pm - 8:00pm <i>(tours and online applications)</i> 6:00pm - 8:00pm <i>(meet the staff, students and join in with the activities)</i> 11:00am - 1:00pm
Our Lady & St Chad Catholic Academy Old Fallings Lane WV10 8BL	01902 558250	Miss T Ellis	Thursday 17 September Saturday 26 September Thursday 8 October <i>Visitors during the school day are welcome but an appointment is advisable.</i>	6:00pm - 8:00pm 10:00am - 12:00 noon 6:00pm - 8:00pm
S. Peter's Collegiate School A Church of England Academy Compton Park Compton Road West WV3 8HU	01902 558600	Revd. S Walters	Thursday 1 October *Wednesday 14 October <i>*By appointment only, contact the school to arrange a time.</i>	5:30pm - 8:00pm 9:00am - 2:00pm
Smestow School (and Resource Area for VI) Windmill Crescent, Castlecroft WV3 8HU	01902 558585 <i>*Presentation from the Headteacher and tour of the School. Please book in advance as spaces are limited.</i>	Mr M J Morgan	Friday 25 September *Wednesday 30 September	6:00pm - 9:00pm <i>(Headteacher talks at 6:30pm & 7:15pm)</i> 9:00am, 10:45am & 1:30pm
South Wolverhampton & Bilston Academy Dudley Street, Bilston WV14 0LN	01902 493797	Mrs K Inscker	Saturday 3 October <i>Visitors during the school day are welcome but please make an appointment at reception.</i>	9:30am - 12:30pm
St Edmund's Catholic Academy Compton Park, Compton Road West WV3 9DU	01902 558888	Mrs M Hughes <i>*Talk by the Principal followed by a tour of the Academy.</i>	*Thursday 24 September Wednesday 30 September *Tuesday 6 October *Wednesday 14 October	9:15am - 10:45am 6:00pm - 8:30pm 9:15am - 10:45am 9:15am - 10:45am
St Matthias School Specialist in Media Arts (and Deaf Resources Base) Deans Road WV1 2BH <i>(formally known as Deansfield)</i>	01902 556400	Mr D Coombes	Thursday 8 October Friday 9 October Saturday 10 October	6:00pm - 9:00pm 9:30am - 12:30pm 10:00am - 12:00 noon
The British Sikh School Wolverhampton Road East, WV4 6AP	01902 558655	Mr R Singh Vig	Monday 21 September Tuesday 22 September Saturday 26 September Sunday 27 September Tuesday 29 September Wednesday 30 September Wednesday 7 October Thursday 8 October Saturday 10 October	10:30am - 12:30pm 10:30am - 12:30pm & 6:00pm - 8:00pm 9:30am - 1:30pm 9:30am - 1:30pm 1:00pm - 3:30pm & 6:00pm - 8:00pm 1:00pm - 3:00pm 9:30am - 11:30am & 6:00pm - 8:00pm 1:00pm - 3:00pm 9:30am - 3:30pm
The King's Church of England School Regis Road, Tettenhall WV6 8XG	01902 558333	Mr J Allin <i>*There will be no students in school on Saturday but you will have an opportunity to meet with a member of the Senior Leadership Group and have a tour of the school.</i>	Tuesday 22 September Wednesday 23 September Thursday 24 September Friday 25 September *Saturday 3 October Monday 5 October Tuesday 6 October Wednesday 7 October Thursday 8 October Friday 9 October	6:30pm - 8:30pm 9:30am - 12:30pm 9:30am - 12:30pm 9:30am - 12:30pm 10:00am - 12:00 noon 9:30am - 12:30pm 9:30am - 12:30pm 9:30am - 12:30pm 9:30am - 12:30pm 9:30am - 12:30pm
Wednesfield High Specialist Engineering Academy Lichfield Road, Wednesfield WV11 3ES	01902 558222	Mrs C Gilbert	Wednesday 23 September Thursday 24 September	6:00pm - 8:30pm 9:30am - 11:30am & 1:15pm - 3:30pm



School admissions

ADMISSIONS AND TRANSFERS ONLINE

Local authorities are required to operate an Online School Admissions facility to allow parents/carers to apply for a school place for their child via the internet. Wolverhampton's Admissions Online system can be accessed at the following address:

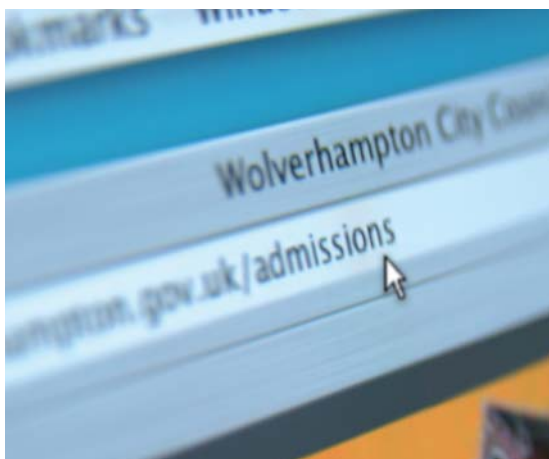
www.wolverhampton.gov.uk/admissions

UID Number (Unique Identifier)

You should by now have received your child's UID Number, which helps to prevent fraud and is unique to your child. If you have lost it you will need to contact the Admissions and Appeals Section on 01902 551122.

What are the benefits of applying online?

- View allocations online on 1 March 2016
- Applications are made through a secure website.
- Applications can be viewed/edited online up to the closing date for applications (31 October 2015).
- Ensures that the applicant enters all the mandatory information needed to make an application.



Apply now at:
www.wolverhampton.gov.uk/admissions

HOW TO FIND OUT MORE ABOUT THE SCHOOLS

We are proud of the diversity of our schools. Each has a distinctive ethos, culture and range of strengths and specialisms. Before you decide on your preferred school(s) for your child you should gather as much information as possible about the schools and consider carefully the options available to you.

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 children/young people.
- Details of steps to prevent disabled children/young people being treated less favourably than other pupils.
- Details of existing facilities to assist access to the school by disabled children/young people.
- The accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by disabled children/young people.
- 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.
- Information about the school's Behaviour Policy

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

- Curriculum organisation and teaching methods.
- Details of Diplomas to be offered.
- An indication of National Curriculum Assessment results.
- GCSE and A level results as well as results in vocational qualifications.
- Attendance and rates of unauthorised absence including a comparison of last year.
- Information about pupils' routes after the age of 17.
- Statements about the school's ethos and values.
- Further information about the school's admissions including the number of applications for places received the previous year.

Open Evenings

In addition to studying the schools' prospectuses, you are strongly advised to visit local secondary schools before identifying a preference. All of the secondary schools hold open evenings so that you can see for yourself the facilities they have for pupils as well as meeting some of the school staff.

If you are unable to attend on any of these dates you may be able to make an appointment with the Headteacher(s) to visit particular schools at mutually convenient times.

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 (otherwise known as 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 (pages 5-13).



ADMISSION ARRANGEMENTS AND CRITERIA

In accordance with the DfE School Admissions Code, this booklet explains the admission arrangements and the over-subscription criteria for Academy, Community and Voluntary Aided schools.

Full details of the various policies for Voluntary Aided Schools and Academies can also be obtained from the schools direct.

With regard to Community schools and any Academy that follows the Community School arrangements, this booklet contains the full admission arrangements.



Key steps for parents

Having gathered as much information as possible please take time to think about your preference(s) before you apply online or complete the common application form (CAF1).

Ask yourself the following questions:

- Does my child have a **Statement of Special Educational Needs or an Educational Health Care Plan?** (If the answer is 'yes', please do not complete this application process. See page 28).
- Do I know where the school is situated? (See back of booklet for map).
- Can my child(ren) get there without too much difficulty? (See Transport to Secondary School on page 32)
- Have I visited the school(s) to see for myself the facilities they have to offer? (See Open Days/Evenings in the School Directory on pages 14-15).
- Have I obtained all the relevant forms/information for my preferred schools?
- Have I read and understood the procedures that will be used if there are more applicants 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 used for the allocation of places? (see Appendices 2a & 2b).
- Does everyone with parental responsibility for the child agree with
 - (i) the preferred schools; and
 - (ii) the order in which they are being presented?
- Do I need to seek clarification of any points before I submit my application? (ie. common application form, supporting evidence form, entrance examination registration form etc).
- What is the deadline for applying and Supporting Evidence forms?
- Does my application require extra evidence to support it? (Please refer to the admissions criteria for the school concerned).

How to Apply

- Apply Online at www.wolverhampton.gov.uk/admissions (UID Number available on request 01902 554176) by 31 October 2015.
- It is essential that you also complete any supporting evidence/entrance examination registration form(s) required by Voluntary Aided, or out-of-city school(s) to which you are applying. Return these forms by the closing date as specified by the school concerned, or as detailed on the form.
NB:
Be aware that the deadlines for return of these forms may vary!

EXPRESSING A PREFERENCE

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 school or an Academy which follows the community school admission criteria

- the LA will decide whether a place can be offered

or

A Voluntary Aided School or Academy

- the governing body of the relevant school will decide whether a place can be offered.

Places will be allocated in accordance with the admission policy for the school concerned. Places are not allocated on a 'first come, first served' basis. See the Appendices 2a & 2b for details of the relevant admissions policies. The legislation requires you as parents/carers to express your preferences and reasons for your preferences in writing. You are required to use the online facility to apply for all of the schools in which you are interested. Please do not include private fee paying schools or Thomas Telford School.

You will receive an email of confirmation when you submit your application.

If you are applying to any of the following:

- Academies
- Schools in other LAs
- Voluntary Aided schools

It is vital that you also obtain and complete any separate supplementary information/ supporting evidence/entrance examination registration forms for the schools (including those in other LAs) in which you are interested. These forms should be returned as specified on the form. For Wolverhampton schools this is direct to the school concerned.

Please note that where the number of applications for a school is greater than the number of places available (see School Directory for further information), this is a clear indication that some applicants will be unsuccessful. Please bear this in mind when selecting your preferences and refer to the appendices for details of the criteria that will be used to allocate places.

WHEN WILL I HEAR THE OUTCOME OF MY APPLICATION?

View online 1 March 2016. Allocation letters will be posted on Monday 1 March 2016 by 2nd class post.





WHAT CAN I DO IF MY PREFERENCE IS NOT SUCCESSFUL?

Appeal

Any parent making an unsuccessful application for a place in a school is entitled, by law, to appeal against the decision. All admitting authorities are bound by the law to make such an appeal available to parents within a set of prescribed guidelines. Usually, details of how to make an appeal are sent at the same time that you are notified of the result of your application for a school place. These details will include the closing date for any appeal. The Appeal Panel's decision is final and binding on the school and the admitting authority concerned.

Parents/Carers are only entitled to one appeal per year group, per school, per academic year unless there is a significant or material change of circumstance.

THE ROLE OF THE DfE

The School Admissions Code issued by the Department for Education to all admitting authorities, gives details of the important points to be incorporated into admissions arrangements. The Code is the basis upon which the arrangements for Wolverhampton Schools have been determined.

THE ROLE OF THE SECRETARY OF STATE FOR EDUCATION

The role of the Secretary of State is to provide, from time to time, guidance regarding the administration of admissions arrangements. Parents may write to the Secretary of State about any issues that they feel need his/her attention. However, please note that he/she has no power to intervene in the proceedings, or to review the decisions, of Independent Appeal Panels.

THE ROLE OF THE OMBUDSMAN

Only a parent/carer can complain to the Local Government Ombudsman. The grounds for such a complaint would be maladministration by either an admitting authority or an appeal panel. This means that action is only taken if, for example, complainants can demonstrate that an admitting authority has not operated its admission policy in accordance with the published details. With regard to appeal panels, the Ombudsman can only make a recommendation (e.g. recommend a fresh hearing) and cannot overturn a decision made by an Independent Appeal Panel.

Please note that the Admitting Authority reserves the right to withdraw a place which has been allocated on fraudulent or intentionally misleading information.

MINIMUM ENTRY REQUIREMENTS FOR YEAR 12

Each school is required to publish in their school prospectus the minimum entry requirements for admission into the sixth form.

Pupils will be considered for entry to Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry to Year 12 is not dependent upon attendance, behaviour records or perception of attitude or motivation.

Any applicant refused a place in Year 12 is entitled to make an appeal to an Independent Appeal Panel, whether the child is already attending the school or is an external candidate.

IN-YEAR TRANSFERS

Moving house

If you move house during the school year and need to transfer your child to another

Wolverhampton Secondary school, you should contact the Admissions & Appeals Section for an In-Year Transfer Request form.

Other reasons

Before deciding to transfer your child from one secondary school to another you should seriously consider if this move is absolutely necessary.

The Authority recognises that transfers outside the normal year of entry are nearly always disruptive to the child's education and that 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.

Please note that there are particular problems associated with moves in year-groups 9, 10 and 11, once GCSE studies have begun. Transfers in these year groups should be avoided wherever possible.

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 Admissions & Appeals Section (01902 551122) for an In-Year Transfer form.

Please also note that the same conditions apply with regard to material changes of circumstance, changes of address, etc as apply to the transfer from year 6 to year 7.





Transfer between schools during the school year

STEP BY STEP PROCESS FOR IN-YEAR APPLICATIONS DURING 2015/2016 ACADEMIC YEAR.

All applications for a place in a school in Wolverhampton have to be made to the Admissions and Appeals Section, of Wolverhampton City Council.

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 LA they must contact the appropriate LA to determine the method of application for the school concerned.
3. Applicants should name all Wolverhampton schools (to a maximum of 3) and provide details of siblings, including any community, academy, voluntary aided or voluntary controlled schools.
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. Admissions and Appeals Section, Civic Centre, Wolverhampton.
5. Before responding to the application the LA will take into account any information supplied by the present Headteacher, as well as steps taken to resolve any problems/concerns by the parent/carer and school (and assessed under the fair access criteria).
6. For applicants whose children have not been allocated their higher preferred school/s; the LA 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 admission authority, the letter will state that the offer is being communicated on behalf of the school's governing body.
8. In-year waiting lists will be maintained until the end of the summer term. Parents will have to re-apply if they wish to remain on any waiting lists for the following academic year.
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.



Partnerships in schools today

WHAT IS PARTNERSHIP?

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 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 home-school agreement, which sets out the school's 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 parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person



PARENTAL RESPONSIBILITY

You will be asked by your child's secondary 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
- in addition, a local authority can acquire parental responsibility if it is named in the court 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 importantly 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 multi-cultural 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.

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 want 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 procedure 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

Secondary Curriculum

All secondary schools and academies provide broad and balanced programmes of study. For maintained schools these are established in line with the National Curriculum requirements set by Central Government. The curriculum offer strengthens links and continuity between primary and secondary schools.

Secondary schools and academies share a commitment to high quality, broad and balanced Key Stage 3 provision. Most secondary institutions offer a range of GCSEs and vocational qualification options to learners at 14+ (end of year). A small number make this offer at 13+ (end of year 8).

Schools also work with Colleges and Training organisations to support progression to further and higher education, and apprenticeships.

Religious Education and Collective Worship

Religious Education is a compulsory subject in the National Curriculum. It is possible for you as parents to withdraw your child from Religious Education and collective worship without stating the reason, having notified the Headteacher of your decision. The programme in each Community school maintained by the Authority is based upon the Agreed Syllabus which is in keeping with statutory requirements.

Schools may seek advice upon the teaching of Religious Education and collective worship from the Standing Advisory Council for Religious Education (SACRE). Voluntary Aided church schools follow a syllabus agreed by their relevant Diocese.

EXAMINATIONS AND ASSESSMENT

Each school decides the public examinations for which pupils are to be entered. These are listed in the school's prospectus. The majority of pupils will take examinations in most subjects at the end of five years in the school, traditionally through the General Certificate of Secondary Education (GCSE), but also with a range of vocational qualifications appropriate to the individual.

Schools pay entry fees for examinations such as GCSE, GCE (A and AS level), and vocational qualifications but do not normally pay for resit, or for entry at the local college where this is by prior arrangement with the school. In addition to public examinations, all schools carry out continuous assessment throughout Key Stages 3 and 4. Pupil's progress is tracked and monitored so that parents can have regular, up-to-date reports of their child's development and progress. As part of the report to parents at the end of year 9 teacher assessment data is included.

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 for the school. Pupils can help reinforce behaviour policies in many ways: for instance, by active involvement in the development of anti-bullying and anti-harassment policies, or through class discussions. The behaviour policy will include a framework for disciplinary action, involving a series of sanctions. Whilst school staff may not use any form of corporal punishment, when necessary, reasonable force can be used to control or restrain pupils. Headteachers 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 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.

If, for disciplinary reasons, your child is sent home from school, it is the duty of the Headteacher to notify you not only of the reasons for the exclusion, but also of your right to state your case to the Governing Body. It is likely that, under these circumstances, you will be contacted by the Education Welfare Officer attached to your child's school, who will be able to provide further advice and information.

If, having put your case to the Pupil Discipline Committee of the School's Governing Body, a permanent exclusion is confirmed, you have the right of appeal to an Independent Appeal Panel. The Panel's decision is final and binding on all parties. For Community schools, appeals must be made in writing to the The Democratic Support Section, Civic Centre, St Peter's Square, Wolverhampton, WV1 1SH. For Academies, Voluntary Aided and Foundation schools, appeals, must be made in writing to the Clerk to the Governing Body, care of the school/academy.



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. Hard-to-place pupils are identified and designated by the Secondary Social Inclusion and Advisory Placements Panel (SSIAPP) and the Admissions and Appeals Team.

All maintained schools and academies 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.

To ensure that both the needs of the child and the needs of the school are taken into account, the Government expects that every Local Authority a protocol for sharing hard-to-place secondary pupils, and that those protocols are agreed with schools.

All Wolverhampton maintained schools take part in the 'Fair Access Protocol' for Wolverhampton children even if their governors are responsible for their own admissions. The Protocol does therefore apply to all admissions of hard-to-place pupils and is sensitive to balancing the needs of the pupil and the school.

All schools have agreed to provide places in each year group, over and above the admission number, specifically reserved for, and only to be filled by,

designated 'hard-to-place' pupils. Wherever possible, parental preference will be considered and followed as for normal transfers. However, parental preference will not override the Protocol if the preferred school is unable to take the pupil. A copy of the In-Year Fair Access Protocol is available at www.wolverhampton.gov.uk/admissions.

SCHOOLS AND THE COMMUNITY

Links between schools and the wider community are varied: some enable members of the community to go into schools; others offer opportunities for pupils and students to work in the community on a voluntary basis. Such links, along with the support of the Adult Education Service, result in many constructive and supportive developments taking place across the City between schools and groups representing families, older people, the very young and the disabled.

These links include:

- Work related learning
- Shared use of facilities for educational and recreational use
- Exhibitions and assistance by visiting artists
- Promotion of performing arts
- Raising awareness of the multi-cultural society in which we live
- Secondary School/Primary School liaison
- Crime Prevention
- Out of School clubs/societies
- Nature Conservation Schemes
- Shared curriculum and teaching arrangements with other schools

PREPARATION FOR FURTHER EDUCATION AND WORK

Work Experience

Preparation for work is enhanced by the close links which schools and the Authority have with other organisations and employers. These links bring together education and training providers and the business community within the framework of the Education Business Partnership (EBP). This partnership supports schools in ensuring that students have opportunities for work experience and work based learning.

Progression Post 16

Legislation requires all students to continue in education or training until at least their 18th birthday.

This means they must choose from:

- Full time education (school or college)
- An apprenticeship or traineeship
- Part time education or training combined with one of the following:
 - Employment or self employment for 20 hours or more a week
 - Volunteering for 20 or more hours a week

School 6th forms offer range of courses offering progression from key stage 4. This offer is made up from both GCE A level and vocational qualifications and prepares students for progression in Further Education, Higher Education or Employment.

Schools collaborate to provide a wide curriculum offer enabling student needs to be met where possible.

Independent, Advice and Guidance

Secondary schools and academies are responsible for ensuring that pupils from Year 8 have access to independent advice and guidance to assist them in their career choices. Many pupils will access this support through a Connexions service provided on behalf of the Council. The Connexions service provides information advice, guidance and support for 13-19 years (up to 25 years for young people with learning difficulties and/or disabilities). It is there to help young people reach their full potential and in particular to support their progression into education, employment or training. The service is particularly targeted at vulnerable young people in the city. The service is primarily delivered through a cohort of Personal Advisers who work across sectors to provide support and guidance for young people in all settings.

Additionally Connexions also provides a wide range of information products for young people and their parents/carers which includes web based products and services.





Special Educational Needs

SUPPORT FOR YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS

Many young people will have Special Educational Needs at some time during their school careers but in the majority of cases these needs can and will be met within the young person's own school.

All schools in the City follow the guidance as set out in the Special Educational Needs and Disability Code of Practice in order to identify young people considered to have Special Educational Needs. Further guidance is set out in the Authority's Special Educational Needs and Educational Inclusion Handbook: Policy and Procedures and in a separate booklet entitled: *Action, Action Plus and Statements of SEN* and from Sept 2014 *SEN Support and Education, Health and Core Plans*.

All schools have a policy on Special Educational Needs and a designated Special Educational Needs Co-ordinator, usually referred to as the SENCo. In addition all schools have a designated governor who takes responsibility for ensuring provision to meet the Special Educational Needs of the young people in the school is made.

All young people are supported in their learning through a differentiated curriculum and personalised learning but some young people will be given additional support if required through 'SEN Support' or, in a very few cases, a Statement of Special Educational Needs/Education, Health & Care Plan. The Authority's Special Educational Needs and Educational Inclusion Handbook sets out the nature of support expected at these stages. In addition the school's policy on Special Educational Needs will set out the details of the nature of support in each individual school.

If you have concerns about the provision being made for your child, you should always discuss these with staff in your child's school who may include the class teacher, form tutor, SENCo and

Headteacher. However, if you need further advice or guidance about Special Educational Needs you can contact the Wolverhampton Parent Partnership Service who will be pleased to help (see page 70).

The Authority is committed to working in partnership with parents/carers and recognises your input as essential.

STATEMENTS OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH & CARE PLANS

For a very few young people it will be necessary for the Authority to determine provision that is additional to or different from that provided by the resources normally available at a mainstream school through a Statement of Special Educational Needs/Education, Health & Care Plan.

Parents/carers will have been involved in and consulted about assessment and any provision needed from the outset. A request for a Statutory Assessment may follow work that has been done at 'SEN Support' and will usually have involved the support of the Multi-agency Support Team (MAST).

If your child has a Statement of Special Educational Needs/Education, Health & Care Plan, s/he will not be included in the normal mainstream admission arrangements. Placement will be determined through the procedures for reviewing and amending the Statement/EHCP in consultation with parents/carers.



SPECIAL EDUCATIONAL PROVISION FOR YOUNG PEOPLE WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS/EHCP

The Authority operates a continuum of provision to meet a continuum of need. This includes provision within your child's mainstream neighbourhood school, resource bases within a mainstream school and a number of day special schools. Any placement will depend upon the needs of the individual young person.

MAINSTREAM SUPPORT

Many young people with a Statement of Special Educational Needs/EHCP will remain in their neighbourhood mainstream school and the Authority will provide additional resources to enable the school to meet their needs. If your child needs support from specific specialist input it might be necessary to consider either a resource base or a special school.

RESOURCE BASES

A resource base is an additional facility incorporated within a mainstream school. It operates flexibly so that the students in a resource base may have specific times when they are taught as a specific group but at other times they will be supported within the mainstream classes.

TYPES OF NEEDS MET	NAME OF SCHOOL
Communication and Interaction	Aldersley High School
Hearing Impairment	Deansfield Community School Specialist in Media Arts
Visual Impairment	Smestow School
Physical Impairment	Colton Hills Community School, A Specialist Language College



SPECIAL SCHOOLS

The Authority has six special schools that include provision for secondary aged pupils, each one dealing with specific types of need.

TYPES OF NEEDS MET	NAME & ADDRESS	TELEPHONE NUMBER	HEADTEACHER	AGE RANGE
Complex Cognitive Difficulties (MLD / SLD)	Penn Fields School Boundary Way, Penn, WV4 4NT	01902 558640	Miss E Stanley	5 - 19
	Westcroft Sports & Applied Learning College Greenacres Avenue, Underhill, WV10 8NZ	01902 558350	Ms A Brown	5 - 19
Profound & Multiple Learning Difficulties/Severe Learning Difficulties	Green Park School Green Park Avenue, Bilston, WV14 6EH	01902 556429 01902 556430	Mrs L C Dawney	3 - 19
Autistic Spectrum Conditions	Tettenhall Wood School Regis Road, Tettenhall, WV6 8XG	01902 556519	Mrs S Llewellyn	5 - 19
Complex Physical Difficulties	Penn Hall School Vicarage Road, Penn, WV4 5HP	01902 558355	Mr D Parry	3 - 19
Severe, Emotional Social & Behavioural Difficulties	New Park School Cromer Gardens Whitmore Reans, WV6 OUB	01902 551642	Ms F Pass	7 - 16



TRANSPORT

All parents/carers have a duty to ensure that their child attends school. However in a number of special circumstances the Authority may decide to help parents/carers of students with Special Educational Needs but in these cases an individual assessment of your child's transport requirements will be undertaken by the Pupil Services Team.

For further information regarding school transport please contact the Pupil Services Team. Telephone numbers are detailed on page 67 of this booklet.

EQUALITY OF OPPORTUNITY

Wolverhampton LA's Policy on Educational and Social Inclusion states that the Authority is committed to:-

- Valuing the contribution of all individuals and groups in the community
- Recognising that diversity is an asset
- Ensuring that access and opportunities are equally available to everyone
- Taking steps to involve people who were previously excluded

EXPRESSING A PREFERENCE

If your child has a Statement of Special Educational Needs/Educational Health Care Plan, s/he will not be included in the normal, mainstream transfer arrangements. Placement will be determined via the procedure for reviewing and amending the statement. The Authority always makes 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 Educational Needs and Disability Tribunal (SENDIST).

If parents require information and advice about any aspect of Special Educational Needs support they can contact The Information Advice and Support Service. This neutral and confidential service provides a range of help and support aimed at helping parents to be actively involved in all discussions and decisions relating to their child's Special Educational Needs. For further information contact the Parent Helpline **01902 556945** or visit the Wolverhampton Parent Partnership Service website: www.wolvesparentpartnership.org.



Support for pupils and students

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 children and young people. 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.

A number of schools in Wolverhampton have signed up to the Schools Travelwise website and have created their own travel pages full of information. To find out which schools have signed up please go to www.schooltravelwise.org.uk

Travel Plans are available by request at schools. As a result of Travel Planning all secondary schools in Wolverhampton now have a Travel Plan of which 11 now have covered cycle storage.

TRAVEL ASSISTANCE TO SECONDARY SCHOOL

Free transport assistance is available for pupils of compulsory school age in certain circumstances.

The Education and Inspections Act 2006 placed a new duty on Local Authorities to determine whether provision of transport assistance for pupils of statutory school age is necessary to facilitate the attendance at a designated school.

You can access our website to view the policy on www.wolverhampton.gov.uk/schooltravel

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

The Pupil Services Team

Education & Enterprise
 Civic Centre
 St. Peter's Square
 Wolverhampton
 WV1 1RR

Tel: **01902 554154/554202**



PUBLIC TRANSPORT TRAVEL OPTIONS FOR SCHOOL

Network 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.

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

MEALS

Well-balanced, tasty and popular two-course meals costing £2.10 each are available at all Wolverhampton secondary schools. This charge is reviewed each year, and may vary between schools. All schools offer a wide choice of delicious and nutritious hot and cold food and drinks, individually priced or available as 'meal deals'. Many schools offer a 'cashless catering system', whereby students pay for meals from an account using Personal Identification Numbers (PINs) or biometric systems rather than cash at the point of sale. This offers anonymity for students, and peace of mind for parents/carers.

In September 2009, new statutory nutritional standards was introduced for secondary school lunches. This means that an average school lunch at Wolverhampton's secondary and special schools should provide at least one third of a child's daily requirements for important nutrients including

iron, calcium and protein, and no more than a third of the recommended daily amounts of potentially harmful fats, salt and sugar.

Meals will be provided free of charge for children of those families in receipt of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit – and an annual income (as assessed by the Inland Revenue) of less than £16,190 (2013 – 2014)
- Guaranteed Element of Pension Credit

You do not need to be the actual parent of the child(ren) in order to make a claim but you must be claiming one of the above benefits for the children. If you think help is appropriate in your case and would like further information please contact the Free School Meals team (see page XX) for advice on eligibility, application and renewal procedures or can apply online at www.wolverhampton.gov.uk/freeschoolmeals.

If your child has special dietary needs, please contact either the Headteacher of the school or the School Meals Development Officer.

Further information about school lunches is available at www.wolverhampton.gov.uk/catering





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.

SCHOOL FEES FOR INDEPENDENT SCHOOLS

The LA has no scheme to assist parents/carers with the payment of school fees for independent schools.

Appendices

Scheme for inter-LA co-ordination of secondary admissions at year of normal entry

BACKGROUND

A secondary co-ordinated admissions scheme is set out below (based on the DfE model). The co-ordinated scheme has been agreed between all admission authorities in Wolverhampton.

The scheme has to have a means of deciding between potential offers from more than one secondary school in the LA area in which a parent resides (the home LA). The provisions of the scheme will be applied equally to applications for the LA's schools from parents living in other LAs - these applications will need to come via the LA in which area those parents reside.

CO-ORDINATED SCHEME FOR WOLVERHAMPTON

This scheme, applies to all secondary schools maintained by Wolverhampton LA as detailed in this booklet.

The scheme is an 'inter-LA' scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin and Wolverhampton and Walsall LA's have agreed to co-ordinate 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 secondary school, based upon parents' preferences.

In brief terms:

- Parents must apply online at www.wolverhampton.gov.uk/admissions;
- Parents will only have to fill in one application form on which they will state their secondary school preferences and reasons for those preferences;
- Five preferences are invited;
- Initially, all preferences are treated as equal to other admission authorities as appropriate (i.e. Voluntary Aided and Academy schools in Wolverhampton, other participating LAs as detailed above;
- 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 Admissions and Appeals Section will be operating the procedures on behalf of Wolverhampton LA as detailed on pages 36-39.





Admission Arrangements 2016/2017

Step by step process

STEP BY STEP PROCESS FOR 2016/2017 ACADEMIC YEAR

Applications are made online at www.wolverhampton.gov.uk/admissions

1. The online application form used for the purpose of admitting pupils into the first year of secondary education in the 2016/2017 academic year.
2. The form invites parents of Year 6 pupils resident in Wolverhampton to name and give reasons for applying for **up to 5** preferred schools, ranked in order of preference, by **31 October 2015**.
3. 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, and/or any school outside Wolverhampton LA's area with the **exception of Thomas Telford (CTC) and any independent schools**.
4. In order to assess the application some schools may require additional information to that collected on the online application and therefore will require you to complete a **supplementary information form**.
5. **Parents who are applying for schools outside of Wolverhampton** are advised to contact the appropriate LA to determine whether the completion of any supplementary information or 'entrance examination registration' forms is required, their submission date and to whom they must be submitted.
6. You should be aware that where a supplementary information form or registration form is completed it will not be regarded as a valid application unless the LA has also received a completed online application showing an expressed preference for the school concerned.
7. **Parents should submit their online application no later than 23.59 hours 31 October 2015**.
8. On receipt of the online application the LA will treat all preferences as being ranked equally in the first instance.
9. By **17 November 2015**, the School Admissions & Appeals Section will send other admission authorities and LAs details of applications for their schools. These details will not reveal the order of preference.



10. All admission authorities will apply their over-subscription admission criteria, including any selection tests. The Admissions and Appeals Section will then compare the potential offer lists and if more than one school can potentially be offered, they will allocate a place at the available school that the parent ranked highest on the application.
 11. If the parent has ranked a preference for a school in another LA higher than a school in Wolverhampton and the LA concerned has advised the Admissions and Appeals Section that a place can be offered then a place will be offered at the out-of-City school and a place for a Wolverhampton school will **not** be offered.
 12. 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 or Academy that has a place available.
 13. On **1 March 2016** the Admissions and Appeals Section will write to every applicant resident in Wolverhampton telling them of their allocated school place. Letters will be sent by 2nd class post.
- Where a successful applicant for a Wolverhampton school is resident in another LA, that LA (i.e. the home LA) will make the allocation on behalf of the relevant Wolverhampton admission authority.
14. Parents will be required to respond to any offers made within 10 school days.
 15. 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.
 16. 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.
 17. For inclusion on any waiting list for a Wolverhampton School, please see page 42.

Applicants will be able to view their allocation at www.wolverhampton.gov.uk/admissions

- Where the school in question is its own admitting authority, or in one of the other participating LAs, the letter will state that the offer is being communicated on behalf of the school's Governing Body.





APPLICATIONS RECEIVED AFTER 31 OCTOBER 2015 (including changes of preference, changes to the order of preferences or additional preferences)

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

Therefore, applications received after the closing date and before 31 December 2015 will only be incorporated into the initial allocation process if the late submission is for good and valid reason, ie, parents/carers can demonstrate a material change of circumstances (see below) or the request is for a school that has not reached its admission limit.

When submitting late applications parents **must give reasons in writing** for the late submission. The LA 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 **31 December 2015** will only be considered after all other applications and the notification may be sent shortly after 1 March 2016.

Applications for non-Wolverhampton schools received after **31 October 2015** (including changes of preference, changes to the order of preference or additional preferences) will be referred to the relevant local authority for assessment in accordance with their scheme and its provision for late applications.

MATERIAL CHANGES OF CIRCUMSTANCES

(Local Authorities should not allow preferences to be changed without a genuine reason for doing so). 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.

WAITING LISTS

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

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 common application form 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 admission authorities should 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 2016**.

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 and its provision in respect of waiting lists.

APPEAL

The authority will notify in writing those **parents/carers who are Wolverhampton residents** and who have not been allocated their higher preferred school(s) how to access their rights of appeal and to whom they should write. Parents are only entitled to one appeal per year group, per school, per academic year.

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 of circumstances.

N.B. Parents of a child with a Statement of Special Educational Needs (SEN) must contact either the Authority's SEN Statutory Assessment and Review Team or the Local Authority that issued the statement if they wish to transfer to a school that is not named in Part 4 of the child's statement.

N.B. There is no charge or cost related to the admission of a child to a Wolverhampton maintained school or academy.



Appendix 2a

Academy and Community Schools - admission arrangements - 2015/2016

If your child was born between 1/9/2004 and 31/8/2005, s/he will commence secondary education in September 2015 and you should apply for a secondary school place before 31 October 2015. Late applications may be incorporated into the process as detailed in the scheme for inter-LA Co-ordination (Appendix 1).

Parents whose child has a Statement of Special Educational Needs follow separate admission procedures through the Statutory Assessment or Annual Review process.

COMPLETING THE PREFERENCE FORM (CAF1)

Please refer to page 18 'Key Steps for Parents' before completing your online application.

ADMISSION CRITERIA FOR OVERSUBSCRIBED SECONDARY COMMUNITY SCHOOLS

- Criterion 1: Looked after children (as defined by Section 22 of the Children Act 1989)** and previously
Priority will be given to a child Looked After Children in the care of a local authority or provided with accommodation by that authority or children previously deemed to be looked after.
- 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 41) Please note that only in very exceptional cases are places allocated in respect of the child's/parent's medical/social grounds.
- Criterion 3: Siblings**
Whether siblings attend the school and will still be attending the school in September 2015 (see page 41 for the definition of a sibling for admission purposes).

- Criterion 4: Distance**

How close the child lives (see definition of child's home address on page 42) to the school requested, with those living closest to the school getting the highest priority. The measurement between home and school will be determined by a straight line measurement from the designated home address to the preferred school using computerised software.

NB - Tie Breaker

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 prioritise applications.

HOW ARE COMMUNITY SCHOOL APPLICATIONS PRIORITISED?

The following Academies also use the same criteria as community schools The British Sikh School, Heath Park, Highfields school, Moseley Park, Smestow School, South Wolverhampton and Bilston, North East Wolverhampton and Wednesfield High School.

Provided that the number of requests for places at your preferred community school does not exceed the school's admission limit, a place could potentially be allocated. However, if the number of requests is greater than the school's admission limit, applications will be prioritised in accordance with the Authority's admission criteria for over-subscribed Community schools.

If there is a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

NB

For Community schools places are not allocated on 'specialist school' basis.

SPECIAL EDUCATIONAL NEEDS

The admission of children with a Statement of Special Educational Needs (SEN) will be agreed between the LA'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 Statements of SEN 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.

SUPPORTING EVIDENCE

Looked After Children/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 a 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 been immediately 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.

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. Evidence (e.g. a letter from a registered health professional such as a doctor or 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 (usually the nearest to home) 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 your 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.**

Definition of a Sibling for Admission Purposes

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)
- 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 2016). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

CHILD'S HOME ADDRESS

Parents are asked to provide their child's home address, i.e. the normal place of residence on weekdays and nights. **Please note that a childminder's address 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 Day on 1 March 2016 and the start of the academic year in September 2016, will be considered. The address must be the child's 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 or;
- 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 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.

In the event that the family moves between the application and the date of allocation it is the parent's responsibility to inform the Authority's Admissions Officer as soon as possible of the change of address and before 26 February 2016. Any changes received after 26 February 2016 will not be considered until after 1 March 2016.

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.

Children living in the same block of flats will be offered places randomly allocated by drawn lots.

WHAT CAN I DO IF MY PREFERENCE IS NOT SUCCESSFUL?

- **Waiting List**
If you have not been allocated your first preference the application will automatically be placed on a waiting list for your preferred Wolverhampton school or schools.
- **Appeal**
You will be advised, in writing, of how to access your right of appeal and to whom you should write. Please note that you are only entitled to one appeal, per school, per year-group, per academic year.

Appendix 2b

Voluntary Aided schools / Academies - admission arrangements - 2016/2017

The King's Church of England School

The King's School, Tettenhall, is an inclusive Voluntary Aided Church of England comprehensive school, to which the Governors admit children and families from all faiths and backgrounds and those of no faith, without reference to ability or aptitude.

Making application to The King's CE School means applying for a place at a Church of England School which offers a distinctive Church of England character and ethos, reflecting the teachings of Jesus Christ and Christian values. The school has a welcoming, caring and supportive environment where young people are encouraged to achieve their full potential. We ask all parents applying for a place here to respect our inclusive Christian ethos and its importance to the school community. We expect all students to participate in the worshipping life of the school.

There are no fees or charges related to the admission to the school and contributions to school funds or to off-site visits are not mandatory.

1a. During September 2015, families resident within Wolverhampton, will be issued with details of the admissions criteria and processes as well a copy of the Governors' **Supporting Information Form**.

b. Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a common application form.

2. In September 2015, brochures and **Supporting Information Form** will be available at The King's School. Brochures will also be available from the Headteacher of your child's primary school.

3. Parents may call at the School or write to the Admissions Officer requesting a brochure and/or **Supporting Information Form**. A self-addressed 10" x 14" envelope should be enclosed.

4a. Families resident within Wolverhampton **must** complete the LA's Online Common Application Form, indicating a ranked preference for The King's School, before 23.59 hours on **31 October 2015**. The CAF1 must be completed online. Visit www.wolverhampton.gov.uk/admissions

Please note that applicants must include The King's School on the Common Application Form to enable the Governors to consider their application.

or

b. Families resident outside Wolverhampton **must** complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for The King's School.

Please note that families must include The King's School on the Common Application Form to enable the Governors to consider their application.



5. The Governors' **Supporting Information Form** must be completed by all families and returned directly to the Admissions Officer at **The King's School before 4.00pm on Friday 4 December 2015** and **not** to their Home LA or the child's Primary School.

Applicants should enclose a self addressed stamped envelope if they require an acknowledgement of receipt.

6. The Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the **Supporting Information Form**.
7. For families applying under category A, B or C. A member of the clergy/faith community must be asked to support the application on the **Supporting Information Form**, confirming the details of membership supplied by the applicant.
8. On 1 March 2016, families will be advised, by their own Local Authority, of the School at which a place has been allocated.
9. Families who subsequently accept the offer of a place at another school should advise the Admissions Officer **immediately**, in writing. This will enable the Governors to offer the place to another family.

ADMISSIONS CRITERIA

In accordance with the School Admissions, Code of Practice, Governors will offer places to children in receipt of a Statement of Special Educational Needs, where The King's School is named in the schedule. This will reduce the number of places available to non-statemented children.

The governors will offer 150 places, each academic year, for entry into Year 7. If more than

150 applications are received, places will be allocated in accordance with the following categories.

CATEGORY A - FOUNDATION PLACES

Up to 40 places will be offered to children of practising Church of England families.

Written evidence of the family's commitment to its place of worship and Clergy reference will be required **at the time of application**.

CATEGORY B - GOVERNORS' PLACES

Up to 30 places will be offered to children of practising Christian families of a denomination other than Church of England.

Written evidence of the family's commitment to its place of worship and Clergy reference will be required **at the time of application**.

CATEGORY C - FAITH COMMUNITY PLACES

Up to 20 places will be offered to children of families who are actively involved in the worshipping life and work of any recognised faith community.

Written evidence of the family's commitment to its place of worship and Clergy reference will be required **at the time of application**.

If there are **more** qualifying applications received than places available, all unsuccessful applicants under the above categories A, B and C will be considered under category D, Open Places.

If there are **fewer** qualifying applications received than places available in the above categories then any unfilled places will become additional Open Places under Category D.

OVERSUBSCRIPTION CLAUSES - CATEGORIES A, B, AND C

For each category above, if there are more applications, which **fully** meet each criterion, than there are places available, then places will be allocated according to the following oversubscription criteria. These are stated in order of priority. In the event that two or more applicants

have equal rights to a place under an oversubscription clause, then the subsequent oversubscription clause will apply. See Glossary of Terms for explanations and definitions.

- i. Looked After Children (as defined by Section 22 of the Children Act 1988). Priority will be given to a child who is in the care of a Local Authority or a child who has been adopted (or is subject to a residence order or special guardianship) This **must** be confirmed at the time the application is made.
- ii. Children whose families provide evidence **at the time the application is made**, of particular educational, social or medical needs that can be met especially well within the caring Christian environment of The King's School.
- iii. The **strength** of the family's commitment to their place of worship as measured by the number of years, frequency of attendance and the involvement in activities associated with that place of worship.
- iv. Children currently attending a Church of England School.
- v. Children who at the time of admission, have a sibling attending the school in September 2016.
- vi. The nearness of the home to the school. The measurement between home and school will be determined by the straight line measurement from the home address to the school, carried out by the local authority software.

If there are more qualifying applications than places available, all successful applicants under the above categories A, B and C will be considered under Category D, Open Places. If there are fewer qualifying applications received than places available in the above category then any unfilled places will become additional Open Places under Category D below.

CATEGORY D - OPEN PLACES

60 places will be offered to children of families of any faith or none whose parents seek an education based on the Christian Ethos.

In the case of oversubscription, places will be allocated to families on the basis of the following order of priorities to children who:

- i. Looked After Children (as defined by Section 22 of the Children Act 1988). Priority will be given to a child who is in care of a Local Authority or a child who has been adopted (or is subject to a residence order or special guardianship) This **must** be confirmed at the time the application is made.
- ii. whose families provide evidence **at the time the application is made**, of particular educational, social or medical needs that can be met especially well within the caring Christian environment of The King's school.
- iii. at the time of admission have a sibling attending the school in September 2015.
- iv. currently attend a Church of England School.
- v. whose usual weekday place of residence is nearest the school. The distance is measured in a straight line from the threshold of the child's usual weekday place of residence to the school's nearest boundary carried out by the Local Authority's software.

GLOSSARY OF TERMS

Recognised Faith Community.

A 'recognised faith community' is one that is in membership with Churches Together in Wolverhampton, Churches Together in Britain and Ireland, the Wolverhampton NET Churches or affiliated to the Evangelical Alliance or Wolverhampton Interfaith Council or equivalent for their local area.

Looked After Children.

A looked after child is a child who is looked after by the Local Authority as defined in Section 22 of the Children's Act 1989. Evidence, e.g. evidence from



the Placement Authority, must be provided with the Supporting Evidence Form.

Strength of Commitment

Strength of Commitment is measured by the following priorities:-

- i. The **number of years** the family has been worshipping at their place of worship
- ii. The **frequency** of worship
- iii. **Involvement** in the activities associated with the place of worship

Family

The 'family' means the family unit as presented to the Governors in the Supporting Evidence Form.

For admissions purposes, a brother, sister or 'sibling' is a child who permanently resides at the same address as the child for whom a place is being sought and is one of the following:-

- Brother/sister
- Halfbrother/sister i.e. share one common parent
- Stepbrother/sister i.e. related by parent's marriage
- Any 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).

Governors recognise that other family circumstances may exist and they will give consideration to other children/family groups as declared on the Supporting Information form.

Multiple Births

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child(ren) the place(s) is/are to be allocated. In the situation a place or places will be allocated by lot.

Usual Place of Residence

This is determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used for the application.

LATE APPLICATIONS

Governors will consider applications received after the closing date of **Friday 4 December 2015** once those received on time have been considered.

WAITING LIST

In the event of a place not being offered, applicants will be automatically placed on the Waiting List, provided they have ranked The King's School on the common application form higher than the school at which they have been offered a place. However, applicants should advise the local authority in writing if they do not wish their child's name to be included on the waiting list. For each of the four categories, Governors will maintain lists ranked in accordance with the oversubscription clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked application on the waiting list for the category where the vacancy has arisen. These lists will be maintained until **31 December 2015**.

FORMAL 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 Chair of Governors via the Admissions Officer at the school before **18 March 2016**.

In due course, parents will be sent the necessary Appeal Form by the Admissions Officer, and details as to when and where the Appeal will be held will be forwarded to the parents after the Appeal Form has been lodged.

REPEAT APPLICATIONS

If the appeal is unsuccessful, the Governors will not consider a further application within the same academic year, unless there have been significant and material changes in the family's circumstances.

Our Lady and St Chad Catholic Academy

The admission process is part of the
Wolverhampton LA co-ordinated scheme.

For the normal year of entry in 2016/2017.
The Admission Policy of the Governors of Our Lady
& St Chad Catholic Academy is as follows:

The ethos of the Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Trust Deed of the Barberi and Newman Academy Trust and its object and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The Academy's Admission Number for the school year beginning in September 2016 is 150.

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria listed, provided that the Governors are made aware of that application before decisions on admissions are made (see Note 1).

In all categories, priority will be given to those who have a brother or sister (see Note 3) attending Our Lady & St Chad Catholic Sports College at the time of admission.

1. Baptised Catholic children (see Note 2) who are in the care of the Local Authority (Looked After Children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order. Evidence of a child in care from the placement authority to support this claim must be submitted with the Common Application Form.
2. Baptised Catholic children who currently attend a Catholic feeder Academy/school (see Note 4).
3. Baptised Catholic children who live in one of the six parishes of the Catholic Academies/Schools feeder school parish area (see Note 4 below).
4. Baptised Catholic Children of a permanent member of staff who has been employed at Our Lady and St Chad's Catholic Academy for two years or more at the time of application and has a current contract with the Pope John XXIII Catholic Mac.
5. Other Baptised Catholic children.
6. Non Catholic children who are in the care of the Local Authority (Looked After Children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted with the Common Application Form.



7. As per 4 but Non-Catholic children who currently attend a Catholic feeder school/academy.
8. Other Non-Catholic children.

For a child to be considered Catholic, evidence of Catholic Baptism or Reception into the Church will be required. See the Academy's Supporting Information form (SIF) for a definition of a Baptised Catholic. Those who face difficulties in producing written evidence of Baptism should contact their Parish Priest.

Parents/Carers making an application for a child must complete a SIF and send this to the Academy by 31 October 2015.

NOTE 1

The six designated feeder Academies/Schools for Our Lady and St Chad Catholic Academy are:

1. St Mary's Catholic Primary Academy
2. Corpus Christi Catholic Primary Academy
3. Holy Rosary Catholic Primary Academy
4. Holy Trinity Catholic Primary School
5. St Anthony's Catholic Primary School
6. St Patrick's Catholic Primary School

NOTE 2

The six parishes of the feeder Academies/Schools are:

1. Our Lady of Perpetual Succour, Cannock Road, Wolverhampton
2. St Anthony of Padua, Fordhouses, Wolverhampton
3. St Patrick's, Wolverhampton Road, Wolverhampton
4. Corpus Christi, Ashmore Park, Wolverhampton
5. St Joseph, Willenhall Road, Wolverhampton
6. Holy Trinity, Wolverhampton

NOTE 3

The 4 academies making up Pope John XXIII Catholic MAC are:

1. Our Lady and St Chad Catholic Academy

2. St Mary's Catholic Primary Academy
3. Corpus Christi Catholic Primary Academy
4. Holy Rosary Catholic Primary Academy

SIBLING PRIORITY

In all categories, priority will be given to those who have a brother or sister who is attending Our Lady and St Chad Catholic Academy and who will be attending at the same time of admission. 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, adopted or fostered children. The child for whom the Academy place is sought must be living in the same family unit at the same permanent address as the brother or sister. Where there are twins, triplets, multiple birth children, or children of the same family who are in the same academic year, if at least one falls within the PAN of 150, the Board of Directors will offer places to them all.

APPLICATIONS FOR CHILDREN FOR A SCHOOL PLACE OUTSIDE OF THEIR NORMAL AGE GROUP

If Parents/Carers wish for their child to be considered for admission to a year group outside of their normal age group, they should make an application for their normal age group and at the same time submit a formal written request to the Board of Directors at Our Lady and St Chad Catholic Academy, outlining the reasons for the request and enclosing any supporting documentation. The Board of Directors will consider applications submitted, taking into account the child's best interests, and advise Parents/Carers accordingly.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Board of Directors will give priority to children living closest to Our Lady and St Chad Catholic Academy. This measurement will be determined by the straight line measurement from the home address to the Academy using standard software. The home address of a pupil is considered to be the

permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocation a place. In a very small number of cases it may not be able to decide between applicants when applying the published admission criteria. For example, this may occur when children in the same year group live in a block of flats, whereby the distance between the home and Academy is the same. 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 legal limit to be exceeded, the Board of Directors will draw lots to randomly select the child to be offered the place.

APPEALS

Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing. All appeals paperwork must be sent to the Chair of the Board of Directors, Admissions Office (Appeals), Our Lady and St Chad Catholic Academy, Old Fallings Lane, Wolverhampton, WV10 8BL by the last day of March. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission.

LATE APPLICATIONS

Late CAF1 applications will be dealt with according to the LA co-ordinated scheme. SIFs received after the closing date, even if there is a significant and material change in circumstances such as a house move, cannot be treated as on-time **after the ranked admissions database has been submitted to the Local Authority**. Late SIFs will only be considered after all punctual ones have been processed.

WAITING LIST

The Academy will maintain a waiting list for admissions to Year 7 until 31 December. Children will no longer be added to the Academy's waiting list automatically. **Parents/Carers must contact the academy to ask for their child to be put on the waiting list.** The list will be kept by the Board of Directors in admission criteria order, which means that a child's position on the waiting list could go up or down. Parents/Carers can apply for their child to go on the waiting list provided they ranked Our Lady and St Chad Catholic Academy higher than the school/academy they have been offered. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Admissions after 31 December will be dealt with as part of the in-year admissions process.





St Edmund's Catholic Academy, Wolverhampton

St Edmund's Catholic Academy, Wolverhampton
Admissions Arrangements for Pupils in
2016/2017.

The Admission Policy of Bishop Cleary Catholic MAC Board of Directors in respect of St Edmund's Catholic Academy is as follows:

The ethos of the Academy is Catholic.
The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its board of Directors as part of the Catholic Church in accordance with the Trust Deed of the Barbari and Newman Academy Trust and its Object and seeks at all times to be a witness to Jesus Christ.

We ask all parents applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The published admission number for September 2016 is 150.

1. During **September 2015**, families residing within the City of Wolverhampton, will be provided, via their son's/daughter's primary school/academy, with full details of:
 - the scheme for inter-LA Co-ordination of Secondary Admissions at Year of Normal Entry
 - the LA's **Online Common Application Form**
 - the admissions criteria for St Edmund's
 - The **Supporting Information Form (SIF)** for St. Edmund's

Families residing outside Wolverhampton will also receive information from their 'home' LA which will include a CAF1.

2. From early **September 2015**, prospectuses and **SIFs** will be available from St. Edmund's Catholic Academy. Prospectuses and **SIFs** will be distributed to Year 6 pupils in the Catholic Feeder Primary Schools/Academies (St. Bernadette's Wombourne and St. Christopher's Codsall in Staffordshire; The Giffard, SS Mary & John's, St. Michael's Penn and St. Teresa's Parkfields - all in Wolverhampton).
3. Parents may call the Academy or write to the Admissions Officer requesting a prospectus and/or **SIF**.
4. Families who wish to visit the Academy may do so on:
 - **Wednesday, 30 September 2015**
between 6.00 pm and 8.30 pmFor families unable to attend Opening Evening, Academy tours will be held at **9.15 am until 10.45 am** on the following dates: **Thursday, 24 September 2015, Tuesday, 6 October 2015 and Wednesday, 14 October 2015.**
- 5a. Families residing within Wolverhampton must complete Wolverhampton LA's **Online Application Form** including a ranked preference for St. Edmund's Catholic Academy by **31 October 2015**.
Please note that parents must include St. Edmund's Catholic Academy on Wolverhampton LA's Online Application Form to enable the Board of directors to consider their application
Or
- 5b. Families residing outside Wolverhampton must complete the appropriate **CAF1** issued

by their 'home' LA and return it to them in accordance with the information and deadlines issued, indicating a ranked preference for St. Edmund's Catholic Academy.

Please note that parents must include St. Edmund's Catholic Academy on their home LA's CAF1 to enable the MAC directors to consider their application.

6. The **SIF** must be completed and returned, directly to the Admissions Officer at St. Edmund's Catholic Academy by **31 October 2015** and not to your LA or your son's/daughter's primary school/academy.
7. The Board of Directors will consider applications only from those who have completed the **Online Application Form** naming St Edmunds Catholic Academy as one of their choices and also a SIF.
8. Applications received after the closing date because of a significant and material change in circumstances such as a house move, can only be treated as on-time up to 2 December 2015 (tbc), which is the date the Academy's Board of Directors meets to approve all applications.
9. On **2 March 2016** families will be advised, by their LA, of a School/Academy at which a place has been allocated to their son/daughter.
10. In the event of a place not being offered at St. Edmund's, families have a right to appeal. All appeals paperwork must be received by the Chair of the Board of Directors, via the Admissions Officer at the Academy by **31 March 2016**. Parents will be given at least 10 days notice of an appeal hearing.

In-Year Applications

11. Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same

Academy for the same academic year unless, in exceptional circumstances, the admitting authority (Bishop Cleary Catholic Multi Academy Company Board of Directors) has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or Academy but still refused admission.

ST EDMUND'S CATHOLIC ACADEMY,
WOLVERHAMPTON
POLICY FOR ADMISSION TO THE ACADEMY IN
2016/2017

Through Bishop Cleary Catholic Multi Academy Company (Bishop Cleary Catholic MAC), the admissions process is part of the Inter-LA co-ordination of Secondary Admissions for the normal year of entry from Year 6 into Year 7 in 2016/2017 and also for in-year applications (other than normal year of entry) The ethos of the Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Trust Deed of the Barberi and Newman Academy Trust and its Object, and seeks at all times to be a witness to Jesus Christ. We ask all Parents/Carers applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of Parents/Carers who are not of the faith of this Academy to apply for and be considered for a place here.



The Admission Policy of Bishop Cleary Catholic MAC Board of Directors in respect of St Edmund's Catholic Academy is as follows:

The planned admission number (PAN) for Year 7 in September 2016 is 150.

A child with an Education, Health & Care (EHC) Plan (or Statement of Special Educational Needs for in-year applications) that names St Edmund's will be allocated a place before any other applications are considered by Directors. This will reduce the number of places available to other applicants.

If the number of applications exceeds the admission number, the Directors will give priority to applications in accordance with the criteria listed below, provided that the Directors are made aware of that application before decisions on admissions are made.

1. Baptised Catholic children who are currently in the care of a Local Authority (LAC) or provided with accommodation by them e.g. children in foster care (ref. Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order/special guardianship order
2. Baptised Catholic children who currently attend a Catholic feeder Academy/School 1
3. Baptised Catholic children who live in one of the seven parishes 2 of the Catholic feeder Academies/Schools 1
4. Baptised Catholic children of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with the Bishop Cleary Catholic MAC 3
5. Other Baptised Catholic children

6. Non-Catholic children who are currently in the care of the Local Authority (LAC) or provided with accommodation by them e.g. children in foster care (ref. Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order /special guardianship order

7. Non-Catholic children who currently attend a Catholic feeder Academy/School 1

8. Non-Catholic children of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with the Bishop Cleary Catholic MAC 3

9. Other non-Catholic children

For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. See the Academy's Supporting Information Form (SIF) for a definition of a Baptised Catholic. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents/Carers making an application for a child must complete a SIF and send this to the Academy by 31 October

Note 1

The 6 designated feeder Academies/Schools for St Edmund's are:

1. St. Bernadette's, Wombourne
2. St. Christopher's, Codsall
3. The Giffard, Wolverhampton
4. SS Mary & John's, Wolverhampton
5. St. Michael's, Penn
6. St. Teresa's, Parkfields

Note 2

The 7 parishes of the feeder Academies/Schools are:

1. St. Bernadette's, Wombourne
2. St. Christopher's, Codsall
3. St. Thomas of Canterbury, Tettenhall
4. SS Peter & Paul's, Wolverhampton
5. SS Mary & John's, Wolverhampton
6. St. Michael's, Penn
7. St. Teresa's, Parkfields

(A map is available on our website or from your local Parish Priest)

Note 3

The 5 academies making up Bishop Cleary Catholic MAC are:

1. St Edmund's Catholic Academy
2. The Giffard Catholic Primary Academy
3. SS Mary & John's Catholic Primary Academy
4. St Michael's Catholic Primary Academy
5. St Teresa's Catholic Primary Academy

SIBLING PRIORITY

In all categories, priority will be given to those who have a brother or sister who is attending St Edmund's Catholic Academy and who will still be attending at the time of admission. 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, adopted or fostered children. The child for whom the Academy place is sought must be living in the same family unit at the same permanent address as the brother or sister. Where there are twins, triplets, multiple birth children, or children of the same family who are in the same academic year, if at least one falls within the PAN of 150, the Board of Directors will offer places to them all.

APPLICATIONS FOR CHILDREN FOR A SCHOOL PLACE OUTSIDE OF THEIR NORMAL AGE GROUP

If Parents/Carers wish for their child to be considered for admission to a year group outside of

their normal age group, they should make an application for their normal age group and at the same time submit a formal written request to the Board of Directors at St Edmund's Catholic Academy, outlining the reasons for the request and enclosing any supporting documentation. The Board of Directors will consider applications submitted, taking into account the child's best interests, and advise Parents/Carers accordingly.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Board of Directors will give priority to children living closest to St Edmund's. This measurement will be determined by the straight line measurement from the home address to the Academy using standard software. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place. In a very small number of cases it may not be able to decide between applicants when applying the published admission criteria. For example, this may occur when children in the same year group live in a block of flats, whereby the distance between the home and academy is the same. 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 legal limit to be exceeded, the Board of Directors will draw lots to randomly select the child to be offered the final place.

APPEALS

Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing. All appeals paperwork must be sent to the Chair of the Board of Directors, Admissions Office (Appeals), St Edmund's Catholic Academy, Compton Park,



Compton Road West, Wolverhampton, WV3 9DU by the last day of March. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission.

LATE APPLICATIONS

Late CAF1 applications will be dealt with according to the LA co-ordinated scheme. SIFs received after the closing date, even if there is a significant and material change in circumstances such as a house move, cannot be treated as on-time after the ranked admissions database has been submitted to the Local Authority. Late SIFs will only be considered after all punctual ones have been processed.

WAITING LIST

The Academy will maintain a waiting list for admissions to Year 7 until 31 December. Children will no longer be added to the Academy's waiting list automatically. Parents/Carers must contact the Academy to ask for their child to be put on the waiting list. The list will be kept by the Board of Directors in admission criteria order, which means that a child's position on the waiting list could go up or down. Parents/Carers can apply for their child to go on the waiting list provided they ranked St Edmund's higher than the school/academy they have been offered. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Admissions after 31 December will be dealt with as part of the in-year admissions process (see below).

IN-YEAR ADMISSIONS (applications other than the normal Year 6 into Year 7 entry)

Parents/Carers can apply for a place for their child at any time outside the admissions round. Applications to the Academy other than the normal intake into Year 7 should be made to

Wolverhampton LA by completing an In-Year Transfer Form (INCAF), available from: School Admission & Transfers Section, Education and Enterprise, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR. Parents/Carers must also complete a SIF. Completed INCAFs are considered by the Secondary Social Inclusion and Advisory Placements Panel (SSI&APP), which will then need to consult with the Academy's Board of Directors. If there are no places available in the year group for which the application was made, no place will be offered and Parents/Carers will be informed accordingly. Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing to the Chair of the Board of Directors at the Academy address. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission. Please also refer to the LA's Fair Access Policy on the admission of excluded or hard to place children.

There is no cost or charge related to the admission of a child to St Edmund's

A copy of St Edmund's Admission Policy and Admission Arrangements can be found at www.stedmunds.org

S. Peter's Collegiate Church of England School

S. Peter's Collegiate School is a Church of England Academy which exists primarily to meet the needs of Church of England parents who wish their children to be educated by a system which introduces the student to an understanding of life based on the Christian faith as taught by the Church of England. In addition, the school seeks to promote Christian education in the wider community, within the Wolverhampton Schools' Partnership, and our partnership with the Church of England Primary Schools. As a comprehensive Academy the Governors admit children residing in Wolverhampton and its environs without reference to ability or aptitude.

Children who are to be admitted must be 11 years of age, that is born between 1 September 2004 and 31 August 2005, both dates inclusive.

- 1a. At the start of the Autumn Term 2015, families resident within Wolverhampton, will have access to a booklet produced by the Local Authority (LA) entitled 'Secondary Education in Wolverhampton 2016/2017' which contains full details of the admissions criteria and processes.
- b. Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a **Common Application Form**.
2. In October 2015, the prospectus and **Supporting Evidence Form** will be available at S. Peter's Collegiate School. Copies will also be available on the school's website www.speters.org.uk
3. Parents may call at the school or write to the Admissions Officer requesting a prospectus and/or Supporting Evidence

Form. Details will also be published on the schools website.

4. Families who wish to visit the School may do so on **Thursday 1 October 2015** between 5.30pm and 8.00pm.
- 5a. Families resident within Wolverhampton must complete the LA's Common Application Form, indicating a ranked preference for S. Peter's Collegiate School before **31 October 2015**. The CAF1 **must** be completed on line. Visit www.wolverhampton.gov.uk/admissions
Please note that applicants must include S. Peter's School on the Online Application Form to enable the Governors to consider their application.
or
- b. Families resident outside Wolverhampton **must** complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for S. Peter's Collegiate School. Online applications are also acceptable.
Please note that applicants must include S. Peter's School on the Online Application Form to enable the Governors to consider their application.
6. The Governors' **Supporting Evidence Form** must be completed by all families and returned **directly** to the Admissions Officer at **S. Peter's Collegiate School before 4.00pm on 4 December 2015** and **not** to their Home LA or the child's Primary School. Applicants are asked to check the correct postage is placed on letters sent through Royal Mail to ensure delivery. A self addressed stamped envelope should be enclosed if an acknowledgement of receipt is required.



7. The Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the **Supporting Evidence Form**.
8. A member of the clergy/faith community must be asked to support the application on the **Supporting Evidence Form**, confirming the details of membership supplied by the applicant.
9. On **1 March 2016**, families will be advised, by their Home LA, of the school at which a place has been allocated. Families have ten days to accept the place, either online or in writing – Failure to accept the place may result in the offer being withdrawn.
10. Families who subsequently accept the offer of a place at another school **must** advise the Admissions Officer immediately, in writing. This will enable the Governors to offer the place to another family.
11. There are no charges or costs related to the admission of students. Contributions to school funds, or to off-site educational visits are not mandatory.

ADMISSIONS CRITERIA 2015

Governors will offer 165 places each academic year.

Any child with an Educational Health and Care Plan, for whom S.Peter's Collegiate School is named in the schedule as the most appropriate school to meet those needs, takes priority and will automatically receive a place. This will affect the number of places available to non-statemented children.

If more than 165 applications are received, places will be offered in accordance with the following categories.

CATEGORY A: FOUNDATION PLACES

Criterion: **up to 95 places will be offered to children of practising Church of England families.**

Written confirmed evidence of the family's commitment to its place of worship and clergy reference(s) will be required at the time of application.

CATEGORY B: GOVERNORS' PLACES

Criterion: **up to 30 places will be offered to children of a practising Christian families of a recognised denomination other than the Church of England.**

Written confirmed evidence of the family's commitment to its place of worship and faith leader's reference(s), will be required at the time of application.

CATEGORY C: FAITH COMMUNITY PLACES

Criterion: **up to 25 places will be offered to children of families who are actively involved in the worshipping life and work of any recognised faith community.**

Written confirmed evidence of the family's commitment to their place of worship and faith leader's reference(s), will be required at the time of application.

CATEGORY D: PASTORAL PLACES

Criterion: **up to 15 places will be offered to children of families/carers of any recognised faith community who must provide evidence, on/with the Supporting Evidence Form, of particular educational, social or medical needs which can be met especially well within the caring Christian environment of S. Peter's School.**

Applicants must provide evidence of the help currently being received from the Church of England, other recognised faith communities, or other appropriate support groups in meeting those needs. Written confirmed evidence of the family's commitment to its place of worship **and** the

support they received **and** faith leader's reference will be required at the time of application.

CATEGORY E: OTHER PLACES

If any of the above categories is undersubscribed, the Governors will reconsider applications not initially allocated a place. Consideration will be given in the first instance to those applications submitted under Category A (Foundation Places) and then those submitted under Category B (Governors' Places).

OVERSUBSCRIPTION CRITERIA

For **each category**, if there are more applications which **fully** meet each criterion than there are places available then places will be allocated according to the following oversubscription criteria. These are stated in order of priority. See 'Glossary of Terms' for explanations and definitions.

- (i) **Looked After Children / Previously Looked After Children.** This **MUST** be confirmed at the time the application is made.
- (ii) The strength of the **family's** commitment to their place of worship as measured by the number of years, frequency of attendance and the involvement in activities associated with that place of worship.
- (iii) Children who will have a **sibling** attending the Academy at the time of application as well as at the time of admission **and** who joined the academy before Sixth form level.
- (iv) Children currently attending a Church of England School.
- (v) The nearness of the home to the academy. The distance measured **in a straight line** from the threshold of the normal weekday place of residence of the child to the nearest public access of Compton Park Campus.

GLOSSARY OF TERMS

Recognised Denomination/Recognised Faith Community

A recognised denomination or 'recognised faith community' is one which is in membership with or affiliated to Churches Together in Britain and Ireland and/or, The Wolverhampton Inter Faith and Regeneration Network and/or the Wolverhampton NET Church affiliated to the Evangelical Alliance or equivalent to their area. This must be affirmed by the Faith Leader on the Supporting Evidence Form.

Looked After Child/Child in Care

A 'Looked After Child' or a 'Child in Care' is a child who is looked after by a local authority as defined in Section 22 of the Children Act 1989. Evidence, e.g. evidence from the Placement Authority, must be provided with the Supporting Evidence Form.

Previously Looked After Children

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)

Strength of Commitment

This is measured by the following priorities

1. the **number of years** the family has been worshipping.
2. the **frequency** of worship.
3. **involvement** in the activities associated with the place of worship.

Family

The 'family' means the family unit as presented to the Governors on the Supporting Evidence Form.

Sibling

For Admission purposes a 'sibling' is a child who resides at the same address as the child for whom a place is being sought and is one of the following:

- Brother/sister
- Half brother/sister i.e. share one parent
- Step brother/sister i.e. related by marriage



- Any 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).

Governors recognise that other family circumstances may exist and they will give consideration to other children/family groups as declared on the Supporting Evidence Form.

Multiple Births

In the event that there is an insufficient number of places to allocate to twins, triplets etc, a decision will be made as to which child(ren) the place(s) is/are to be allocated. In this situation a place or places will be allocated by lot.

Normal Weekday Residence

This is determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used for the application.

LATE APPLICATIONS

Governors will consider applications received after the closing date of 4 December 2015 once those received on time have been considered.

WAITING LIST

In the event of a place not being offered, applicants will automatically be placed on the waiting list, provided they have ranked S. Peter's on the common application form, higher than the school at which they have been offered a place. However, applicants should advise the Local Authority in writing if they do NOT wish their child's name to be placed on the waiting list.

For each of the four categories, Governors will maintain lists ranked in accordance with the oversubscription clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked

application on the waiting list for the category where the vacancy has arisen. These lists will be maintained until **31 December 2016**.

FORMAL 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 Chair of Governors via the Admissions Officer at the school before **20 March 2016**. In due course, parents will be sent the necessary Appeal Form by the Admissions Officer and details as to when and where the Appeal will be held will be forwarded to the parents after the Appeal Form has been lodged. The closing date for lodging the appeal form will be Friday April 10 2015.

REPEAT APPLICATIONS

Unless there are significant and material changes in circumstances, Governors will not consider a repeat application in the same academic year.



Aldersley High School

Arrangements for applications for places at Aldersley High School will be made in accordance with the LA's co-ordinated admissions scheme 2016/2017.

The Academies Trust will offer 170 places each academic year. Where the number of applications for admission is greater than the number of places available, applications will be considered against the criteria set out below (after the admission of young people with statements of Special Educational Needs where Aldersley High School is named on the statement):

- a. Looked After Children and Previously Looked After Children who are the subject of a full care order.
- b. Young people whose siblings currently attend the school and who will continue to do so on the date of admission.
- c. All other young people not included in paragraph's (a) to (b) above.
- d. If the school is oversubscribed in any of the categories (a) to (c) above, young people who geographically live closest to the school will be given priority until all places have been allocated.
- e. If applicants live at the same address or in the same block of flats the allocation of places will be made by way of drawing lots.

There is no charge or cost related to the admission of a student to Aldersley High School.

FORMAL APPEALS

In the event of a place not being offered, notice of intention to appeal must be made to the Chair of Governors through the Admissions Officer at the school within **20 days of the date on the letter refusing a place.**

Appeals will be considered initially by the Admissions Committee of the Governing Body. Should the Committee decide not to offer a place parents can further appeal to an independent panel which will be convened for this purpose, as established under Section 94 of the School Standards and Framework Act 1998.

WAITING LIST

In the event of a place not being offered, applicants will be automatically placed on the waiting list, provided they have ranked Aldersley High School Academies Trust on the Common Application Form higher than the school at which they have been offered a place. The Governors will then be advised by the Local Authority. Governors will maintain lists ranked in accordance with the oversubscription clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked application on the waiting list. These lists will be maintained until 31 December 2016.

IN-YEAR ADMISSIONS

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academies Trust will consider all such applications and if the year group applied for has a place available it will offer a place. If more applications are received than there are places available, the oversubscription criteria for year 7 will apply. Parents whose application is turned down will still be entitled to appeal the decision.

APPLICATIONS FROM SEPARATED PARENTS

Only one application can be considered for each young person. Where parents are separated it is



essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the Academy will only consider the application from the parent who is the prime carer for the child. The prime carer is the parent in whose name child benefit payments for the individual child are made.

APPLICATIONS FOR CHILDREN OF MULTIPLE BIRTHS

If there are insufficient places to accommodate all of the children of a multiple birth (i.e. twins, triplets etc) if one child can be admitted then the other siblings of the multiple birth will be admitted over the Academy's published admission number.

WITHDRAWING AN OFFER OF A SCHOOL PLACE

The Academy may withdraw the offer of a school place if it is considered that the offer of a place was obtained using fraudulent or intentionally misleading information. The application will then be considered as a late application using the correct information. If a young person starts at the school the place will not however be withdrawn.

HOME ADDRESS

The Academy will consider that a child lives at the address at which he/she lives during the school week. Where a child lives at more than one address during the school week the Academy will consider the home address as being where the primary carer resides. The "prime carer" is the person in whose name child benefit payments for the individual child are made. The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading the Academy may refuse to offer a place or if already offered may withdraw the offer.

DEFINITION OF SIBLING

"Sibling" means a full brother or sister, a half brother or half sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household.

MEASUREMENT

The measurement between home and school will be determined by a straight line measurement from the designated home address to the preferred school using computerised software.

YOUNG PERSONS OF EQUAL PRIORITY

If there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the Academy who has no involvement in the school admissions process.

Wolverhampton Girls' High School

Wolverhampton Girls' High School is a maintained selective grammar school for girls from 11 to 18 years with Academy status.

There is no charge or cost related to the admission of a pupil to the school. The Governing Body of the school is responsible for the admission arrangements. Admission arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

All parents living both within and beyond the City of Wolverhampton may apply for their daughters to be admitted to the school.

ADMISSION OF PUPILS TO YEAR 7

For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools.

Admission to Year 7 is determined by the performance of candidates in an entrance test and by the availability of places. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The entrance examination is open to girls who will be no older than 11 years of age on 31 August 2016.

APPLICATION PROCEDURES

Parents who wish their daughter to be considered for a place in Year 7 from 1 September 2016 must register her for the entrance test by completing and returning to the school by the specified date the Registration Form. This is available to collect from the school or alternatively is published electronically on the Wolverhampton Girls' High

School website.

Parents must also complete a **Common Application Form**. The parents of children resident in Wolverhampton should visit the Wolverhampton City Council website to obtain the Secondary Composite Prospectus and access the online application system. The parents of children not resident in Wolverhampton must obtain a composite prospectus and Common Application Form from the Local Authority in whose area they live. This must also be completed and returned by the specified date to their home Local Authority, following the guidelines given in the composite prospectus, and ensuring that Wolverhampton Girls' High School is named as one of their preferred schools. If Wolverhampton Girls' High School is not named on the Common Application Form, no offer of a place will be made even if the child has taken the entrance test.

ADMISSION NUMBER

The number of intended admission for the year commencing 1 September 2016 will be 145.

ENTRANCE TEST

Admission to Year 7 of the school on 1 September 2016 will be determined solely on the performance of all candidates in an entrance test.

Arrangements for taking the tests will be announced by the Governing Body in the local press during the Spring Term 2015 and the test will be taken late in the Summer Term 2015.

Where a candidate is ill on the day of testing, arrangements will be made for the test to be taken on an alternative date. In such cases the candidate will need to provide a medical note within 5 days of the test date. Any other exceptional circumstances for non-attendance should be notified in writing to the school prior to the test. The school cannot make allowance for test performance which may have been adversely affected by illness or by any other exceptional circumstance.



ALLOCATION OF PLACES

The school makes the arrangements for girls to sit the entrance test and for it to be marked independently. The scores are put into a table in merit order according to the performance of each girl in the test. In order to inform their choice of schools for their daughter, parents are sent a notification letter containing information about their daughter's performance in the entrance test. The merit table is then sent to the Local Authority.

On the National Offer Day, letters are sent out offering places at Wolverhampton Girls' High School to 145 girls. Places are offered strictly according to the test order of merit to the first 145 girls for whom Wolverhampton Girls' High School was the highest in their list of preferred schools on their Common Application Form for which they met the criteria.

Before 1 September 2016, parents of successful applicants will be required to provide evidence of the date of birth of their daughter in the form of an original birth certificate or other form of documentation acceptable to the Governing Body.

OVERSUBSCRIPTION CRITERIA

Where applications for admission exceed the number of places available, eligible girls higher in the merit order will be given preference.

In the event that more than one candidate obtains the last qualifying score, priority will be allocated on the basis of the points set out below:

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 a child who was previously Looked After but immediately after being looked After became subject to an adoption, residence or special guardianship order.

2. Those living nearest to the school.
The measurement between home address and school will be determined by the straight line measurement from the designated home address (the normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement) to the designated school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents have shared responsibility for the girl and the girl lives with both parents for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents may be requested to supply documentary evidence to support the address used for the application.
3. Twins, triplets, multiple births – in this situation when the sisters live at the same address, the place will be offered strictly according to the test order of merit list. In the event that there is a tie, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

LATE APPLICATIONS

It is essential that the Registration Form for the entrance test is received by the specified date. In exceptional circumstances late applications must be submitted to the school with supporting evidence to provide the reason for late application. This will be considered and provision will be made for the child to sit the test at an alternative date.

WAITING LIST

Following completion of the annual co-ordinated admissions procedure, should places then become available, girls will normally only be considered for admission if their standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage.

In the event of a place not being offered, your daughter's name will be placed onto an automatic waiting list, provided that Wolverhampton Girls' High School was listed higher in your order of preference on the Common Application Form than the school at which she was allocated a place, and that her standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage.

The waiting list will be automatically generated after initial offers have been notified and maintained until the end of the Autumn Term 2016 by Wolverhampton Local Authority. Following this date, no waiting list will be held.

APPEALS

In the event of a place not being offered, parents have the right to appeal to an independent appeal panel. The intention to do so must be indicated in writing to the Clerk to the Governing Body at the school by the date specified. Parents will then be sent the necessary forms. Once an appeal has been lodged, parents will receive information about the appeal process, including details as to when and where the appeal will be held.

EQUALITY ACT 2010

Parents who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Needs which would disadvantage her during the application of the school's admission procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.



Other Local Authorities

Local Authorities (LAs) are required to co-ordinate secondary transfers for all maintained (i.e. non-fee paying) schools.

The following LAs:

- Birmingham LA
- Dudley LA
- Sandwell LA
- Staffordshire LA
- Walsall LA
- Wolverhampton LA
- Telford and Wrekin LA
- Shropshire LA

have agreed to co-ordinate applications for their schools.

There is also a general agreement amongst all Midlands LAs 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 secondary 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 complete one application form on which you will state your secondary school preferences.
4. Your preferences can be for secondary schools inside or outside your home LA (i.e. the LA in which you and your child live).
5. You will be informed of the outcome of your application by your Home LA which will make an offer of a single place for your child. You can view this online if you apply

via the online application system. A formal offer will be posted to you on 1 March 2016.

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 - Your application form and information booklet will be supplied by your Home LA. If you have not received any information by mid-September 2015 please contact your Home LA.

Stage 2 - If you want to apply for schools outside of your Home LA you are strongly advised to contact those schools' LAs 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 LA. Do not include Thomas Telford & fee paying schools.

Stage 5 - You may need to provide additional information and/or complete 'Supporting Evidence Forms' for some schools. Each LA'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 LA 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 City Council

Children, Information and Advice Service
tel: Children Information and Advice Centre
0121 303 1888 (option 4)
e-mail: admissions@birmingham.gov.uk
letter: School Admissions
& Pupil Placement Service
PO Box 16513
B2 2FF

Staffordshire County Council

School Admission & Transport Service
tel: School Admissions
01785 278593
web: www.staffordshire.gov.uk/admissions
e-mail: admissions@staffordshire.gov.uk
letter: School Admissions Education Department
Tipping Street
Stafford
ST16 2DH

Dudley MBC

Directorate of Childrens' Services
tel: School Admissions Service
01384 814223
web: www.dudley.gov.uk
e-mail: admissions.cs@dudley.gov.uk
letter: Directorate of Children Services
School Admissions Service
Westox House
1 Trinity Road
Dudley
DY1 1JQ

Walsall Children's Services - Education

tel: School Admissions
01922 686470
e-mail: secondary.admissions@edu.walsall.gov.uk
letter: School Admissions
Education Development Centre
Pelsall Lane
Walsall
WS4 1NG

Wolverhampton City Council

tel: Admissions & Appeals Section
01902 554176
e-mail: schooladmissions@wolverhampton.gov.uk
letter: Education & Enterprise
School Places & Transport
Admissions & Appeals
Civic Centre
St Peter's Square
Wolverhampton
WV1 1RR

Telford & Wrekin Council

tel: Family & Cohesion
01952 380903/04
e-mail: admissions@telford.gov.uk
letter: School Organisation Service
6B Darby House
Telford
TF3 4JA

Shropshire County Council

tel: School Admissions
03456 789008
e-mail: school-admissions@shropshire.gov.uk
letter: School Admissions Team
Learning & Skills
Shirehall
Abbey Foregale
Shrewsbury
SY2 6ND



School terms and holiday dates 2016 - 2017

AUTUMN TERM 2016

September 2016		October 2016		November 2016		December 2016	
W	7 14 21 28	W	5 12 19 26	W	2 9 16 23 30	W	7 14 21 29
Th	1 8 15 22 29	Th	6 13 20 27	Th	3 10 17 24	Th	1 8 15 22 30
F	2 9 16 23 30	F	7 14 21 28	F	4 11 18 25	F	2 9 16 23 31
S	3 10 17 24	S	1 8 15 22 29	S	5 12 19 26	S	3 10 17 24
Su	4 11 18 25	Su	2 9 16 23 30	Su	6 13 20 27	Su	4 11 18 25
M	5 12 19 26	M	3 10 17 24 31	M	7 14 21 28	M	5 12 19 26
T	6 13 20 27	T	4 11 18 25	T	1 8 15 22 29	T	6 13 20 27

Term Time Monday 5 September 2016 – Friday 21 October 2016
 Half Term Monday 24 October 2016 – Friday 28 October 2016
 Term Time Monday 31 October 2016 – Friday 16 December 2016

SPRING TERM 2017

January 2017		February 2017		March 2017		April 2017	
W	4 11 18 25	W	1 8 15 22 29	T	7 14 21 28	T	4 11 18 25
Th	5 12 19 26	T	2 9 16 23	W	1 8 15 22 29	W	5 12 19 26
F	6 13 20 27	F	3 10 17 24	Th	2 9 16 23 30	Th	6 13 20 27
S	7 14 21 28	S	4 11 18 25	F	3 10 17 24 31	F	7 14 21 28
Su	1 8 15 22 29	Su	5 12 19 26	S	4 11 18 25	S	1 8 15 22 29
M	2 9 16 23 30	M	6 13 20 27	Su	5 12 19 26	Su	2 9 16 23 30
T	3 10 17 24 31	T	7 14 21 28	M	6 13 20 27	M	3 10 17 24

Term Time Tuesday 3 January 2017 – Friday 17 February 2017
 Half Term Monday 20 February 2017 – Friday 24 February 2017
 Term Time Monday 27 February 2017 – Friday 7 April 2017
 Bank Holidays Good Friday 14 April/Easter Monday 17 April 2017

SUMMER TERM 2017

SUMMER TERM 2017

May 2017		June 2017		July 2017		August 2017	
T	2 9 16 23 30	T	6 13 20 27	T	4 11 18 25	T	1 8 15 22 29
W	3 10 17 24 31	W	7 14 21 28	W	5 12 19 26	W	2 9 16 23 30
Th	4 11 18 25	Th	1 8 15 22 29	Th	6 13 20 27	Th	3 10 17 24 31
F	5 12 19 26	F	2 9 16 23 30	F	7 14 21 28	F	4 11 18 25
S	6 13 20 27	S	3 10 17 24	S	1 8 15 22 29	S	5 12 19 26
Su	7 14 21 28	Su	4 11 18 25	Su	2 9 16 23 30	Su	6 13 20 27
M	1 8 15 22 29	M	5 12 19 26	M	3 10 17 24 31	M	7 14 21 28

Term Time Monday 24 April 2017 – Friday 26 May 2017
 Bank Holiday Monday 1 May 2017/Monday 29 May 2017
 Half Term Monday 29 May 2017 – Friday 2 June 2017
 Term Time Monday 5 June 2017 – Tuesday 25 July 2017

Where to find out more

Education Psychology Service	01902 556948
Education Welfare Service	01902 555262
Multi Agency Support Teams	01902 551953/555973/551499/555946/552630/ 556040/556952/555258
Pupil Services & Transport (Bus passes)	01902 551122 / 554202 / 554154
Free School Meals	01902 551122 / 554128
Admissions and Appeals	01902 551122
Behavioural and Mental Health Support Team	01902 555939
Exclusions from School	01902 555924
Special Educational Needs Statutory Assessment & Review Team	01902 555873 / 555986 551498 / 555961
Wolverhampton Information and Advice Service	01902 556945
Wolverhampton City Council Website	www.wolverhampton.gov.uk
School Choice Advice Service	01902 550941
School Meals Development Officer	01902 554283

OTHER AGENCIES

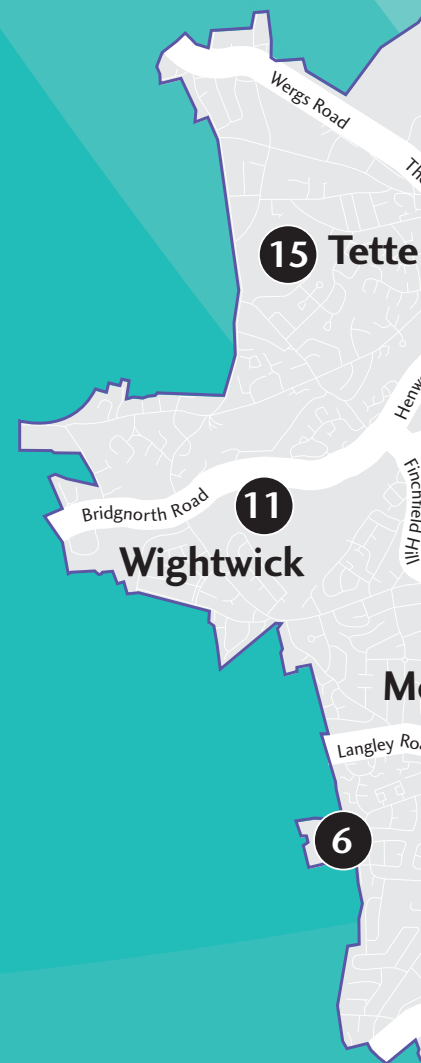
Central Library, Snow Hill	01902 552025
Connexions Careers Service 118-119 Salop Street, Wolverhampton	01902 773040
and 30 Church Street Bilston	01902 408811
Local Government Ombudsman	08456 021983/02476 821960/03000 610614
Schools Adjudicator	08700 012468
Department for Education	0370 0002288 / www.education.gov.uk
Catering Service Support	01902 555227



WOLVERHAMPTON SECONDARY SCHOOLS

Key

- 1 Aldersley High School
- 2 Colton Hills Community School
A Specialist Language College
- 3 Coppice Performing Arts School
- 4 Deansfield Community School, Specialist in Media Arts
- 5 Our Lady and St Chad Catholic Academy
- 6 Highfields School
- 7 Moreton Community School
- 8 Moseley Park
- 9 North East Wolverhampton Academy
- 10 Heath Park
- 11 Smestow School
- 12 S. Peter's Collegiate Church of England School
- 13 South Wolverhampton & Bilston Academy
- 14 St Edmund's Catholic Academy
- 15 The King's Church of England School
- 16 Wednesfield High School
A Specialist Engineering College
- 17 Wolverhampton Girls' High School





Fordhouses

9

Bushbury

7

Blakeley Green

1

Oxley

5

Wednesfield

3

10

Heath Town

16

City Centre

4

Willenhall

Finchfield

8

Bilston

2

Parkfield

13

Coseley

Bradley

Penn

Merry Hill

Willenhall

Willenhall

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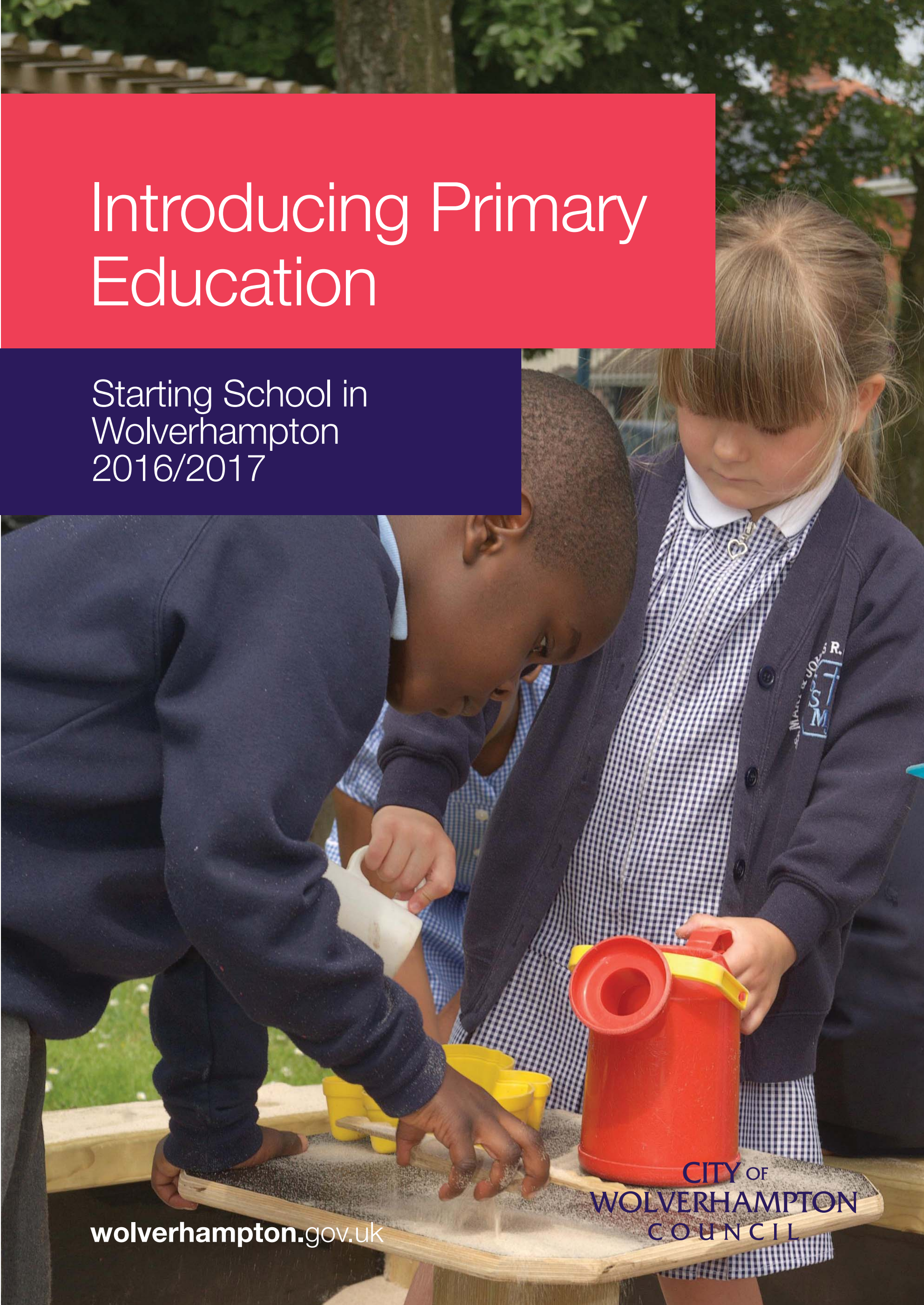
This information can be made available
in a range of languages and formats.



Civic Centre, St Peter's Square,
Wolverhampton WV1 1RR

Introducing Primary Education

Starting School in
Wolverhampton
2016/2017



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

Email:

schooladmissions@wolverhampton.gov.uk

The information in this booklet is for parents/carers of pupils due to transfer to primary/junior school in September 2016; and for parents/carers applying for primary junior school places after the normal intake in September 2016, 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 2015' is available for all pupils transferring from Year 2 to Year 3 in September 2016. 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 555913/551122.

If you wish to speak to someone in person, please visit our offices at the Civic Centre between 8.30am and 5.00pm Monday to Thursday and from 8.30am and 4.30pm on Friday.

Other services provided by the City of Wolverhampton Council are also available to support you and your child, please see page 105.

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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1

Introduction



Dear Parents/Carers

Starting school can be both an exciting and daunting experience for children and their parents.

This booklet has been put together to help you understand the school admissions process but also to act as a guide to primary education. Please retain it for reference, it may prove useful to you in the future.

When applying for a school place for your child, please bear in mind that having a place in the nursery of a school does not entitle you to a place in the reception year of that school.

You can express preferences for up to **five different schools**. Although you may have a strong desire to get your child into a particular school, there is no guarantee that your application will be successful. Please consider this when making your application and ensure that you use all the preferences available to you.

Please use the information contained in this booklet to help you decide which schools to express preferences for.

I wish your child every success in their primary education.

Yours sincerely

Julien Kramer
Director of 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 page 31 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 booklet any reference to parent 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 home-school 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 multi-cultural 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 (i.e. whether he/she will give permission for your child's absence).

Please remember that legally it is your responsibility to ensure that your child attends school regularly and that absences are kept to a minimum. However, if attendance becomes a major difficulty, guidance and advice is available from the Education Welfare Service (see page 105).

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 for 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 will 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 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 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.

If, for disciplinary reasons, your child is sent home from school it is the duty of the Headteacher to notify you, not only of the reasons for the exclusion, but also of your right to state your case to the governing body. It is likely that, under these circumstances, you will be contacted by the Education Welfare Officer attached to your child's school, who will be able to provide further advice and information. If, for any reason, that contact is not made and you have particular concerns, please seek the advice of the Behaviour and Mental Health Support (BAMHS) Team

which is located at **Priory Green, Whitburn Close, Wolverhampton WV9 5NJ** (see page 105 for contact details).

If, having put your case to the Pupil Discipline Committee of the school's governing body, a permanent exclusion is confirmed you have the right to appeal to an independent appeal panel. The panel's decision is final and binding on all parties. For community and voluntary controlled schools, appeals must be made in writing to the **Democratic Support Section, Governance Service, Delivery Directorate, Civic Centre, St Peter's Square, Wolverhampton, WV1 1SH**. For voluntary-aided schools, appeals must be made in writing to the **Chair of Governors**, care of the school.



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 Years, Childcare and Play 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 Family Information Service. This information will enable you to identify the Early Years provision that will suit the needs of you and your child.

The Early Years, Childcare and Play Service is located at the Priory Green, Whitburn Close, Wolverhampton WV9 5NJ (see page 105).



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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. If parents choose to defer entry they should do so in writing to the Head teacher who will ensure that the child's 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 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.

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.

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 will be seven-years old during the current school year and will therefore be of junior school age in September 2016 will be written to early in December 2015. 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 2016 is 15th January 2016.**

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 unauthorised 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, page 58); 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, page 62).

See pages 14 - 15 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 statement of special educational needs/ education/health/care plan?
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 32 – 43)?
- 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 page 19)?
- 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 18 for allocation timetable.

- Does my application need extra evidence to support it (see Appendices pages 62 to 100)?
- Have I got online access?

MAKING AN APPLICATION

Apply online at www.wolverhampton.gov.uk/admissions

- Your application must be submitted by 23.59pm on 15th January 2016.
- You will need to provide hard copy evidence for social medical claims (see page 59).
- 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 15th January 2016**.

- Fill in any supplementary information forms for any voluntary-**controlled** school(s)/ academy to which you are applying. These should be returned to the School Admissions and Appeals Section at the Civic Centre by 15th January 2016.

EXPRESSING A PREFERENCE

All admitting authorities require you as parents to express your preferences online at 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 OVER-SUBSCRIPTION

Community, Academy, Free and Voluntary-Controlled Schools

- 47 community schools
- 5 academy schools
- 1 free school
- 7 voluntary-controlled church schools

There are five infant and five associated junior schools (i.e. Uplands is the associated junior school for Westacre Infant School), and 49 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 58) 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 seven 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.

The School Directory on pages 30 – 51 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 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 four voluntary-aided church schools in Wolverhampton and eight academies. The governing body of each of these schools is the admitting authority for the school. Please refer to Appendix 2a (page 62) 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 30 – 51 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

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 91).

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 31st December 2016, 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 60).



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 a statement of Special Educational Needs, 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

Only a parent can complain to the Local Government Ombudsman. 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 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 and the Education Welfare Officer of your child's school.

If, after a full discussion with the Headteacher and the Education Welfare Officer, 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 2016

All Wolverhampton Schools	
Deadline for applying	15 January 2016
Deadline for supplementary information forms to be submitted to the school (where required)	15 January 2016
Notification of allocations on-line	18 April 2016
Notification of places allocated by second class post, posted on	18 April 2016
Appeals heard	May - August 2016

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
The Giffard Catholic Primary Academy & Nursery School	Yes

Voluntary-controlled schools and academies	Is a supplementary information form required
Bilston 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. 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.
Christ Church C.E. Infant School (Tettenhall Wood)	
Christ Church C.E. Junior School	
St Alban's C.E. Primary School	
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	

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Support for pupils and families

TRANSPORT TO PRIMARY SCHOOL

Free transport is available for pupils of compulsory school age in certain circumstances. You can view the policy at www.wolverhampton.gov.uk/schooltravel

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

The Pupil Services Section
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 Pupil Services Section (see page 105).

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.

We are in the process of developing a web based portal in conjunction with Travelwise West Midlands for each school to add their own information on travelling to school.

The Home to School Sustainable Travel Strategy has been produced with all the above things in mind. It also has information regarding accident data in the City and services provided in Road Safety and other areas of the council. It contains links to the Local Transport Plan and Strategies for Walking and Cycling. The full strategy can be found on the council website

www.wolverhampton.gov.uk/transport_streets/motor/safety/schools/Home+to+school+strategy.htm or a copy can be obtained by calling 01902 551122.





PUBLIC TRANSPORT TRAVEL OPTIONS FOR SCHOOL

School TravelWise

The School TravelWise website www.schooltravelwise.org.uk enables you or your child to plan their route to school – whether travelling by public transport, walking, cycling or using a 'Park and Stride' facility.

This easy-to-use resource contains a host of information to help your child to travel to school sustainably. Information includes:

- a search facility to find your nearest schools;
- bespoke journey planning for bus, rail, road and walking routes;
- Information on carbon savings and calories burned if non-car travel modes are chosen;
- Details of school activities (such as clubs, events and exams) with time-related journey planning.

- Mapping of transport facilities around a school such as: crossing points, local bus stops, cycle routes, park and stride locations, and walking bus routes.

Network 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. Network 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.networkwestmidlands.com.

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



MEALS

Well-balanced, tasty and popular two-course meals costing £2.10 each are available at all Wolverhampton primary schools. This charge is reviewed each year, and may vary between schools. All schools offer a wide choice of delicious and nutritious hot and cold meals, including children's favourites, such as roast dinners, fish and chips and traditional puddings and fresh fruit.

School lunches in primary schools have been required to meet nutritional standards since September 2008. This means that an average school lunch at Wolverhampton's primary schools provides at least one third of a child's daily requirements for important nutrients including iron, zinc and protein, and no more than a third of the recommended daily amounts of potentially harmful fats, salt and sugar.

A family with two children at primary school taking free school meals saves £20 a week – over a typical school year, savings amount to almost £800!

School menus are available at your child's school or www.wolverhampton.gov.uk/catering.

Meals will be provided free of charge for children of those families in receipt of the following benefits:

- Income Support
- Income-Based Jobseekers' Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Child Tax Credit - and an annual income (as assessed by the Inland Revenue) of less than £16,190 (April 2013 – 2014) or
- Guaranteed element of Pension Credit.

You do not have to be the actual parent of the child(ren) in order to make a claim but you must be claiming one of the above benefits for the child(ren). If you think such help is appropriate in your case and would like further information, please contact the Free School Meals team (see page 105), for advice on eligibility, application and renewal procedures, or you can apply online at www.wolverhampton.gov.uk/freeschoolmeals.

If your child has special dietary needs, please contact the Headteacher of the school or the School Meals Development Officer (see page 105).

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.



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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 four year olds in the City whose parents wish to take up this opportunity. The provision also extends to all three year olds and includes the availability of places in local authority nursery schools/classes as well as private, voluntary and independent settings which are registered to deliver nursery education. Three year olds are entitled to fifteen hours free nursery education a 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
- Children's centres
- Playgroups*
- Day care nurseries*

For information please contact the Early Years, Childcare and Play Service or the Wolverhampton Family Information Service - see page 105 for contact details.

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 Years, Childcare and Play 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. You may also be charged for the cost of meals supplied.

CHILDCARE INFORMATION

The Wolverhampton Family Information Service (FIS) offers a specialist 'one-stop' information and advice service for parents seeking nursery education, child care or play provision for their children. Their computer database has details of all registered early years and childcare provision in the City. This includes registered childminders with vacancies, day nurseries, pre-school playgroups, parent/carer groups, out-of-school schemes and holiday playschemes. (see page 105 for contact details).

7

Special educational needs

SUPPORT FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

- Many children will have special educational needs at some time during their school careers but, in the majority of cases, these needs can and will be met within the child's own school.
- All schools in the City follow the guidance as set out in the Special Educational Needs and Disability Code of Practice in order to identify children considered to have special educational needs. Further guidance is set out in the Authority's Special Educational Needs and Educational Inclusion Handbook: Policy and Procedures and in a separate booklet entitled: Action, Action Plus and Statements of SEN and from September 2014 SEN Support and Education, Health and Care Plan.
- All schools have a policy on special educational needs and a designated Special Educational Needs Co-ordinator, usually referred to as the SENCO. In addition all schools have a designated governor who takes responsibility for ensuring provision to meet the special educational needs of the children in the school is made.
- All young people are supported in their learning through a differential curriculum and personalised learning but some young people will be given additional support if required through 'SEN Support' or, in a very few cases, a Statement of Special Educational Needs/Education, Health & Care Plan. The Authority's Special Educational Needs and Educational Inclusion Handbook sets out the nature of support expected at these stages.

In addition, the school's policy on special educational needs will set out the details of the nature of support in each individual school.

- If you have concerns about the provision being made for your child, you should always discuss these with staff in your child's school who may include the class teacher, form tutor, SENCO and Headteacher.

However, if you need further advice or guidance about special educational needs you can contact the Parent Partnership Service who will be pleased to help (page 105).

- The Authority is committed to working in partnership with parents/carers and recognises your input as essential.

STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLANS

For a very few children it will be necessary for the Authority to determine provision that is additional to or different from that provided by the resources normally available at a mainstream school through a Statement of Special Educational Needs/Education, Health and Care Plan.

Parents/carers will have been involved in and consulted about assessment and any provision needed from the outset. A request for a statutory assessment may follow work that has been done at 'School Action' and 'School Action Plus' and will usually have involved the support of the Multi-Agency Support Team (MAST).

If your child has a statement of special educational needs/education, health and care plan, s/he will NOT be included in the normal mainstream admission arrangements. Placement will be determined via the procedures for reviewing and amending the statement/education, health and care plan in consultation with parents/carers.

SPECIAL EDUCATIONAL PROVISION FOR CHILDREN WITH STATEMENT OF SPECIAL EDUCATIONAL NEEDS/ EDUCATION, HEALTH AND CARE PLAN

The Authority operates a continuum of provision to meet a continuum of need. This includes provision within your child's mainstream neighbourhood school, resource bases within a mainstream school and a number of day special schools. Any placement will depend upon the needs of the individual child.

MAINSTREAM SUPPORT

Many children with a statement of special educational needs will remain in their neighbourhood mainstream school where either their needs will be met from within the school's own resources or the Authority will provide additional resources to enable the school to meet their needs. If your child needs support from specific specialist input it might be necessary to consider either a resource base or a special school.

RESOURCE BASES

A resource base is an additional facility incorporated within a mainstream school. It operates flexibly so that the children in a resource base may have times when they are taught as a specific group but, at other times, they will be supported within the mainstream classes.

PRIMARY RESOURCE BASES ACROSS THE CITY

Type of Resource Area	Name of School
Emotional/Social/Behavioural Difficulties	<ul style="list-style-type: none"> • Bushbury Hill Primary
Communication and Interaction	<ul style="list-style-type: none"> • Palmers Cross Primary • Springdale Infant • Springdale Junior
Hearing Impairment	<ul style="list-style-type: none"> • East Park Primary
Visual Impairment	<ul style="list-style-type: none"> • Castlecroft Primary

TRANSPORT

All parents/carers have a duty to ensure that their child attends school. However, in a number of special circumstances, the Authority may decide to help parents/carers of pupils with special educational needs. In these cases, an individual assessment of your child's transport requirements will be undertaken by Education & Enterprise, Pupil Services.

For further information regarding school transport, please contact the Pupil Services Team. Telephone numbers are detailed on page 105 of this booklet.

SPECIAL SCHOOLS

The Authority has seven special schools that include provision for primary-aged pupils, each dealing with specific types of need.

Name of School	Age Range	Types of Needs Met
Broadmeadow	2-7	Complex, including severe learning difficulties (SLD), Autistic spectrum conditions (ASC) Profound and multiple learning difficulties (PMLD)
Tettenhall Wood	5-19	Autistic spectrum condition (ASC)
Penn Hall	3-19	Complex physical difficulties (PD)
Green Park	3-19	Profound and multiple learning difficulties (PMLD) (severe learning difficulties SLD)
Penn Fields	5-19	Complex cognitive difficulties
Westcroft	5-19	Complex cognitive difficulties
New Park	7-16	Severe emotional, social and behavioural difficulties (ESBD)

EQUALITY OF OPPORTUNITY

Wolverhampton local authority's Policy on Educational and Social Inclusion states that the Authority is committed to:

- valuing the contribution of all individuals and groups in the community.
- recognising that diversity is an asset.
- ensuring that access and opportunities are equally available to everyone.
- taking steps to involve people who were previously excluded.

EXPRESSING A PREFERENCE

If your child has a statement of special educational needs/education, health and care plan, s/he will not be included in the normal mainstream admission arrangements.

Placement will be determined via the procedures for reviewing and amending the statement/education, health and care plan. The local authority always makes 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 Special Educational Needs and Disability Tribunal (SENDIST).

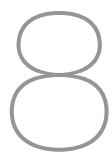
FURTHER INFORMATION

If you require advice about special education, or you consider your child to have special educational needs, you may obtain assistance from the Headteacher of your child's school, the Special Educational Needs Statutory Assessment & Review Team (SENSTART) or the Psychological Service. For further information regarding school transport, please contact the Pupil Services Team. Telephone numbers are detailed on page 105 of this booklet.

SUPPORT FOR PARENTS AND CARERS OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

If parents require information and advice about any aspect of special educational needs support, they can contact Wolverhampton Parent Partnership Service. This neutral and confidential service provides a range of help and support aimed at helping parents be actively involved in all discussions and decisions relating to their child's educational needs.

For further information, please contact: The Parent Helpline **01902 556945**, visit the Wolverhampton Parent Partnership Service website, **www.wolverhampton.gov.uk/parent-partnership** or visit the Wolverhampton Special Educational Needs website, **www.specialneedsinclusion.org.uk**



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 a Statement of Special Educational Needs.
- A/HT means Acting Headteacher, pending the appointment of a permanent Headteacher.

Please note that if your child was born between 01/09/2011 and 31/08/2012, you should be applying for a school place by no later than 15 January 2016.



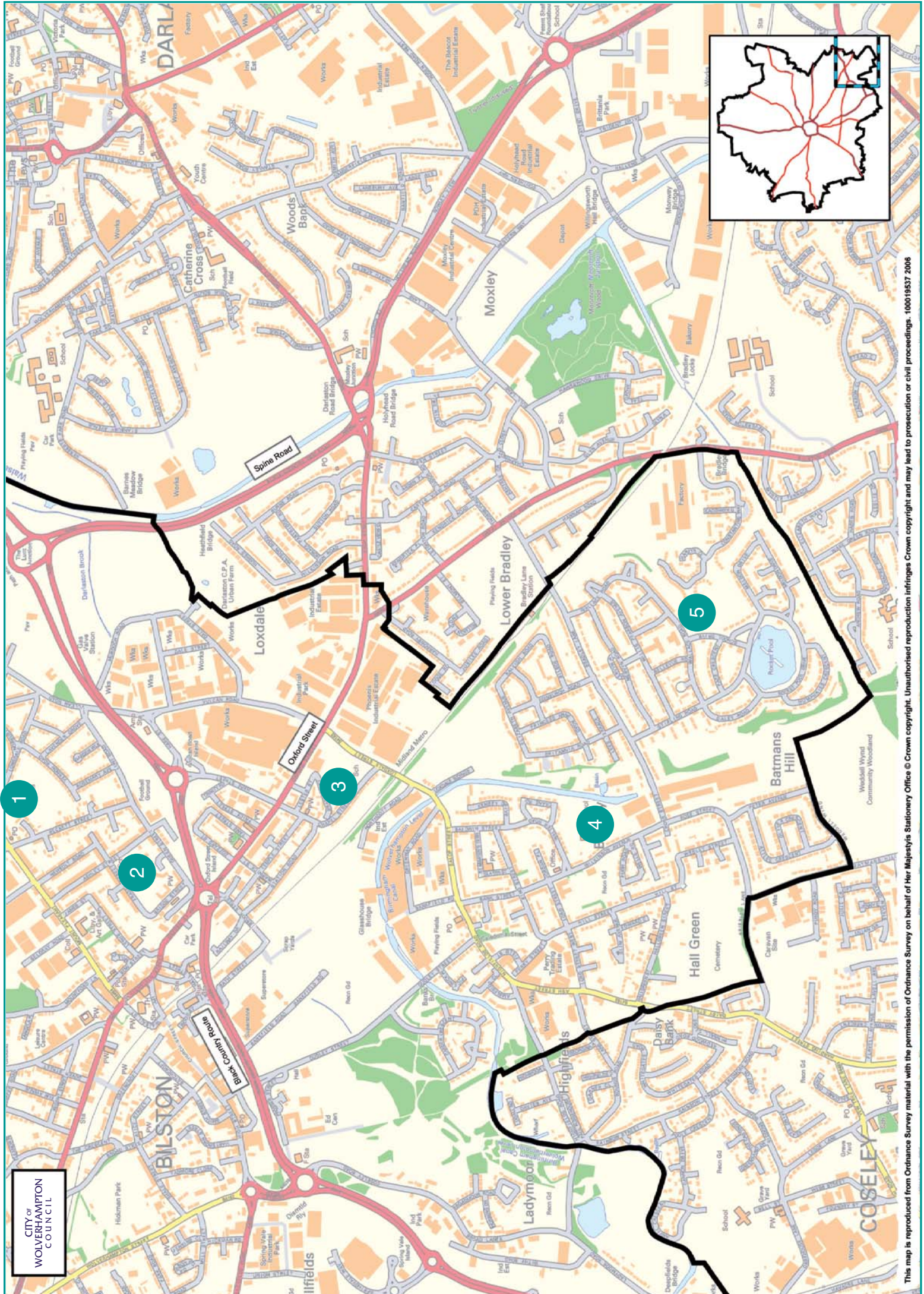
SCHOOL DIRECTORY MAP REFERENCES

Community school	Map/Ref	Community school	Map/Ref
Bantock Primary	E4	Oak Meadow Primary	G7
Bushbury Hill Primary	K4	Oxley Primary	H2
Castlecroft Primary	F1	Palmers Cross Primary	I3
Claregate Primary	H1 & I4	Parkfield Primary	B3
D'Eyncourt Primary	G1	Rake Gate Primary	J4
Dovecotes Primary	J1	Springdale Infant	C1
Dunstall Hill Primary	H9	Springdale Junior	C1
Eastfield Primary	E9	Spring Vale Primary	B5
East Park Primary	D1	Stow Heath Primary	D2
Edward the Elder Primary	G6	Stowlawn Primary	D3
Elston Hall Primary	J5 & K2	Uplands Junior	F4
Fallings Park Primary	H5	Villiers Primary	D4
Field View Primary	A1 & D5	Warstones Primary	C2 & F6
Goldthorn Park Primary	B1	Westacre Infant	F2
Graiseley Primary	E5	West Park Primary	E2
Grove Primary	E8	Whitgreave Infant	H3
Hill Avenue Primary	B7	Whitgreave Junior	H4
Lanesfield Primary	B6	Wilkinson Primary	A4
Long Knowle Primary	G2	Wodensfield Primary	G4
Loxdale Primary	A3	Wood End Primary	G3
Manor Primary	B8	Woodfield Infant	C3
Merridale Primary	E3	Woodfield Junior	C3
Northwood Park Primary	K3	Woodthorne Primary	I1

Voluntary-controlled school	Map/Ref	Voluntary-aided school	Map/Ref
Bilston Church of England Primary	B4	Corpus Christi Catholic Primary	L2
Christ Church Church of England Infant	(TW) F7	Holy Rosary Catholic Primary	E10
Christ Church Church of England Junior	I2	Holy Trinity Catholic Primary	A2
St Alban's Church of England Primary	L3	St Anthony's Catholic Primary	J6 & K1
St Andrew's Church of England Primary	H8	St Luke's Church of England Primary	E6
St Bartholomew's Church of England Primary	C4	St Mary's Catholic Primary	E7
St Martin's Church of England Primary	A5	St Michael's Church of England Primary	I5
St Stephen's Church of England Primary	H11	St Patrick's Catholic Primary	G8
St Thomas' Church of England Primary	G5	St Paul's Church of England Primary	J2
Trinity Church of England Primary	H12		

Free school	Map/Ref	Academies	Map/Ref
Nishkam Primary	E11	The Gifford Catholic Primary Academy	H7
		SS Mary & John's Catholic Primary Academy	E7
		St Mary's Catholic Primary Academy	H6
		St Teresa's Catholic Primary Academy	B2
		Woden Primary	H10
		Perry Hall Primary	G10
		St Jude's Church of England Primary	E1 & F3
		Berrybrook Primary	K5

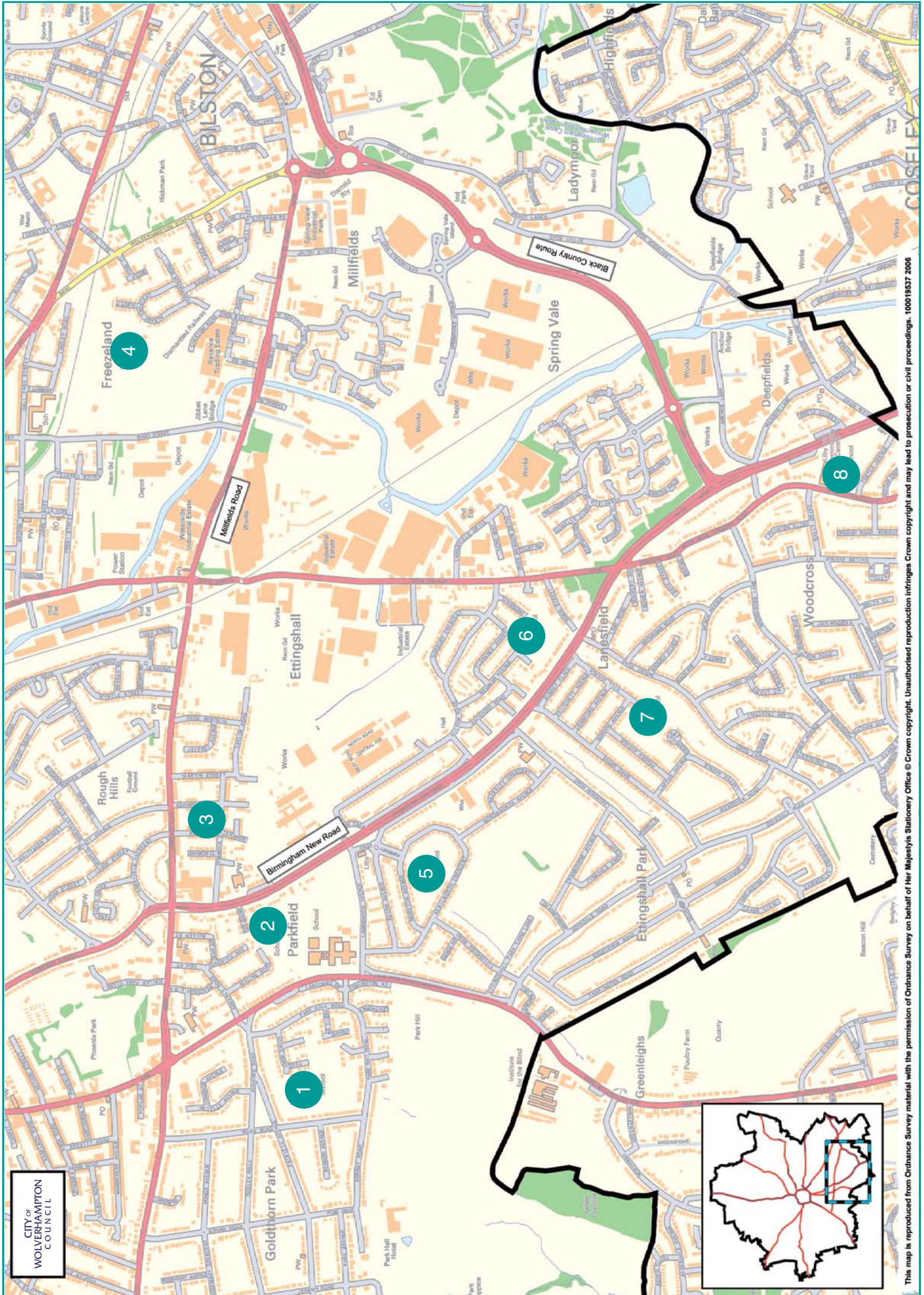
MAP A



CITY OF WOLVERHAMPTON COUNCIL

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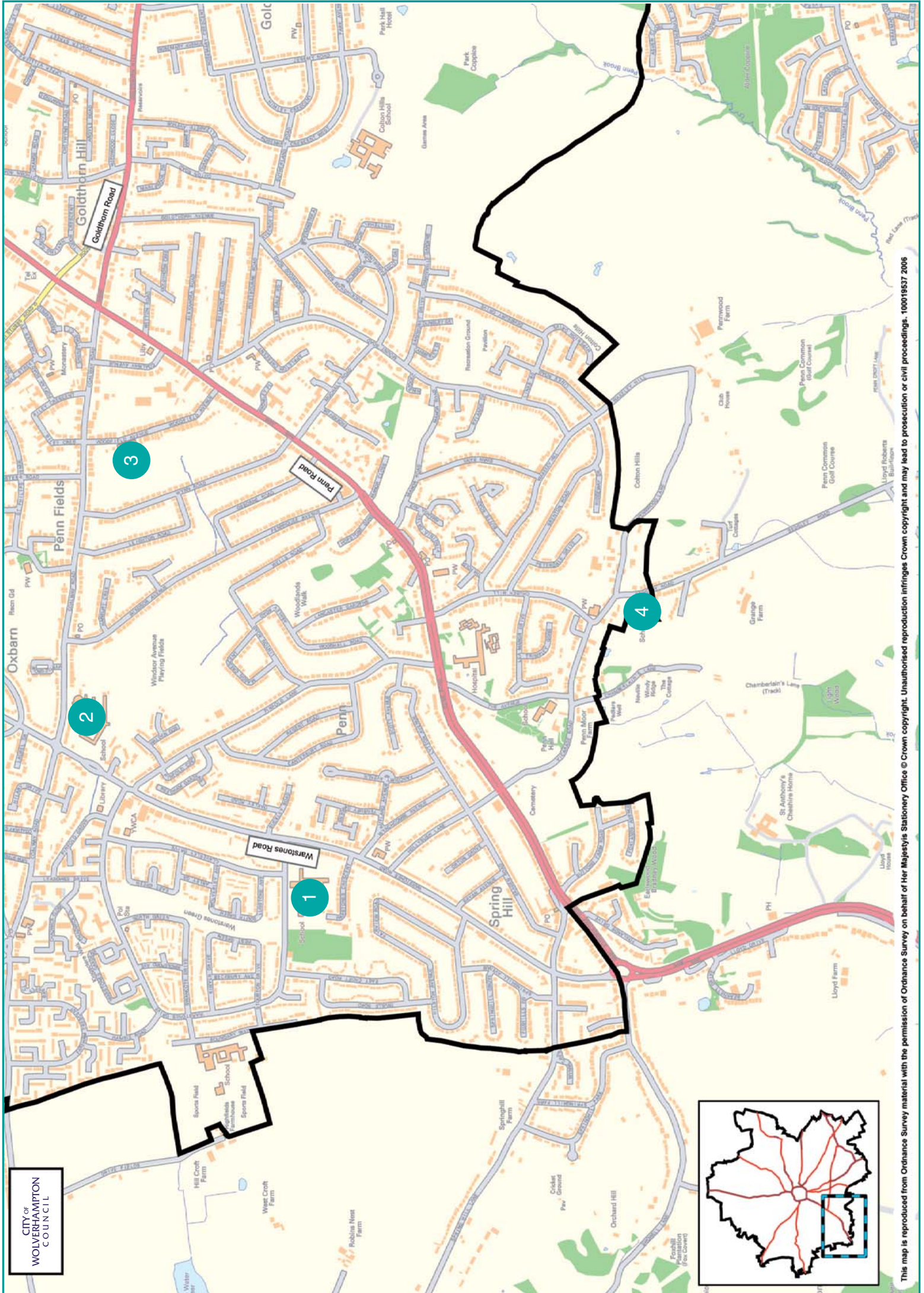
MAP B



CITY OF
WOLVERHAMPTON
COUNCIL

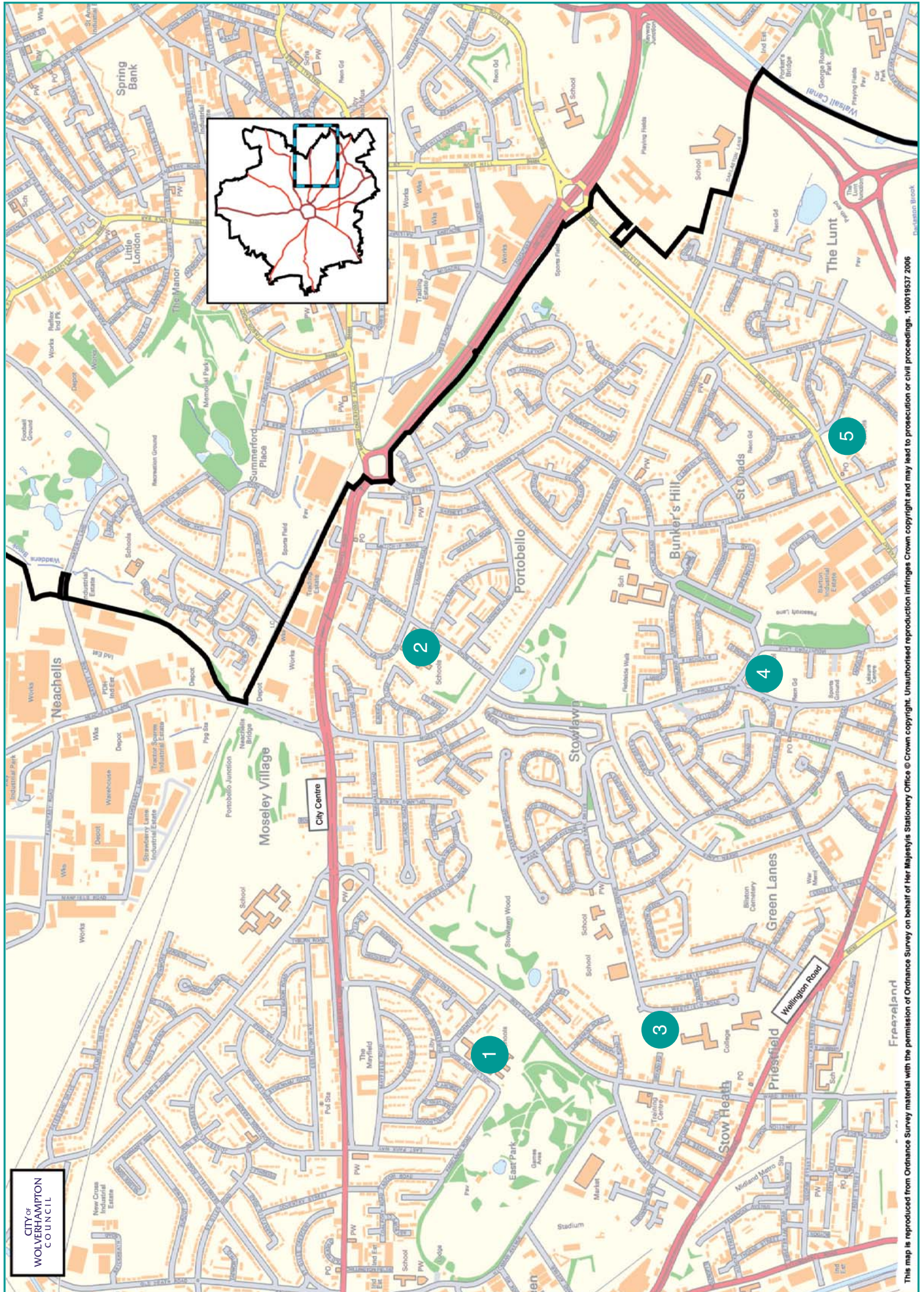
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MAP C

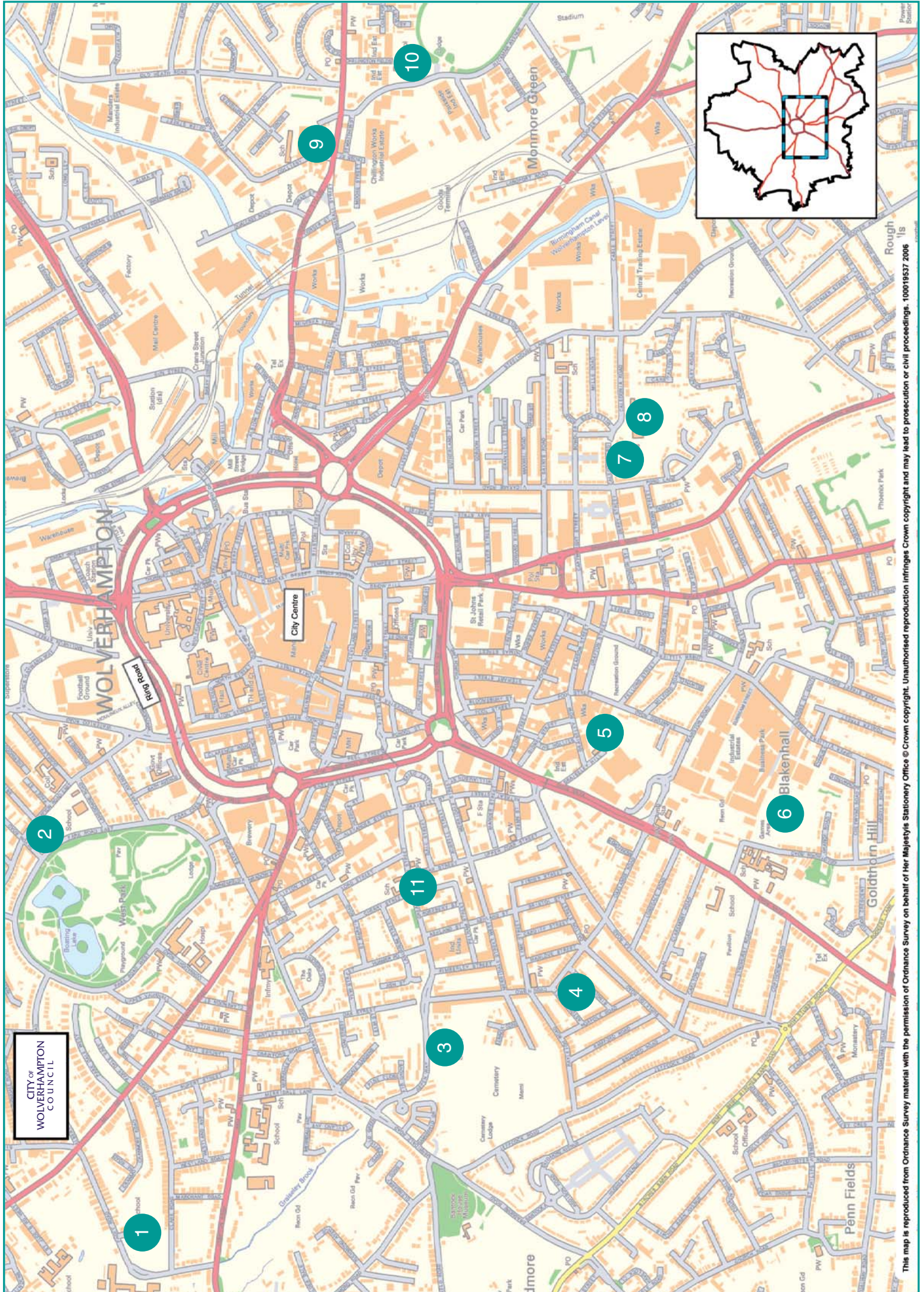


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MAP D

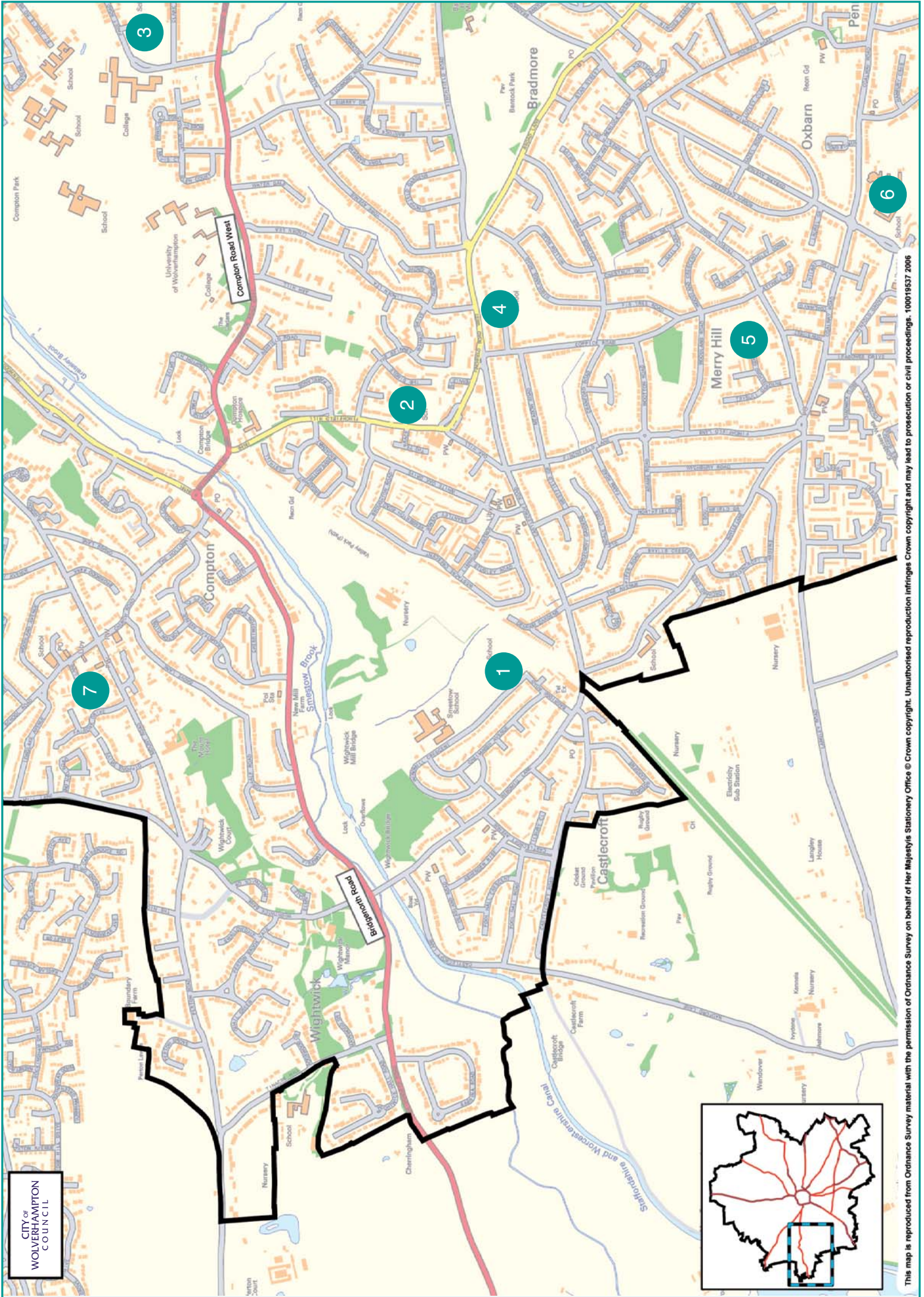


MAP E

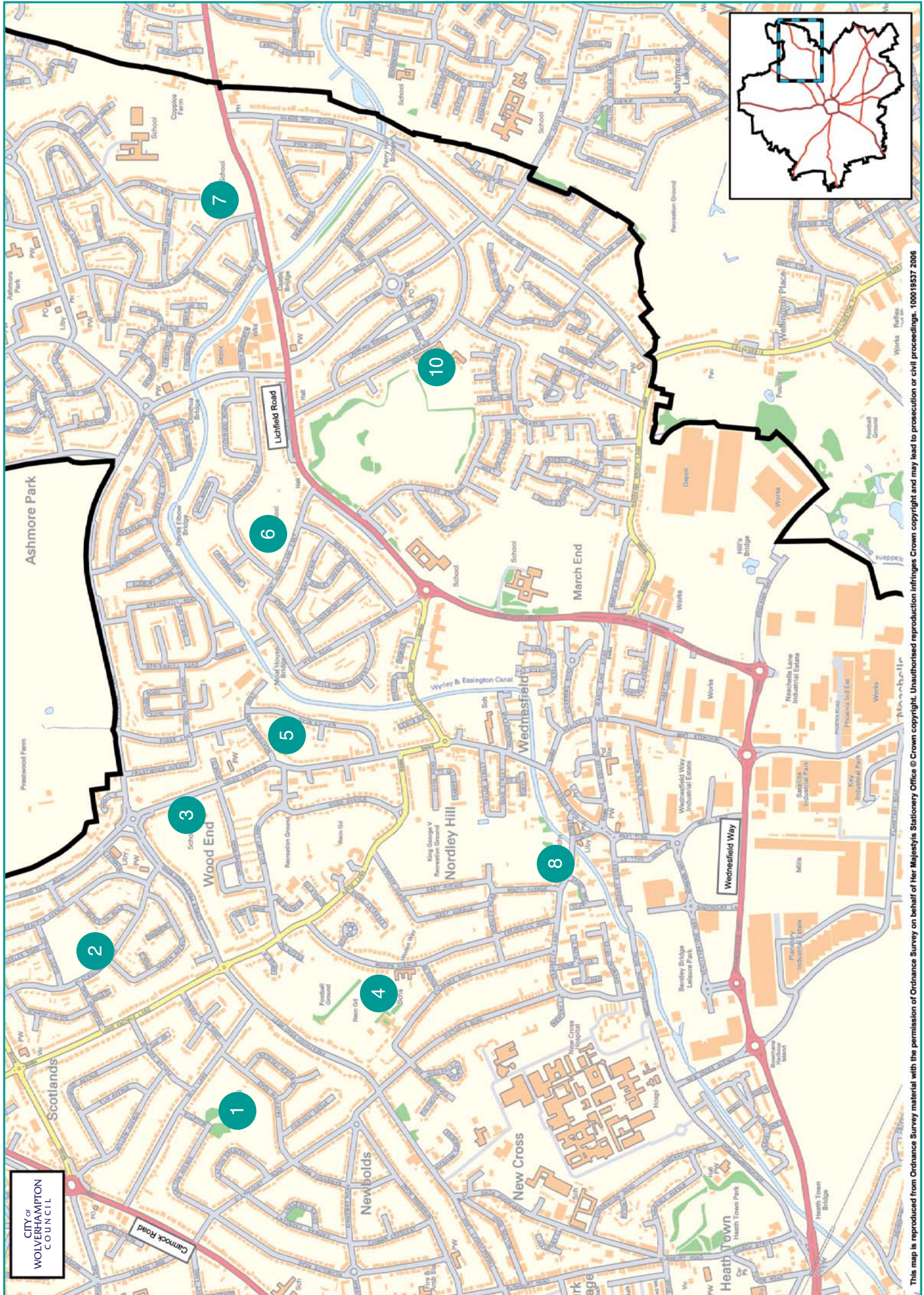


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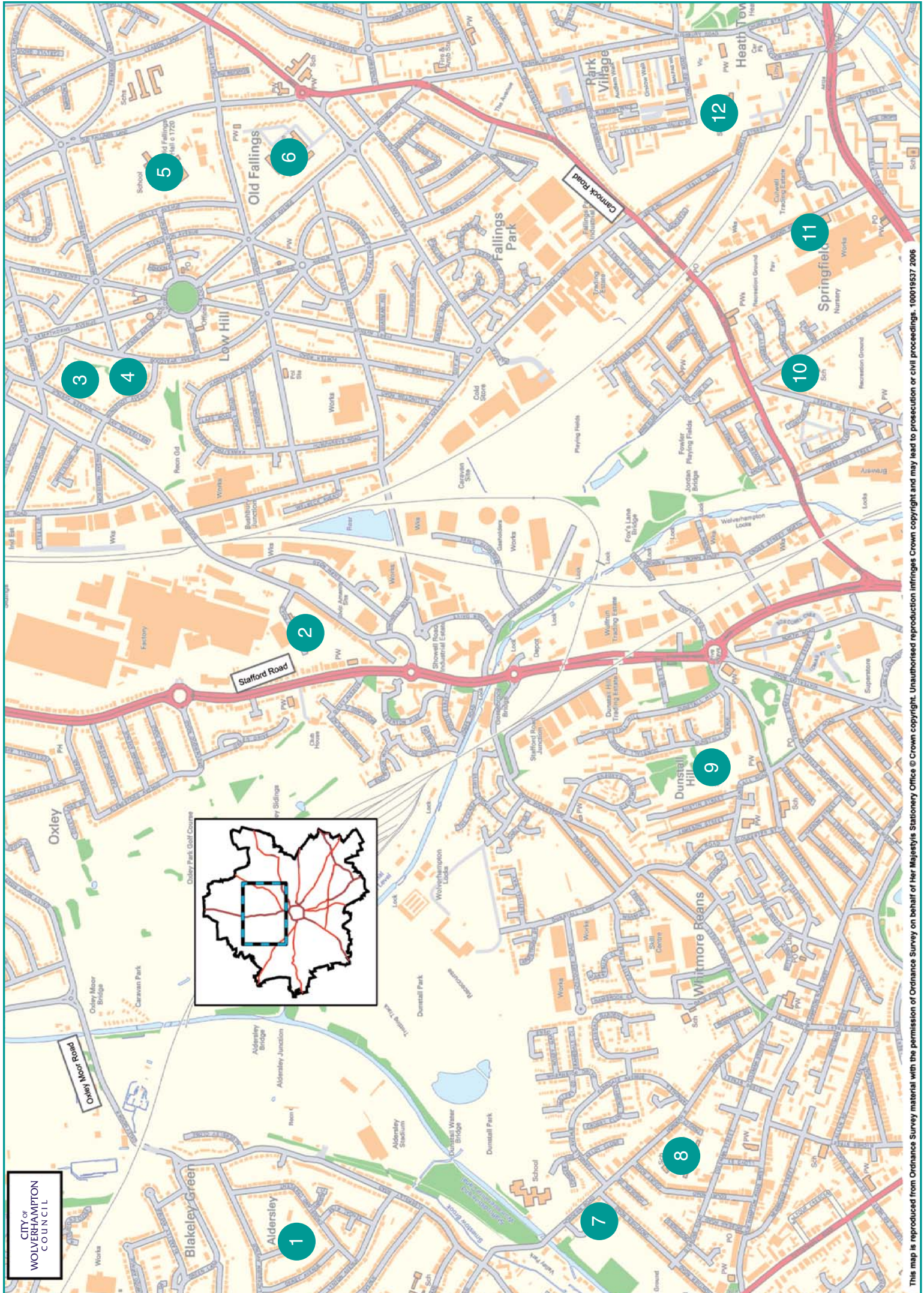
MAP F



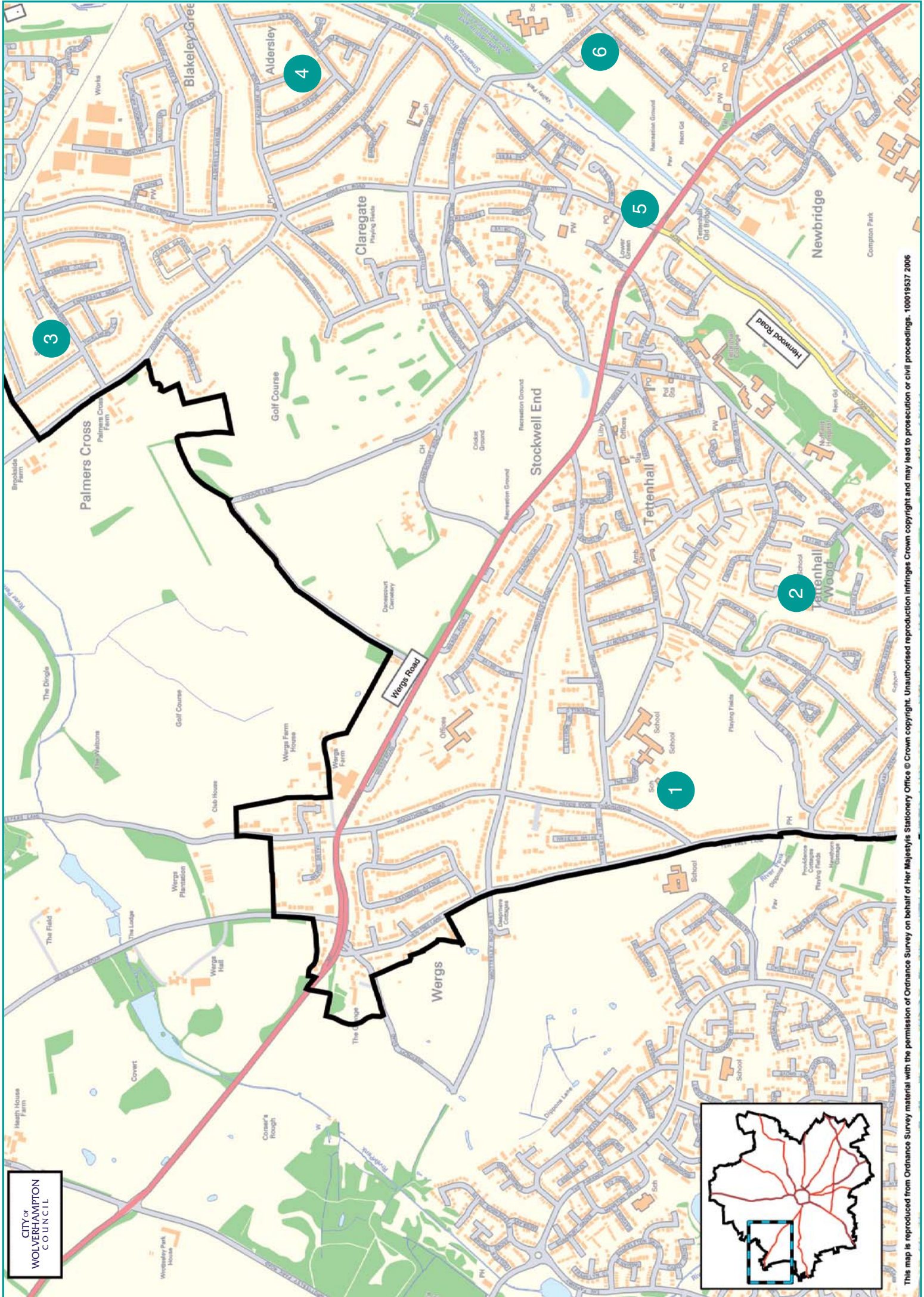
MAP G



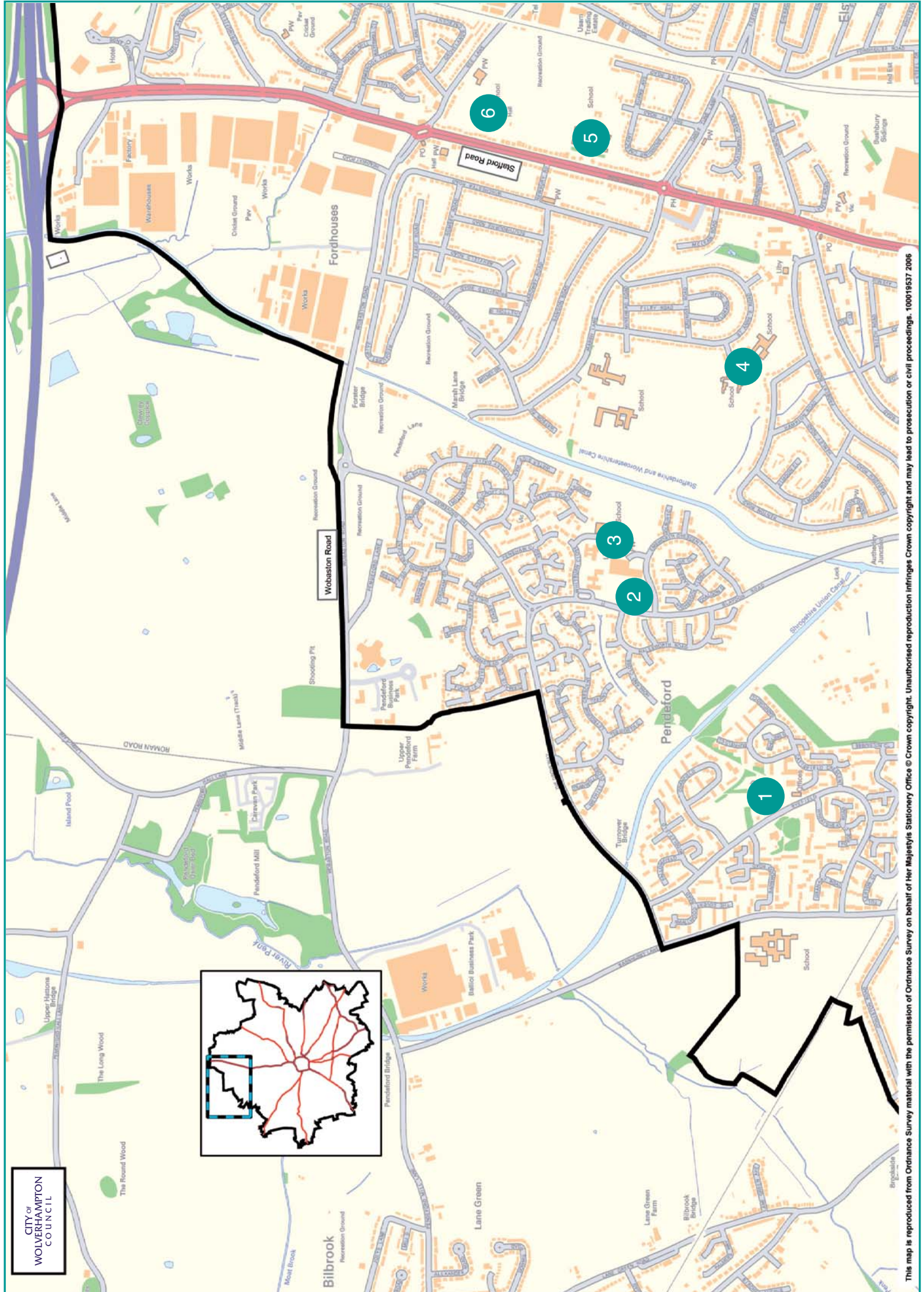
MAP H



MAP I

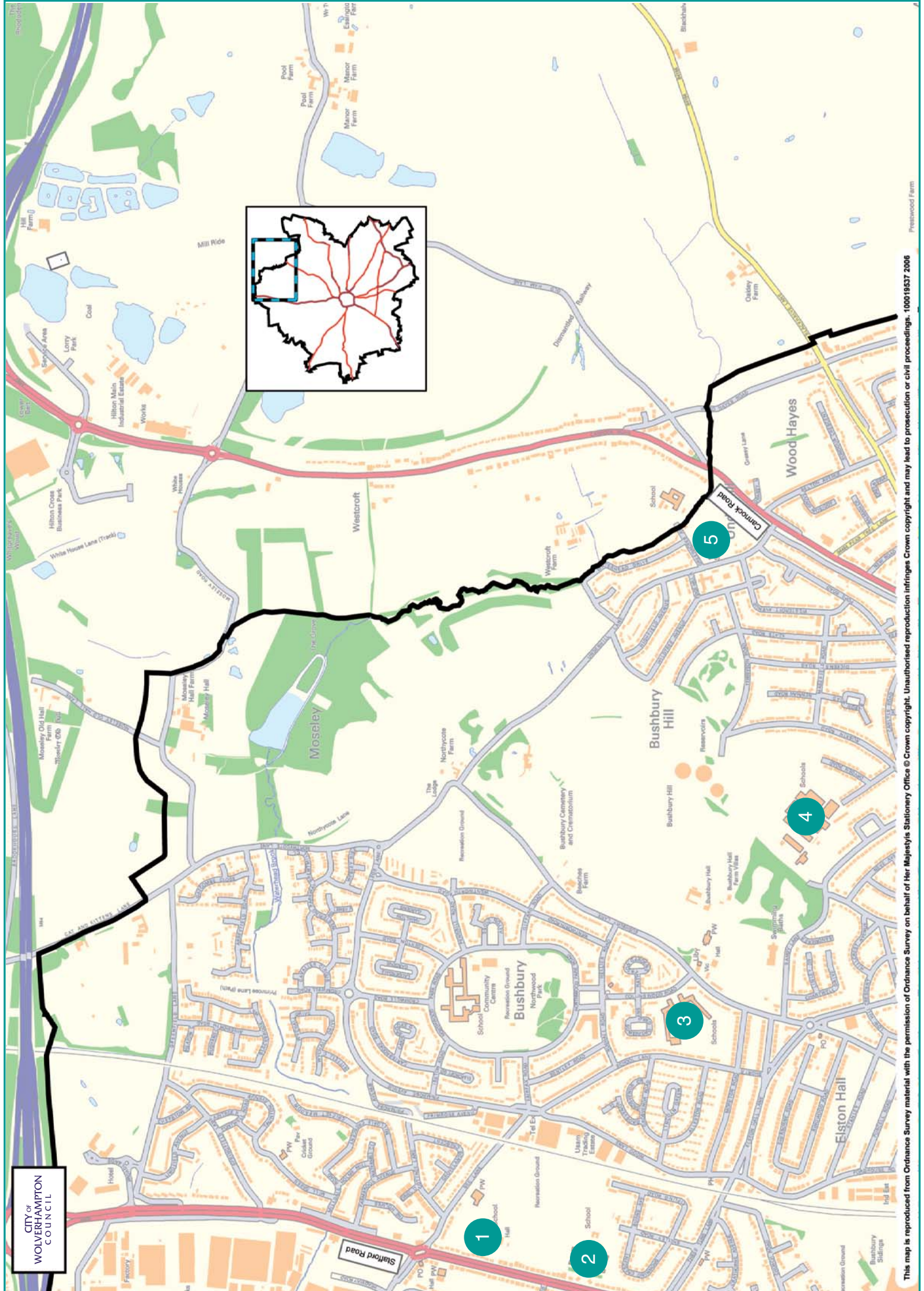


MAP J



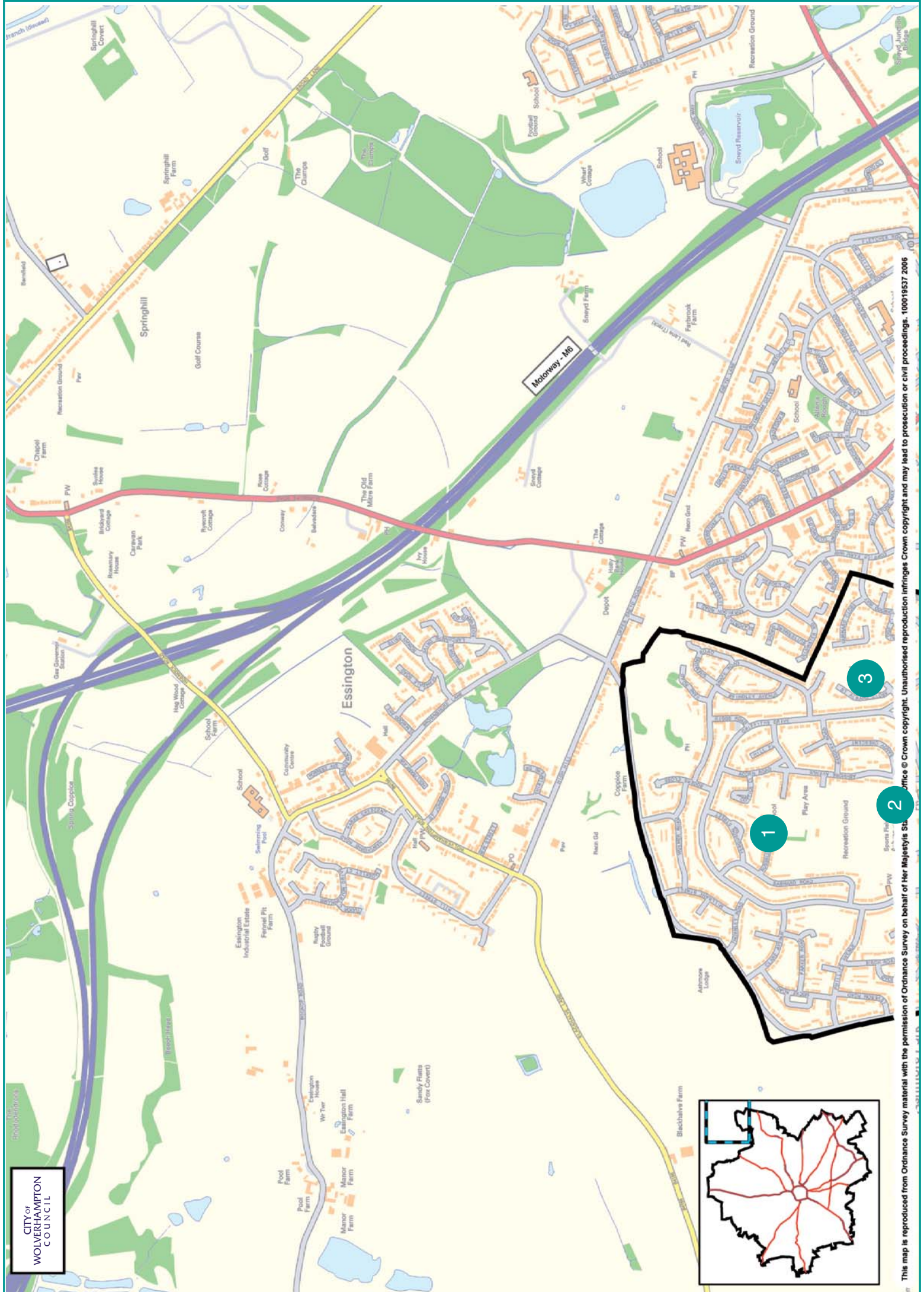
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MAP K



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MAP L



School directory - FREE SCHOOL AND INFANT SCHOOLS

School and address Free school	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
Nishkam Primary Great Brickkiln Street, WV3 0PR	554900	3362007	Mr H Dhanjal	60	N/A	31	58	N/A	N/A

School and address Infant schools	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Christ Church CE Shaw Lane, Tettenhall Wood, WV6 8EL	558945	3363012	Miss W Large	60	181	81	60	-	0.538
[N][R] Springdale Warstones Drive, Penn, WV4 4NJ	558805	3362038	Mrs C Foley	60(4RB)	193	58	60	-	0.991
[N] Westacre Finchfield Hill, Finchfield, WV3 9EP	558532	3362044	Mrs JP Mapp	90	221	88	75	1	1.360
[N] Whitgreave Low Hill Crescent, Low Hill, WV10 9HS	558876	3362023	Mrs C Gillen	60	180	72	60	1	0.516
[N] Woodfield Woodfield Avenue, Penn, WV4 4AG	558635	3362027	Ms S Patel	90	273	78	90	-	0.795

School directory - JUNIOR SCHOOLS

School and address Junior schools	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
Christ Church CE Woodcote Road, Tettenhall Wood, WV6 8LG	558700	3363019	Mrs S Blower	64	248	67	64	-	-
[R] Springdale Warstones Drive, Penn, WV4 4NJ	558810	3362032	Mrs JE Hopkins	60(5RB)	239	61	60	-	-
Uplands Finchfield Road West, Finchfield, WV3 8BA	558870	3362079	Mrs S Webster- Smith	96	378	94	95	-	-
Whitgreave Goodyear Avenue, Low Hill, WV10 9JP	558930	3362022	Mrs S Redfern	60	228	62	60	-	-
Woodfield Woodfield Avenue, Penn, WV4 4AG	558835/ 341552	3362026	Head of Junior School Mrs M Manton	100	347	92	93	-	-

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR)

School and address Primary schools/academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Bantock Aston Street, Pennfields, WV3 0HY	558710	3362117	Mrs H Sarai	60	360	36	60	-	-
**[N] Berrybrook Greenacres Avenue, Underhill, WV10 8NZ	558556	3362107	Mr T Hinkley	30	197	30	30	-	1.578
Bilston CE Albany Crescent, Bilston, WV14 0HU	558690	3363024	Mr G Gentle	60	262	52	60	-	-
[N] Bushbury Hill Old Fallings Lane, Bushbury, WV10 8BY	558230	3362003	Mrs K Mason	60	213	40	46	1	-
[N][R] Castlecroft Windmill Crescent, Castlecroft, WV3 8HS	556606	3362043	Mr A Dyll	30(2RB) (KS1) 33(2RB) (KS2)	224	32	30	-	1.548
[N] Claregate Chester Avenue, Tettenhall, WV6 9JU	558575	3362042	Mr M Murphy	60	392	40	48	-	-
*[N] Corpus Christ RC Ashmore Avenue, Wednesfield, WV11 2LT	558725	3363310	Mrs L Holden-Gough	30	193	31	30	-	-
D'eyncourt Mullett Road, Wednesfield, WV11 1DD	558778	3362057	Mr R Newman	45	318	42	45	-	1.050
[N] Dovecotes Ryefield, Pendeford, WV8 1TX	558284	3362111	Miss G Beddow	45	222	35	41	-	-
[N] Dunstall Hill Dunstall Avenue, WV6 0NH	556417	3362090	Miss L Wood	60*	233	45	55	-	0.874
[N] East Park Primary Hollington Road, WV1 2DS	558899	3362039	Mr R Corfield	90 (3RB)	638	94	90	-	0.737
Eastfield Colliery Road, off Willenhall Road, WV1 2QY	558604	3362103	Mrs S Hay	60	265	53	60	2	-
[N] Edward the Elder Moathouse Lane, Wednesfield, WV11 3DB	558765	3363318	Mr N Cunliffe	30	294	26	30	-	-

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR) continued

School and address Primary schools/ academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Elston Hall Stafford Road, Fordhouses, WV10 6NN	558866	3362112	Mr K Grayson	90	618	101	90	1	0.820
[N] Fallings Park Old Fallings Lane, Bushbury, WV10 8BN	558375	3362015	Mr J Hopkins	90	448	67	87	1	-
[N] Field View Lonsdale Road, Bilston, WV14 7AE	558275	3362049	Mr S Davis	60	404	45	60	1	-
[N] Goldthorn Park Ward Road, Goldthorn Park, WV4 5ET	558730	3362075	Mrs J Roseblade	60	374	40	60	-	-
[N][R] Graiseley Graiseley Hill, Graiseley, WV2 4NE	558745	3362030	Mrs S Nasa	30 (KS1) 33 (KS2)	205	21	30	-	0.649
[N] Grove Caledonia Road, WV2 1HZ	558851	3362113	Mr P Salisbury	60	337	37	60	-	-
[N] Hill Avenue Hill Avenue, Lanesfield, WV4 6PY	558750	3362070	Mr E Hateley	45	258	36	45	-	-
*Holy Rosary Hickman Avenue, WV1 2BS	558874	3363302	Mrs H Peters	30	184	20	30	-	-
*[N] Holy Trinity RC Fraser Street, Bilston, WV14 7PD	558977	3363309	Mrs C McNally	30	210	68	30	-	-
[N] Lanesfield Newman Avenue, Lanesfield, WV4 6BZ	558950	3362071	Mrs Z Rollinson	45	304	40	45	-	1.022
[N] Long Knowle Blackwood Avenue, Wednesfield, WV11 1EB	558985	3362058	Ms K Elliot	30	202	20	30	1	-
[N] Loxdale Chapel Street, Bilston, WV14 0PH	558570	3362051	Mrs P Scott	60	213	35	59	2	0.299
[N] Manor Ettingshall Road, Coseley, Bilston, WV14 9UQ	556460	3362072	Mrs A Cliff	90	418	107	90	2	1.083

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR) continued

School and address Primary schools/ academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Merridale Aspen Way, Merridale, WV3 0UP	558760	3362089	Mr S Lane	30	207	45	30	-	0.303
Northwood Park Primary Collingwood Road, Bushbury, WV10 8DS	558715	3363317	Mrs G E Morris	90	495	69	82	-	-
Oak Meadow Ryan Avenue, Wednesfield, WV11 2QQ	558517	3362102	Mrs S Morris	60	405	43	52	-	0.663
[N] Oxley Ripon Road, Oxley, WV10 9TR	556486	3362016	Mrs L Adams	30	194	19	30	-	-
[R] Palmers Cross Windermere Road, Tettenhall, WV6 9DF	558322	3362041	Mrs L Dollery	30 (3RB) (KS1) 32 (3RB) (KS2)	165	12	15	-	-
Parkfield Dimmock Street, Parkfield, WV4 6HB	558627	3362073	Mr W Downing (Executive HT) Mrs J Price (Headteacher)	30	199	30	30	-	0.579
**[N] Perry Hall Colman Avenue, Wednesfield, WV11 3RT	558538	3362109	Mrs A Cheema (Executive HT) Mrs R Kohli (Headteacher)	60	415	58	60	-	1.382
[N] Rakegate Renton Road, Oxley, WV10 6UP	558608	3362034	Mr S J Harris	60	396	30	44	-	-
[N] Spring Vale Kenilworth Crescent, Parkfield, WV4 6SD	556589	3362074	Mr C Blunt	30	212	32	30	-	0.615
[N] Stowlawn Green Park Avenue, Bilston, WV14 6EH	556463	3362053	Mrs S Vaughan	60	217	45	60	-	0.458
[N] St Alban's CE St. Albans Close, Wednesfield, WV11 2PF	558825	3363017	Mrs H Morris (Executive HT) Mrs J Jones (Headteacher)	30	112	11	14	-	-
[N][R] St Andrew's CE Coleman Street, Whitmore Reans,	558522	3362118	Mrs L Thompson	60	356	48	55	-	-

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR) continued

School and address Primary schools/ academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Stow Heath Primary Hill Road, Willenhall, WV13 3TT	558820	3362066	Miss V Bunce	60	412	62	60	4	0.577
*(N) St Anthony's RC Stafford Road, Fordhouses, WV10 6NW	558935	3363303	Mrs T Davis	45	298	58	46	-	-
[N] St Bartholomew's CE, Sedgley Road, Penn, WV4 5LG	558855	3363008	Mrs K Kent	45	320	107	45	3	No places allocated on distance alone
**[N] St Jude's CE Paget Road, WV6 0DT	558848	3363020	Mrs D Dalton	60	399	44	50	-	-
*[N] St Luke's CE Park Street South, WV2 3AE	556434	3363301	Mrs A Grennan	60	420	91	60	- -	-
[N] St Martin's CE Wallace Road, Bradley, WV14 8BS	558966	3363022	Mr B Davis	60	210	37	43	-	0.371
*[N] St Mary's RC Cannock Road, WV10 8PG	556355	3363304	Mr K Russell	45	314	57	60	3	-
*SS Mary and John RC Stow Heath, Caledonia Road, WV2 1HZ	558780	3363305	Mrs J Hanslip	30	197	19	30	-	-
*St Michael's CE (Aided) Lower Street, Tettenhall, WV6 9AF	558845	3363316	Mrs K Jackson	30	215	28	30	-	-
*[N] St Michael's Catholic Stow Heath, Telford Gardens, Merry Hill, WV3 7LE	556368	3363307	Mrs J Hanslip (Executive HT)	30	201	28	30	-	-
*[N] St Patrick's RC Graiseley Lane, Wednesfield, WV11 1PG	556451	3363312	Mrs W Wozmirska	30	197	35	30	-	-

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR) continued

School and address Primary schools/ academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
*[N] St Paul's CE Emsworth Crescent, Pendeford, WV9 5NR	558621	3363314	Miss J Morris	30 (KS1) 32 (KS2)	215	34	30	-	-
[N] St Stephen's CE Woden Road, Heath Town, WV10 0BB	558840	3363010	Mr W Downing	30	209	39	30	-	0.268
*St Teresa's RC Malins Road, Malins Road, Parkfield, WV4 6AW	558862	3363311	Mrs S Clarke	30	180	20	30	-	-
St Thomas's CE Mattox Road, Wednesfield, WV11 3TG	558963	3363016	Mrs H Morris	30	206	38	30	-	0.546
*[N] The Giffard RC Hordern Close, Stow Heath, Newbridge, WV6 0HR	556447	3363315	Mrs AM Lombardi	30	190	26	28	-	-
[N] Trinity CE Longford Road, WV10 0UB	558410	3363025	Mr M Welton	90	444	77	90	1	-
[N] Villiers Prouds Lane, Bilston, WV14 6PR	558993	3362054	Mr D Cocker	80	548	77	80	1	0.676
[N] Warstones Warstones Road, Penn, WV4 4LU	558787	3362105	Mrs S Feeney	60	385	55	60	-	3.283
[N] West Park Devon Road, WV1 4BE	558238	3362116	Ms B Jones	30 (KS1) 34 (KS2)	208	42	50	2	0.137
[N] Wilkinson Walter Road, Bradley, WV14 8UR	558971	3362069	Mrs CJ Gibbon	60	378	57	60	-	1.038
**[N] Woden Springfield Road, Springfields, WV10 0LH	558880	3362114	Mrs H Vernon	60	385	63	60	-	0.349
[N] Wodensfield Woden Avenue, Wednesfield, WV11 1PW	556350	3362106	Mrs S Walker A/HT	60	423	71	60	1	0.438

School directory - PRIMARY SCHOOLS/ACADEMIES (INFANT & JUNIOR) continued

School and address Primary schools/ academies (infant & junior)	Tel No.	DfE No.	Headteacher	Admission limit	No. in school January 2015	Applications for Reception - 2015/2016		No. of successful appeals	On time application Last allocated distance (miles)
						First prefs as at 15/01/15	Allocated as at 16/04/15		
[N] Wood End Wood End Road, Wednesfield, WV11 1YQ	558940	3362065	Mrs D Blower	30	207	19	30	-	-
[N] Woodthorne Woodthorne Road South, Tettenhall, WV6 8XL	558544	3362115	Mr J Crilly	60	375	44	57	-	-

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 2016/2017 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, foundation, 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/carer 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 foundation and 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 2016/2017

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
- Parents whose child has a Statement of Educational Needs 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 2015/2016 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 2016/2017. 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 2016**.
- 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 over-subscribed, 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 2016. 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. 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.
- 8) By 13 February 2016, 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 (except where parents have indicated on the application form that they do not wish their child to attend a faith school). Allocations to OAA schools in this case would be made following consultation with the governing body concerned.
- 11) On 18 April 2016 - 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 2016
(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 11th February 2016 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 over-subscription 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 11th February 2016 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.

To ensure that both the needs of the child and the needs of the school are taken into account, the Government expects that every local Admission Forum has a protocol for sharing hard-to-place primary pupils, and that those protocols are agreed with schools.

All Wolverhampton-maintained schools take part in the 'In-Year Fair Access Protocol' even if their governors are responsible for their own admissions.

The protocol does, therefore, apply to all admissions of hard-to-place pupils and is sensitive to balancing the needs of the pupil and the school.

Wherever possible, parental preference will be considered and followed as for normal transfers and pupils with a religious affiliation will be matched to a suitable school. However, parental preference will not override the protocol if the preferred school is unable to take the pupil.

A copy of the In-Year Fair Access Protocol is available on request from the Admissions and Appeals Section.



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: Looked-After Children/ Previously Looked-After Children

(as defined by Section 22 of the Children Act 1989) A child who is in the care of a local authority or provided with accommodation by that authority.

Criterion 1(a): Year 2-3

Where a child is attending the corresponding infant school i.e. a child attending Whitgreave School will be allocated Whitgreave 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 59).

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 59) attend the school (or associated junior school) and will still be attending the school in September 2016.

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 strong religious/faith connections (see page 60). **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 when measured in a straight line.**

Criterion 5: Distance

How close the child lives (see definition of child's home address on page 60) to the school requested, with those living closest to the school getting the highest priority. 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 software system.

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 See also 'Applications in Respect of Multiple Births'.

Special Educational Needs

The administration of children with a Statement of Special Educational Needs (SEN) 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 Statements of SEN 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 2016 (i.e. for normal year-of-entry applications, siblings are expected to be attending the same school in September 2016).

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

Applications in Respect of Multiple Births

In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

SUPPORTING EVIDENCE

Looked-After Children/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 online application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted.

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 online application form. Evidence to support this claim **must** be submitted to the School Admission and Appeals Section at the Civic Centre (**e.g. a letter from a registered health professional such as a doctor or a social worker**). Medical notes should 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 your request for a particular school.

Please note that only in very exceptional cases are places allocated in respect of child's/parents 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.

Children living in the same block of flats will be offered places randomly allocated by drawing lots if there is an oversubscription.

Documentary evidence related to house moves taking place between the offer date (18 April 2016) and the start of the academic year in September 2016 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?

Waiting List

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for their higher-preferred non-allocated Wolverhampton schools.

The Authority will maintain the waiting lists until 31 December 2016. After this time the waiting lists will cease to exist as all children should by then have commenced their statutory education.

Appeal

You will be advised, in writing, of how to access your right of appeal and to whom you should write. Please note that you are only entitled to one appeal, per school, per year-group.

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 **15th January 2016**.

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 – 51).

A definition of a 'baptised Catholic' is set out on page 101.

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 by **15th January 2016**.

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Criteria of Admission

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see note 1). A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (see note 2 below) who are in the care of a local authority (looked after children or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of Corpus Christi who have a brother or sister (see note 3) in the school at the time of admission.
- 3) Baptised Catholic children living within the parish of Corpus Christi.
- 4) Other baptised Catholic children who have a brother or sister in the school at the time of admission.
- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of a local authority (looked-after children or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after

but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.

- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within the category, the governors will give priority to children living closest to the school determined by shortest distance. 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 software system (see note 4).

In a very small number of cases, it may not be able to decide between the applicants of those pupils who are 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 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 legal limit to be exceeded, the local authority on behalf of the governing body will draw lots to select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic baptism or reception into the Church will be required. For a definition of a baptised Catholic, see Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF).

Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week.

Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of the autumn term 2015 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list

APPLICATION OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made directly to the local authority who will need to consult with the governors.

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

HOLY ROSARY CATHOLIC PRIMARY SCHOOL

Criteria of Admission

The school's admission number for the school year beginning in September 2015 is 30. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (please see Note 1 below). A map of the parish boundary is available from the parish priest or by post, on request.

- 1) Baptised Catholic children (please see note 2 below) who are in the care of a local authority, (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of St Joseph who have a brother or sister (please see note 3 below) in the school at the time of admission.
- 3) Baptised Catholic children living within the parish of St Joseph.
- 4) Other Baptised Catholic children who have a brother or sister in the school at the time of admission
- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them

(e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.

- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance. 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 software system (see note 4).

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are 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 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 admission's criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the governing body will draw lots to select the child to be offered the final place. As an exception, the governing body will give careful consideration

to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic baptism or reception into the church will be required. For a definition of a baptised Catholic, please see the Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

APPLICATION OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made directly to the local authority who will need to consult with the governors.

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

HOLY TRINITY CATHOLIC PRIMARY SCHOOL

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). A map of the parish boundary as contained within the admission criteria is available at the school and parish or by email and post on request (holytrinityprimaryschool@wolverhampton.gov.uk)

- 1) Baptised Catholic children (please see note 2 below) who are in the care of a local authority, (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children (see note 2 below) living within the parish of The Most Holy Trinity, Bilston (details of parish boundaries are available from the school) who have a brother or sister (see note 3 below) in the school at the time of admission.
- 3) Baptised Catholic children (see note 2 below) living within the parish of The Most Holy Trinity, Bilston, (details of parish boundaries are available from the school).
- 4) Other baptised Catholic children who have a brother or sister in the school at the time of admission.

- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest. 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 software system (see note 4).

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are 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 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 admission's criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local

authority on behalf of the governing body will draw lots to select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories for a child to be considered as a Catholic, evidence of Catholic baptism or reception into the Church will be required. For a definition of a baptised Catholic, see Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;

attending the school at the time of application and who will still be attending at the time of admission. The child for whom

the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The online application form and the SIF asks parents to provide their child's home address. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week i.e. the usual place of residence on weekdays and nights. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. 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.

In all cases that the family moves between the application and date of allocation, it is the parent(s), carer(s) or guardian(s)' responsibility to inform the governing body and the Authority's Admissions Officer as soon as possible of these circumstances.

Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible.

The governors will give first priority to children in care who are of the Catholic faith and will give priority in the oversubscription criteria to looked-after children not of the Catholic faith above other children not of the Catholic faith.

SCHOOL ENTRY

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted.

Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for entry to Reception class, Year 2 to Year 3 in Wolverhampton community, voluntary-controlled, foundation and voluntary-aided primary schools are maintained by the local authority until the end of the autumn term of the year of admission. The governing body of Holy Trinity Catholic Primary School will keep waiting lists for all year groups in strict oversubscription criterion order and they will remain open indefinitely. This means that a

child's position on the waiting list could go up or down. Inclusion of a child's name on a waiting list does not mean that a place will eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

INTERVIEWS AND FEES

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.

APPLICATION OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

(Subject to changes in regulations)

An application should be made to the local authority who will need to consult with the governing body.

No fees are charged by this school in connection with admissions or as part of the admission process.

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

CRITERIA OF ADMISSIONS

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made. A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (please see note 2 below) who are in the care of a local authority, (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children resident within the Parish of St. Anthony's whose brothers/sisters are pupils at the school at the time of admission.
- 3) Baptised Catholic children resident within the Parish of St. Anthony's.
- 4) Other baptised Catholic children whose brothers/sisters are pupils at the school at the time of admission.
- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but

ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.

- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within the category, the governors will give priority to children living closest to the school determined by the shortest distance. Distances are calculated on the measurement between home and 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 (see also note 4). In a very small number of cases it may not be able to decide between the applicants of those pupils who are 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 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 legal limit to be exceeded, places will be allocated randomly, allocated by drawing lots. As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple

birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories for a child to be considered as a Catholic, evidence of Catholic baptism or reception into the Church will be required. For a definition of a baptised Catholic, see Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

APPLICATIONS IN RESPECT OF MULTIPLE BIRTHS

In the event that there is an insufficient number of places to allocate to twins, triplets, etc. a decision will be made as to which children are to be allocated. In this situation, a place or places will be allocated to the older child, and in cases where this is not known, the allocation will be decided by a lot.

CHILDREN IN CARE

Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. The governors will give first priority to children in care who are of the Catholic faith and will give priority in the oversubscription criteria to looked-after children not of the Catholic faith above other children not of the Catholic faith. Looked-after children includes children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

SEN STATEMENTS

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special education needs that names the school. This is not an oversubscription criterion. This will reduce the number of places available to applicants.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the 31st December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made to the local authority who will need to consult with the governors.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main school.

CHARGING

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

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply directly in writing to the Chair of Governors. Appeals will be heard by an independent panel.

ST LUKE'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

If the number of requests exceeds the school's admission limit, places will be allocated according to the following order of priority:

- 1) Looked-after children as defined by section 22 of The Children's Act 1989, and previously looked-after children (see section 1 paragraph 1.7 Schools Admission Code 2012) will be given first priority for places.
- 2) Children who are siblings of children already attending the school, e.g. a sibling refers to brother or sister, half, adopted or stepbrother or sister, or the child of the parent/carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- 3) Those children showing strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith. This will be measured by:
 - i) Comment/evidence regarding frequency of visits to the place of worship
 - ii) involvement in the worshipping activities of the place of worship – indicated as additional information on supplementary information form
 - iii) number of years the family has been worshipping at present and previous place of worship

Information should be supplied on the Supplementary information form for claims under criterion 4 (Religion) for a voluntary-aided school. In order to be accepted by the governors, **all** sections of this form should be completed and signed by both

parent/carer and vicar/minister/faith leader. It should be validated with the faith organisations stamp and returned directly to the Headteacher.

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 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 4.
- 4) 'Tie-breaker': 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 in a block of flats, available places will be offered randomly selected by drawing lots.

In addition, if children reside at two addresses during the school week, the address where the child spends most 'school nights' will be used when determining proximity to the school. Documentary evidence may be required.

Looked-after children will be given first priority for places. Children with a statement of special educational needs which specify St Luke's as their preferred school will be admitted.

Multiple births/twins will be offered places if all the children can be accommodated in relation to the above criteria. In the event of number of children exceeding number of places available, then the School Admissions Code 2012 allows for the remaining child/ren to be admitted and these children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Applications received after the closing date and repeat applications will be processed in accordance with the local authority's scheme.

Parents will be notified of the outcome on or as soon as possible after 16th April, 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 oversubscription, parents are informed in writing of how to access the school's procedures in respect of their right of appeal and inclusion on the waiting lists.

NURSERY ADMISSIONS

The school has a separate policy for nursery admissions which is based on birth date order. In addition, attending the school nursery does not guarantee a place in Reception year.

SS MARY AND JOHN CATHOLIC PRIMARY ACADEMY

If the number of applications exceeds the admission number, the directors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (please see note 2 below) who are in the care of a local authority, (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of SS Mary and John's who have a brother or sister (see Note 3 below) in the academy at the time of admission, (a map of the parish boundary is available at the school and parish or by post on request).
- 3) Baptised Catholic children living within the parish of SS Mary and John's Wolverhampton, (a map of the parish boundary is available at the school and parish or by post on request).
- 4) Other Baptised Catholic children who have a brother or sister in the academy at the time of admission.
- 5) Other baptised Catholic children.

- 6) Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who have a brother or sister in the academy at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within the category, the governors will give priority to children living closest to the academy determined by the shortest distance. The measurement between home and academy 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 software system (see note 4).

In a very small number of cases, it may not be able to decide between the applicants of those pupils who are 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 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 legal limit to be exceeded, the governing body will draw lots to select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the academy must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories for a child to be considered as a Catholic, evidence of Catholic baptism or reception into the Church will be required. For a definition of a baptised Catholic, see Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;

attending the school at the time of application and who will still be attending at

the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the academy week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the academy may apply in writing to Chair of Directors. Appeals will be heard by an independent panel.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made to the local authority who will need to consult with the governors.

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

ST MARY'S CATHOLIC PRIMARY SCHOOL

If the number of applications exceeds the standard number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions are made (see note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (please see note 2 below) who are in the care of a local authority, (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of Our Lady of Perpetual Succour who have a brother or sister (see note 3 below) in the school at the time of admission.
- 3) Baptised Catholic children living within the parish of Our Lady of Perpetual Succour, (a map of the parish boundary is available at the school and parish or by post on request).
- 4) Baptised Catholic children living outside the parish of Our Lady of Perpetual Succour who have a brother or a sister in the school at the time of admission.
- 5) Baptised Catholic children living outside the parish of Our Lady of Perpetual Succour.

- 6) Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children.

There is no charge or any cost related to the admission of a child to St Mary's.

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance measured in a straight line from the designated point of the home address to the designated point of the school using a computerised software system (see note 4 below). In a very small number of cases, it may not be able to decide between the applicants of those pupils who are 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, 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 legal limit to be executed, the local authority will draw lots to select the child. As an exception, the governing body will give careful consideration to offering places

above the admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the academy must be admitted. This will reduce the number of places available to other applicants.

Note 2

On application to the school, all Catholic children will be required to provide written evidence of baptism, or a record of reception into the Catholic Church. Those who face difficulties in producing written evidence of baptism should contact the parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed on.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the academy week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted.

Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age. (School Admissions Code 2.16(e))

APPLICATIONS IN RESPECT OF MULTIPLE BIRTHS

Where there are twins, triplets or multiple birth children, one or more of whom falls within the PAN of 45 and the others beyond it, governors will offer a place to them all.

CHILDREN IN CARE

Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. The governors will give first priority to children in care who are of the Catholic faith and will give priority in the oversubscription criteria to looked-after children not of the Catholic faith above other children not of the Catholic faith. Looked-after children includes children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.

SEN STATEMENTS

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special education needs that names the school. This is not an oversubscription criterion. This will reduce the number of places available to applicants.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the 31st December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school, but still refused admission.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR APPLICATIONS)

An application should be made to the local authority who will need to consult with the governors.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

CHARGING

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

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to Chair of Governors.

Appeals will be heard by an independent panel within 40 schools days of the offer date.

ST MICHAEL'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

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 parents/guardians as possible who earnestly desire it for their children.

There is no charge or cost related to the admission of a child to a school. Parents requesting a reception place for 2016/2017 must complete the online application form. The supporting evidence form should be returned to school.

For children with statements of special educational needs which specifies the school concerned, the school must admit such children whether they have places or not.

OVERSUBSCRIPTION

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 (looked-after children/ previously looked-after children).
- 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 supporting information form. 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 on the activities of the place of worship

5) Those living within the parish of Tettenhall Regis (i.e. Tettenhall, Aldersley and Pendeford). 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 15th January 2016. Parents will be notified of the outcome on or as soon as possible after 18th April 2016.

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.

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)
- Or stepbrother/sister (i.e. related by a parent's marriage)
- Any other children 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).

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, one or more of whom falls within the published admission number of 30, and the others beyond it, governors will offer a place to them all.

WAITING LIST

Waiting lists for admission will remain open until the end of the autumn term and will then be discarded.

IN-YEAR APPLICATIONS

In-year applications after 31st December 2016 must be made to the local authority who will need to consult the governors.

APPEALS

If a child is refused a place through oversubscription parents are informed in writing of their right to appeal to an independent appeals panel. They should write to the Clerk of the Admissions Appeal Panel within 20 days of receipt of the notice of refusal, c/o the school address.

ST MICHAEL'S CATHOLIC PRIMARY ACADEMY & NURSERY

Wolverhampton inter-local authority co-ordinated scheme. The admissions policy of the academy committee of St Michael's Catholic Primary Academy & Nursery is as follows:

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

The academy is conducted by the directors of the Bishop Cleary Multi-Academy Company and by St Michael's Academy Committee as part of the Catholic Church in accordance with the master funding agreement and Scheme of Delegation and seeks at all times to be a witness to Jesus Christ.

We ask all parents applying for a place here to respect this ethos and its importance to the community of the academy. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The academy's admission number for entry to the Reception Class in 2016/17 is 30.

If the number of applications exceeds the admission number, the academy committee will give priority to applications in accordance with the criteria listed, provided that the committee is made aware of that application before decisions on admissions are made (see note 1 below). A map of the parish boundary is available on the academy website (<http://stmichaelscatholicprimarywolverhampton.co.uk>), at the academy and parish (St Michael's Presbytery, 173 Coalway Road, Wolverhampton) or by post on request.

- 1) Baptised Catholic children (see note 2 below) who are in the care of the local authority (looked-after children/previously looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of St Michael who will have a brother or sister (see Note 3 below) in the academy at the time of admission (a map of the parish boundary is available at the academy and parish) and on the academy school website as indicated above.
- 3) Baptised Catholic children living within the parish of St Michael's.
- 4) Other baptised Catholic children who will have a brother or sister in the academy at the time of admission.
- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of the local authority (looked-after children/previously looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who will have a brother or sister in the academy at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within a category, the academy committee will give priority to children living closest to the academy determined by shortest distance.

The measurement between the home and academy will be determined by the local authority's software (see note 4).

In a very small number of cases, it may not be possible to decide between the applicants who are seeking 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 academy is exactly the same, for example, blocks of flats. If there is no other way of separating the applications according to the admissions criteria, for example, if the distance between two or more homes and the academy is exactly the same (e.g. homes are in the same block of flats), and if to admit both or all of the children would cause the legal limit to be exceeded, the academy committee will draw lots to randomly select the child to be offered the final place. As an exception, the academy committee will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

ADDITIONAL NOTES

Note 1

Children with a statement of special educational needs that names St Michael's Catholic Academy must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a 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 baptism should contact their parish priest. Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step-sister, where two children are related by a parent's marriage;
- adopted or fostered children

attending the academy at the time of application and who will still be attending at the time of admission. The child for whom the academy place is sought, must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Please note that child-minders addresses will not be accepted. This applies to both formal child-minders and relatives/friends acting in a child-minding capacity.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating an academy place.

ACADEMY ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the academy, but not beyond the academic year for which the application is accepted.

Parents may discuss this with the Principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy.

APPEALS

Parents who wish to appeal against the decision of the academy committee to refuse their child a place in the academy may apply in writing to chair of the academy committee. Appeals will be heard by an independent panel.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

REPEAT APPLICATIONS

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

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the academy committee in admission criteria order. This means that the child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

An application should be made to the Admissions & Transfer Section of Wolverhampton local authority who will need to consult with the academy committee.

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

NISHKAM PRIMARY SCHOOL, WOLVERHAMPTON

The Nishkam School is driven and sustained by the principle of being 'nishkam' - a mindset to serve others without expectation of reward or recognition. Our experience shows that this selfless practice promotes humility and can unlock great potential to transform ourselves and the world around us.

BACKGROUND

Applications are welcome from pupils of all faiths and none. Offers will be made according to the oversubscription 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

OVERVIEW OF ADMISSIONS PROCESS

How to apply for Reception Class in September 2016

The NPSW admissions process is administered through the City of Wolverhampton Council 'Local Authority Co-ordinated Admissions Scheme' - full details and key dates are available from your local authority or <http://www.wolverhampton.gov.uk/admissions>

All applicants must apply to the local authority in which they live by completing the online application form.

Applicants applying for any faith place must also complete the supplementary information form (SIF) and return it to the school.

HOW TO MAKE AN IN-YEAR APPLICATION

Applications made outside the normal admissions round ('in-year admissions') must be sent directly to the school. The local authority will provide an 'in-year' application form on request; the completed application form must be returned to the school, not to the local authority.

Applicants applying for any faith place must also complete the supplementary information form (SIF) and return it to the school.

If a place is available and there is no waiting list, then the school will admit the new applicant. If more applications are received than there are places available, then all applications on the waiting list will be ranked in accordance with the over subscription criteria.

CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

Any child with a statement of special educational needs or a health, education and care plan is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

OVERSUBSCRIPTION

Where the number of applications received is equal to or fewer than the published admissions number, all 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.

All applicants for the faith category who are not offered a place under that category will automatically be considered within the open category according to the oversubscription criteria for that category.

OVER SUBSCRIPTION CRITERIA

Category 1 - Faith-Based Places

50% of places will be offered to applicants where the child (or parent or guardian) is/are Amritdhari (initiated) Sikhs, or the Sikh child is Keshadhari (has uncut hair); or child (or parent or guardian) is/are baptised (initiated) into any other religion in the order given below.

Priority Faith-Based Places

- i) Looked-after or previously looked-after children¹ - applying under the faith category.
- ii) Siblings² - applying under the faith category.

Remaining Faith-Based Places will be Allocated in the Following Order.

- i) Child (or parent/s or guardian/s) is/are Amritdhari (initiated) Sikhs.
- ii) Keshadhari child (has uncut hair).
- iii) Child (or parent/s or guardian/s) is/are baptised (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 place of worship. The SIF can be obtained from the school or the school website.

Definitions

¹'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. 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).

²'Sibling' is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

*A supplementary information form is used by the Nishkam Primary School Wolverhampton.

Category 2 - Open places

50% of open places will be offered under the open places category.

Priority Open Places

- i) Looked-after or previously looked-after children¹.
- ii) Siblings².

All other open place applicants will be ranked by proximity using the distance data supplied by the local authority.

Undersubscription and oversubscription within a category

The following process will be followed when the 'faith' and '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

If there is oversubscription in any sub-category those applicants will be ranked using proximity to the school based on the distance data provided by the 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.

WAITING LIST

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

<http://wolverhampton.gov.uk/article/2541/School-admission-appeals>

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and, if the school is oversubscribed, they are very unlikely to obtain a place.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Nishkam school Admissions Office during the autumn term in the year of application, i.e. September - December 2015 for children born between 1st September 2011 - 31st August 2012. The admission authority will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

ST PATRICK'S CATHOLIC PRIMARY SCHOOL

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (see note 2 below) who are in the care of the Authority (looked after children/previously looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living within the parish of St Patrick's who have a brother or sister (see note 3 below) in the school at the time of admission
- 3) Baptised Catholic children living within the parish of St Patrick's.
- 4) Other baptised Catholic children who have a brother or sister in the school at the time of admission.
- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of the local authority (looked-after children/previously looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously

looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.

- 7) Non-Catholic children who have a brother or sister in the School at the time of admission.
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance. 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 software system (see note 4). In a very small number of cases, it may not be able to decide between the applicants of those pupils who are 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 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 legal limit to be exceeded, the governing body will draw lots, with an independent verifier. As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic baptism or reception into the church will be required. Those who face difficulties in producing written evidence of baptism should contact their parish priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a sibling is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step-sister, where two children are related by a parent's marriage;
- adopted or fostered children.

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to the chair of governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant, because of a significant and material change in the circumstances of the parent, child or school but, still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order.

This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

IN-YEAR APPLICATIONS

An application should be made to the local authority who will need to consult with the governors.

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

ST PAUL'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Parents/carers requesting a reception place for 2016/2017 must complete an local authority online application form at www.wolverhampton.gov.uk/admissions by 15 January 2016. In addition to the online form, parents/carers are asked to complete a St Paul's School Supporting Evidence form which is available in the starting school pack and should be returned to the school by 15 January 2016.

If the number of requests for places exceeds the school's admission limit, places will be allocated on the following basis in order of priority:

- 1) Children in care (looked-after children) which includes previously looked-after children who have been 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) Those showing strength of support from the appropriate faith leader, demonstrating commitment to the life, work and witness of their faith. The strength of the family commitment to their particular faith as demonstrated on the supporting evidence form. This will be measured by:
 - number of years the family has been worshipping
 - frequency of visits to the place of worship
 - involvement on the activities of the place of worship

Information should be supplied on a supporting evidence form at the time the application is made.

- 5) Those living within the parish of Tettenhall Regis (i.e. Tettenhall, Aldersley and Pendeford). 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 local authority. 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 (block of flats) this will be done by lot.

- 6) Any other children not falling into the above categories. 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 local authority. 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 (block of flats) this will be done by lot.

Children with a statement of special educational need who name the school must be admitted. This will reduce the number of places available to applicants.

In the event of oversubscription, the Governing Body Admissions Committee will consider in the first instance only those who have applied for a place by 15th January 2016. Parents will be notified of the outcome on or as soon as possible after 18th April 2016.

In the case of oversubscription, parents may be requested to provide, by a specific date, further details which may include proof of residency at a given address, letter of support from a faith leader and individual reasons for requesting St. Paul's School.

CHILD'S HOME ADDRESS

This is the usual place of residence on weekdays and nights. The address of a childminder (formal or informal) will not be accepted as a child's place of residence.

CHANGE OF ADDRESS (occurring during the allocation process)

In these circumstances – or if a query arises in respect of a child's place of residence – it will be a requirement that evidence to support residency is supplied. 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 relevant names in connection with a particular property.

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);
- Stepbrother/sister (i.e. related by a parent's marriage); or
- Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order).

APPLICATION IN RESPECT OF MULTIPLE BIRTHS

As far as possible siblings (including twins, triplets or children from multiple births), will be allocated a place based on the criteria for admissions.

Where parents/carers are seeking to place twins, triplets etc, they must submit a separate application for each child.

In the event that one child from a multiple birth has been accepted in the 30th place, the statutory limit of infant class size will be exceeded to accommodate the other sibling (siblings).

APPEALS

If a child is refused a place through oversubscription, parents/carers are informed in writing of their right to appeal to an independent appeals panel. They should write to the Clerk of the Admissions Appeal Panel within 20 days of receipt of the notice of refusal, c/o the school address.

WAITING LIST

Waiting lists for admission will remain open until the end of the autumn term - 31st December 2016 and will then be discarded.

Applications received after the closing date and repeat applications will be processed in accordance with the local authority's scheme (see Appendix 1). Parents will be advised by the local authority of the procedures in respect of both appeals and waiting lists. Being on a waiting list does not guarantee the offer of a place.

IN-YEAR APPLICATIONS

An application should be made to the local authority who will need to consult with the governors.

NURSERY ADMISSIONS

The school has a separate policy for nursery admissions which is on date of birth order. In addition; attending the school nursery does not guarantee a place in Reception year.

ST TERESA'S CATHOLIC PRIMARY ACADEMY

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (please see note 1 below).

A map of the parish boundary is available from the parish priest/the school or by post, on request.

If the number of requests for places exceeds the school's admission limit, places will be allocated on the following basis in order of priority:

- 1) Baptised Catholic children (please see note 2 below) who are in the care of the local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living in the parish of St Teresa of the Infant Jesus who have a sibling (please see note 3 below) in the school at the time of admission.
- 3) Baptised Catholic children living within the parish of St Teresa of the Infant Jesus.
- 4) Other baptised Catholic children who have a brother or sister in the school at the time of admission.

- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (eg children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who have a brother or sister in the school at the time of admission
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance. 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 software system (see note 4).

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are 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, block of flats.

If there is no other way of separating the applications according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the governing body will draw lots.

As an exception, the governing body will give careful consideration to offering places above the admission number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic baptism or Reception into the church will be required.

For a definition of a baptised Catholic, see the Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion on which the child's name is placed.

Note 3

The definition of a sibling is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step-sister, where two children are related by a parent's marriage; or
- adopted or fostered children.

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

APPEALS

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to the Board of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of the autumn term 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION

An application should be made directly to the local authority who will need to consult with the governors.

THE GIFFARD CATHOLIC PRIMARY ACADEMY & NURSERY

If the number of applications exceeds the admission number, the Board of Directors give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

- 1) Baptised Catholic children (please see note 2 below) who are in the care of the local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 2) Baptised Catholic children living in the parishes of Saint Peter and Saint Paul, Wolverhampton and Saint Thomas of Canterbury, Tettenhall, who have a brother or sister (see note 3 below) in the school at the time of admission (a map of the parish boundary is available at the school and parish or by post on request).
- 3) Baptised Catholic children living within the parishes of Saint Peter and Saint Paul, Wolverhampton and Saint Thomas of Canterbury, Tettenhall, (A map of the parish boundary is available at the school and parish or by post on request).
- 4) Other baptised children who have a brother or sister in the school at the time of admission.

- 5) Other baptised Catholic children.
- 6) Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (eg children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim must be submitted to the Admissions and Appeals Section at the Civic Centre.
- 7) Non-Catholic children who have a brother or sister in the school at the time of admission
- 8) Non-Catholic children.

OVERSUBSCRIPTION

If there is over-subscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straightline measurement between the front door of the applicant's home address and the front door of the school (see note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admissions 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 school is exactly the same, for example, block of flats. If there is no other way of separating the application according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the governing body will draw lots to select the child to be offered the final place.

Note 1

Children with a statement of special educational needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

For a child to be considered as a Catholic, evidence of Catholic baptism or reception into the church will be required. For definition of a baptised Catholic, see Appendix 2b (page 101). Those who face difficulties in producing written evidence of baptism should contact their parish priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic baptism/reception may affect the criterion the child's name is placed in.

Note 3

The definition of a sibling is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step-sister, where two children are related by a parent's marriage; or
- adopted or fostered children.

attending the school at the time of application and who will still be attending at the time of admission. The child for whom the school place is sought must be living in the same family unit at the same address as the brother or sister.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

APPEALS

Parents who wish to appeal against the decision of the governors to refuse their child a place in the School may apply in writing to Board of Directors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will be kept by the local authority and will remain open until the 31st December 2016 and will then be discarded.

IN-YEAR APPLICATIONS

An application should be made to the local authority who will need to consult with the governors.

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

Appendix 2b

Written evidence of baptism

The governing bodies of Catholic schools will require written evidence in the form 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 baptism 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 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 due to persecution or fear, the destruction of the church and the original records, or where baptism 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).

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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc., Cf. Catechism of the Catholic Church. 1203). 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 the 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 co-ordinate primary transfers for all maintained (i.e. non-fee paying) schools.

The following local authorities:

- Birmingham local authority
- Dudley local authority
- Sandwell local authority
- Staffordshire local authority
- Walsall local authority
- Wolverhampton local authority
- Telford and Wrekin local authority
- Shropshire local authority

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 18th April 2016.

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: Your application pack will be supplied by your home local authority. If you have not received anything by mid-December 2014 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 City Council

Children, Information and Advice Service

Tel: Children Information and Advice Centre
0121 303 1888 (option 4)
Email: admissions@birmingham.gov.uk
Letter: School Admissions & Pupil Placement Service
PO Box 16513
B2 2FF

Staffordshire County Council

School Admission & Transport Service

Tel: School Admissions
01785 278593
Web: www.staffordshire.gov.uk/admissions
Email: admissions@staffordshire.gov.uk
Letter: School Admissions Education Department
Tipping Street
Stafford
ST16 2DH

Dudley Metropolitan Borough Council

Directorate of Children's Services

Tel: School Admissions Service
01384 814223
Web: www.dudley.gov.uk
Email: admissions.cs@dudley.gov.uk
Letter: Directorate of Children Services
School Admissions Service
Westox House
1 Trinity Road
Dudley
DY1 1JQ

Walsall Metropolitan Borough Council

Tel: School Admissions
01922 652585
Letter: School Admissions Team
2nd Floor Zone E
Civic Centre
Darwall Street
Walsall
WS1 1TP

City of Wolverhampton Council

Tel: Admissions and Appeals
01902 554176
Email: schooladmissions@wolverhampton.gov.uk
Letter: Education & Enterprise
Pupil & Student Services
Admissions & Transfers
Civic Centre
St Peter's Square
Wolverhampton
WV1 1RR

Telford & Wrekin Council

Tel: Family & Cohesion
01952 380903/04
Email: admissions@telford.gov.uk
Letter: School Organisation Service
6B Darby House
Telford
TF3 4JA

Shropshire County Council

Tel: School Admissions
03456 789008
Email: school-admissions@shropshire.gov.uk
Letter: School Admissions Team
Learning & Skills
Shirehall
Abbey Foregale
Shrewsbury
SY2 6ND

Sandwell Metropolitan Borough Council Admissions Service

Tel: Admissions Service
(Parent Support Line)
0121 569 6765
Email: in-year admissions@sandwell.gov.uk
annual schooladmissions@sandwell.gov.uk
Letter: Admissions Service
Sandwell Council House
PO Box 16230
Freeth Street
Oldbury
B69 9EX

Appendix 4

School terms and holiday dates 2016 - 2017

AUTUMN TERM 2016

September 2016		October 2016		November 2016		December 2016	
W	7 14 21 28	W	5 12 19 26	W	2 9 16 23 30	W	7 14 21 28
Th	1 8 15 22 29	Th	6 13 20 27	Th	3 10 17 24	Th	1 8 15 22 29
F	2 9 16 23 30	F	7 14 21 28	F	4 11 18 25	F	2 9 16 23 30
S	3 10 17 24	S	1 8 15 22 29	S	5 12 19 26	S	3 10 17 24 31
Su	4 11 18 25	Su	2 9 16 23 30	Su	6 13 20 27	Su	4 11 18 25
M	5 12 19 26	M	3 10 17 24 31	M	7 14 21 28	M	5 12 19 26
T	6 13 20 27	T	4 11 18 25	T	1 8 15 22 29	T	6 13 20 27

Term-time Monday 5 September 2016 – Friday 21 October 2016

Half-term Monday 24 October 2016 – Friday 28 October 2016

Term-time Monday 31 October 2016 – Friday 16 December 2016

SPRING TERM 2017

January 2017		February 2017		March 2017		April 2017	
W	4 11 18 25	W	1 8 15 22 29	T	7 14 21 28	T	4 11 18 25
Th	5 12 19 26	T	2 9 16 23	W	1 8 15 22 29	W	5 12 19 26
F	6 13 20 27	F	3 10 17 24	Th	2 9 16 23 30	Th	6 13 20 27
S	7 14 21 28	S	4 11 18 25	F	3 10 17 24 31	F	7 14 21 28
Su	1 8 15 22 29	Su	5 12 19 26	S	4 11 18 25	S	1 8 15 22 29
M	2 9 16 23 30	M	6 13 20 27	Su	5 12 19 26	Su	2 9 16 23 30
T	3 10 17 24 31	T	7 14 21 28	M	6 13 20 27	M	3 10 17 24

Term-time Tuesday 3 January 2017 – Friday 17 February 2017

Half-term Monday 20 February 2017 – Friday 24 February 2017

Term-time Monday 27 February 2017 – Friday 7 April 2017

Bank holidays Good Friday 14 April/Easter Monday 17 April 2017

SUMMER TERM 2017

May 2017		June 2017		July 2017		August 2017	
T	2 9 16 23 30	T	6 13 20 27	T	4 11 18 25	T	1 8 15 22 29
W	3 10 17 24 31	W	7 14 21 28	W	5 12 19 26	W	2 9 16 23 30
Th	4 11 18 25	Th	1 8 15 22 29	Th	6 13 20 27	Th	3 10 17 24 31
F	5 12 19 26	F	2 9 16 23 30	F	7 14 21 28	F	4 11 18 25
S	6 13 20 27	S	3 10 17 24	S	1 8 15 22 29	S	5 12 19 26
Su	7 14 21 28	Su	4 11 18 25	Su	2 9 16 23 30	Su	6 13 20 27
M	1 8 15 22 29	M	5 12 19 26	M	3 10 17 24 31	M	7 14 21 28

Term-time Monday 24 April 2017 – Friday 26 May 2017

Bank holiday Monday 1 May 2017/Monday 29 May 2017

Half-term Monday 29 May 2017 – Friday 2 June 2017

Term-time Monday 5 June 2017 – Tuesday 25 July 2017

Appendix 5

Where to find out more

Education Psychology Service

01902 556948

Education Welfare Service

01902 555262

Multi Agency Support Teams

01902 551953/555973/551499/555946/
552630/556040/556952/555258

Pupil Services (Bus Passes)

01902 551122

Free School Meals

01902 551122

Admissions & Appeals

01902 551122

Behavioural and Mental Health Support Team

01902 555939

Exclusions from School

01902 555924

Special Educational Needs Statutory Assessment & Review Team

01902 555873/555986/551498/555961

Wolverhampton Parent Partnership Service

01902 556945

City of Wolverhampton Council website:

www.wolverhampton.gov.uk

OTHER AGENCIES

Central Library, Snow Hill

01902 552025

Connexions Careers Service

118-119 Salop Street, Wolverhampton
01902 773040 and
30 Church Street Bilston
01902 408811

Local Government Ombudsman

08456 021983/02476 821960/
03000 610614

Schools Adjudicator

08700 012468

Department for Education

0370 0002288
www.education.gov.uk

Catering Service Support

01902 555227

OTHER USEFUL INFORMATION

SOURCE

OFSTED Reports about the School	the.school/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

wolverhampton.gov.uk 01902 551155

 [WolverhamptonToday](#)  [@WolvesCouncil](#)  [WolverhamptonToday](#)

City of Wolverhampton Council, Civic Centre, St. Peter's Square,
Wolverhampton WV1 1SH

2. The number of children who did not receive their first preference of school in the local authority that was:
 - a. Between 0-100m away from the child's registered address.
 - b. Between 100m-300m away from the child's registered address.
 - c. Between 300m-500m away from the child's registered address.
 - d. Between 500m-1km away from the child's registered address.
 - e. Over 1km away from the child's registered address.

Following careful consideration, the Council regrets to inform you that it has decided not to disclose this information.

Information you have requested has been withheld from disclosure. The exemption engaged is Section 12 of the Freedom of Information Act 2000 (FOI).

Section 12 of the FOI exempts Public Authorities from providing information where the estimated cost of compliance exceeds the appropriate limit. Any estimate must be undertaken in accordance with the limits set in fees regulations made under Section 12 (5) of the FOI.

These Fees Regulations (SI 2004/3244 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations) allow for a refusal where the cost of compliance, for local authorities such as the Council, would exceed £450. As a guide, staff time to identify and extract this information is charged at a rate of £25 per hour.

In summary to provide the information you have requested it would take us approximately 30 hours to compile as we do not record this category of information and would have to carry out a manual trawl of applications held.

In estimating the cost of complying with a request for information, an authority can only take into account any reasonable costs incurred in:

“(a) determining whether it holds the information,

(b) locating the information, or a document which may contain the information,

*(c) retrieving the information, or a document which may contain the information,
and*

(d) extracting the information from a document containing it”.