

# Parents guide to secondary school admissions 2024 - 25

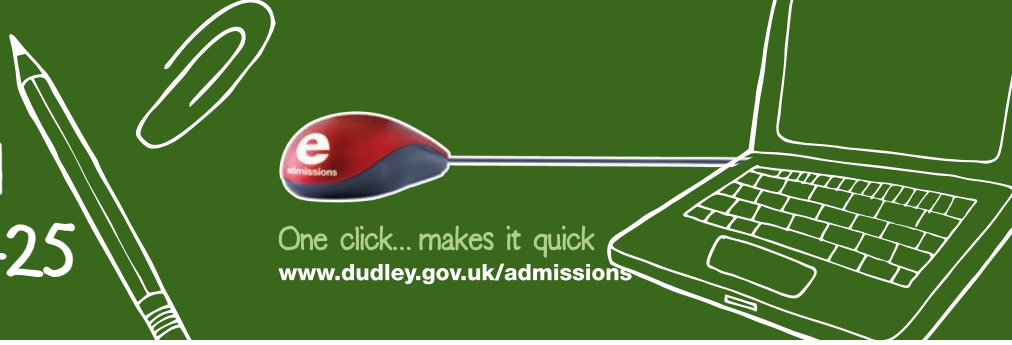


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a parents' guide to  
**secondary school  
admissions 2024-25**



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**This booklet describes Dudley Council's arrangements for admitting children to secondary schools in September 2024.**

**If you would like this document on audiotape, in large type, or translation into your own community language, please contact The School Admissions Service.**

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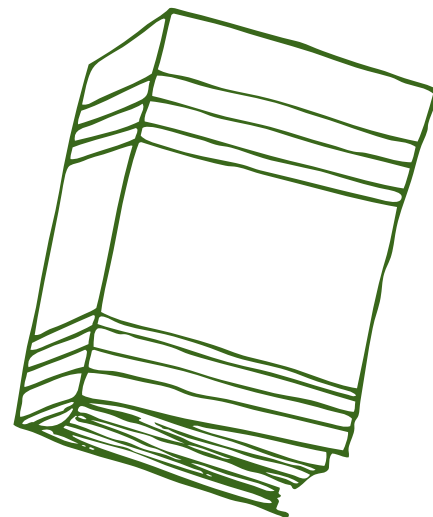
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## a guide for parents

This booklet provides details of the admission arrangements that will operate at secondary schools in the Dudley borough for admissions in September 2024.

We have also included general information which you may find useful.



If you would like further information about a particular school, a more detailed booklet ('the School Prospectus') may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or online include the School Profile and inspection reports by the Office for Standards in Education (Ofsted). The Dudley Secondary School Performance Tables relating to the 2021 examination and test results are currently available from the Council and in public libraries. The results for 2023 will not be available until December 2023.

Please pay particular attention to the timetable set out on Page 6, especially the closing date for applications, and the specific detail given about each school's admission arrangements that are set out from Page 20 onwards.

Local authorities (LAs) are required to liaise with each other in relation to the transfer of children from primary to secondary school for all schools, whether the schools are in Dudley or in other boroughs. This means that each child will only receive one offer of a school place, which will be sent to them by the LA where they live.

We do our very best to find places for all children at their first preference secondary school, but we cannot always do this. Overall, for admissions in September 2023 we were able to meet 96% of one of the preferences expressed. Most disappointments generally are caused when parents select popular schools at some distance from their home address. However, whichever school your child attends in Dudley, you may be confident that the LA and the school work closely to ensure your child will be educated to the highest standard.

**Catherine Driscoll**

Director of Children's Services - Children's Directorate

The Council House, Priory Road, Dudley, West Midlands DY1 1HF

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## types of admission authorities operating in Dudley

### **Community schools**

Dudley Local Authority (LA) is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils to community schools including the admissions criteria.

The admissions policy for community schools has been confirmed following consultation with the governing bodies and Headteachers of all schools in the borough, as well as a number of other agencies.

**Catchment areas** do not exist in Dudley borough. See Page 10 for full details of the admissions policy adopted for community secondary schools. See Page 18 for a list of community schools.

### **Voluntary aided schools**

The governing body is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

The individual school governing body is responsible for determining admission and appeal arrangements for foundation and voluntary aided schools. You will find details of the various admissions policies adopted on Page 19 onwards.

See Page 18 for the list of voluntary aided schools.

### **Academy schools**

Academies are public funded independent schools free from local authority and national government control. They have the responsibility of setting their own admission arrangements and criteria. The school's governing body is responsible for determining the admission and appeal arrangements for the academy.

See Page 18 for the list of academy schools.

**All schools** in Dudley will consider applicants on an equal basis and will not give priority to first preferred applicants. If a child meets the admissions criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent/carer ranked highest on their form.

**Please note that academies, foundation and voluntary aided schools in Dudley borough have separate admission policies.**

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## transfer to secondary school process

### **General information**

It is important that you thoroughly read and understand the parents' guide to secondary school admissions before completing any application form. Please note if there are persons with parental responsibility for the child, who are not living at your home address, you have a duty to ensure that you notify/consult those persons regarding this application.

### **Number of preferences**

You are able to state up to six preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring Local Authority. You are strongly advised not to make only one school preference since it will not give you any advantage in the schools' admission process. The Admissions Service will allow an additional late preference after offer day if you have been unsuccessful in being allocated a place at one of your original preferences. If you wish to add more than one late preference and already put six preferences, then you will have to remove one of these.

Please note that places are not allocated on a first come, first served basis. You are therefore advised to attend open days and evenings at schools as well as assessing the likelihood of your preferences being agreed under the school's admissions policy before stating your preferences. You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child attending the school already). Also, if a school is very popular there is no guarantee that your child will be allocated a place.

### **Will I get priority for my first preferred school?**

All schools will consider applicants on an equal basis and will not give priority to first preference applicants. If a child meets the criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent ranked highest.

### **Will I get priority for a school within my home LA?**

Under current legislation we are unable to give priority to pupils who live within Dudley borough. All applications will be considered against the admissions policy of the school concerned, regardless of which borough the child resides in.

### **I don't live in Dudley borough. How do I apply for a Dudley secondary school?**

You must include the school on the form provided by your own LA. Please note there may be different closing dates and admissions policies in operation (see list on Page 101 for contact numbers of neighbouring LAs).

### **I live in Dudley. How do I apply for a secondary school outside of Dudley borough?**

You must include the school on the form provided by Dudley LA where you will be able to express up to six preferences for schools inside or outside of the Dudley borough. If you want to apply for a school outside the borough you must obtain the information booklet from the relevant LA, (see list on Page 101 for contact numbers of neighbouring LAs) to ensure that you understand the admissions policy for the school concerned. If you are successful in gaining a place at a school which is not maintained by Dudley LA, the council will not assist you financially to enable your child to attend the school concerned.

### **What happens if I do not return my application on time?**

If you do not complete and return an application, your child will not be allocated a school place until all those who did have been offered places. It is then possible that your preferred schools will be too full to admit your child.

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## How can I get information about schools online?

The School Admissions Service web page gives links to school web sites and other web pages giving information about schools (such as the Ofsted site [www.ofsted.gov.uk](http://www.ofsted.gov.uk)). It will also include a copy of this information booklet.

## How to apply

From 1 September 2023, if you live in the Dudley borough, you should either apply online at [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions) or complete a paper application, which is available on request from the School Admissions Service. You should state all of your school preferences up to a maximum of six in rank order.

## Can I choose which school I send my child to?

You do not have the right to choose which school your child attends. Under current legislation you have the right to express a preference. This preference must be met unless to do so would be prejudicial to effective education and/or prejudicial to the efficient use of resources at the preferred school. i.e. the admission of further pupils will be detrimental to the teaching and learning experiences of other students.

## How can I assess the likelihood of being allocated my preferred school?

Statistical and historical information, relating to admission at each school can be found on individual school pages.

### Important dates - Please note these dates may vary in other LAs.

<b>Online application available</b>	1 September 2023
<b>Information to parents and school open evenings</b>	Autumn Term 2023
<b>Return date of paper application form</b>	31 October 2023 by 5pm*
<b>Return date of online applications</b>	Midnight 31 October 2023
<b>Decision emails to parents</b>	1 March 2024 after 2pm
<b>Decision letters to parents</b>	1 March 2024 by 2nd class post
<b>Appeals to be heard</b>	May/June 2024
<b>Induction dates to new schools</b>	end of June/beginning of July 2024

\*(Failure to return your form by this date may affect the outcome of your application.)



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## **What is the co-ordinated admissions scheme?**

Local authorities (LAs) are required to co-ordinate secondary transfer admissions for all maintained (non-fee paying) schools.

Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire LAs have agreed to co-ordinate the admissions process for admission to secondary schools.

**For details of Dudley's scheme please contact the School Admissions Service on 0300 555 2345 or go to [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)**

## online applications

### **Why should I apply online?**

Some of the benefits of applying online are:

- It is quick and easy to use
- You can apply 24 hours a day, 7 days a week
- There is no risk that your application will be lost in the post
- You will receive an email confirmation that your application has been received
- You can change your application up to the closing date by contacting the School Admissions Service
- It is safe and secure
- You will be notified of the outcome of your online application after 2pm on 1 March 2024

### **When can I use the online system?**

The online system will be available 24 hours a day, 7 days a week from 1 September 2023 until the closing date 31 October 2023.

### **Will my application be secure?**

Yes. The system has a series of security features that prevents others from seeing your details.

### **Who makes the application?**

The person who has parental responsibility should submit the application for the child's school place. If you need further advice about who should apply for your child's school place, please contact the School Admissions Service at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk). If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult with those other persons before expressing a preference for a secondary school. Please note the School Admissions Service will only accept changes from the person who made the original request.

### **What details will be requested?**

You will not be asked to give any more information than you would need to if you were making a paper application.



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## **How can I get information about schools online?**

The admissions arrangements for schools are included in this guide for advice. For further information on a school please either phone the school or go to the school's own website.

## **If I can't finish the application, may I go back to it later?**

Yes. You have until the closing date to complete your application and submit it.

## **Having made an electronic application, can I change my preferences or submit other information?**

You can make changes to your application right up to the closing date. In order to do this, you would need to contact the School Admissions Service at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk).

## **How will I know that the changes have been logged?**

You can check the status of your application when you log in to the system and select your existing record.

## **Should I send a paper copy as well?**

No. If you do submit an online application and a paper form the last one received will supersede the first one and the school allocation will be made using the data on the last received form.

## **Will I be told the result of my application electronically?**

Yes. After 2pm on 1 March 2024.

## **What do I need to do to apply online?**

All you need to apply online is access to a computer. The council offers free computer access at its libraries and Dudley Council Plus offices in Castle Street, Dudley.

Some schools will also provide computer access. You should check with your local school to find out whether they provide this service.

## **Paper applications**

Even though it may be quicker and easier to apply online, paper applications can still be made available. Please phone the School Admissions Service on **0300 555 2345** to request a paper application form.

It is advisable that parents check with the School Admissions Service to ensure that their application form has been received before the closing date. You are advised to return your form either by hand to Dudley Council Plus, 259 Castle Street, Dudley DY1 1LQ asking for a receipt, or return it by recorded delivery. The council will not accept responsibility for lost forms unless it has been sent by recorded delivery or you have a valid receipt.

## **What additional information should I provide to support my application?**

It is very important that you check if supportive information is required for each school you are interested in by reading the information published by the relevant LA.

You must complete a supplementary form for Old Swinford Hospital School, Bishop Milner Catholic College (if applying as a Baptised Catholic), Ellowes Hall Sports College (if applying under the sporting aptitude or performing arts criteria) and Crestwood School (if applying under the sporting aptitude or performing arts criterion) which are available direct from the schools concerned. Please note there may be an earlier date for the supplementary form to be completed and returned to the school than the 31 October 2023. You must also ensure that you list the schools on your LA application form or your preference will not be valid.

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## **Late applications**

Preferences that are received after the closing date (31 October 2023) will only be considered after the applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline the applicant will be considered alongside all other applicants.

In each circumstance supportive evidence must be provided by the parent/carer at the time of application.

Please note that some schools may have a different policy for dealing with late applications and you should check with the relevant LA or school in each case.

## **Can I change my preferences and/or the order of my preferences after the closing date has passed?**

There will be exceptional circumstances in which this will be allowed to take place. e.g. where a child moves house within Dudley Borough and as a result needs to make new preferences for schools within the new area. If there are no exceptional circumstances and you change your preferences, your application will be considered late.

## **When will I know the outcome of my application?**

Dudley parents/carers will be informed of the decisions relating to their application in writing, posted 2nd class on 1 March 2024. If you apply online you will be notified by email after 2pm on 1 March 2024.

## **Can the admissions authority withdraw the offer of a school place once it has been made?**

An admissions authority can withdraw the offer of a school place where a parent has obtained the place by providing either their primary school or the admissions authority with fraudulent or intentionally misleading information. (See also Page 16 of this booklet.)

This power has been used several times in previous years in Dudley where parents have provided false information.

## **How can I contact the School Admissions Service?**

Telephone 0300 555 2345

[admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

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

Information is also available at the above website.



# admissions policy for community secondary schools in Dudley

Please note that this section refers to community schools only. See Page 18 for a list of community schools. Dudley Council has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. The Council does not support the use of selective admissions policies based on aptitude or academic achievement. The admission arrangements set by the Council ensure that the process is fair and equitable for all.

## Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2014

## Desired Outcomes of Dudley Admission Policy & Scheme:

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community secondary school wherever requested.
- To enable parents to make informed preferences and to ensure that the Council implements a fair and transparent admissions policy across the Borough for the benefit of all parents who wish to express preferences for Dudley secondary schools.
- To keep to the minimum the number of parents who are not allocated a place at any of their preferred secondary schools.
- To ensure that all parents receive only one offer of a school place at the same time, irrespective of the schools or Council for which they are applying, through coordination of the process.

## Community Secondary School Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community secondary schools that are oversubscribed i.e. receive more applications than can be accommodated.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the preferred school in the academic year 2024/25.
- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

## Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Admission of children outside of their normal age group

Please also see the admission outside the chronological age range policy. [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Council setting out the reasons why they believe their child should be taught outside their chronological age group.

Parents do not have the right to insist that their child is admitted to a particular year group.

## Late Applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2024. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis.



## examples of different preference rankings

### Katie

Katie lives near School D which is a community school. Her parents would like her to go to School B, a foundation school slightly further away or School C a Catholic School voluntary aided. They also want her to sit tests for grammar schools. Their preferences are:

- |                        |                         |                                       |
|------------------------|-------------------------|---------------------------------------|
| 1 School A (grammar)   | 2 School B (foundation) | 3 School C (Catholic voluntary aided) |
| 4 School D (community) | 5 School E (grammar)    | 6 School F (community)                |

Katie did not pass school A test. She could not be offered school B as she lived too far away. She did not meet school C's criteria because she is not a Catholic. She met the admission criteria for school D and school F because she lives nearer to both. She also passed the test for school E. She was allocated school D because it was a higher ranked preference than schools E and F.

### James

James lives 500 metres from a school and is his local school. His parents do not want him to go there. They want their son to sit the grammar school tests. The other schools they have expressed preferences for, with the exception of school B, are a considerable distance from the home address. Their preferences are:

- |                              |                                       |                        |
|------------------------------|---------------------------------------|------------------------|
| 1 School A (grammar)         | 2 School B (Catholic voluntary aided) | 3 School C (grammar)   |
| 4 School D (voluntary aided) | 5 School E (foundation)               | 6 School F (community) |

James lives close to school B but is not a Catholic so does not qualify for a place. He has failed all the grammar school tests. He lives too far from his parents' other preferences to qualify for a place.

As none of his parents' preferences could be met, he was offered a place at the nearest school with available places. The school nearest to his home address had filled its places with children whose parents ranked it as one of their preferences so could not be offered.

### Alice

Alice lives in Stourbridge, close to the border with a neighbouring LA. Her parents want her to go to school A outside Dudley LA. They have obtained the admissions information booklet from the neighbouring LA and feel that Alice will meet the admission criteria because she is Catholic. Their preferences are:

- |                                       |                        |                        |
|---------------------------------------|------------------------|------------------------|
| 1 School A (Catholic voluntary aided) | 2 School B (community) | 3 School C (community) |
|---------------------------------------|------------------------|------------------------|

Alice met the admission criteria for all schools but was offered school A as this was ranked highest.



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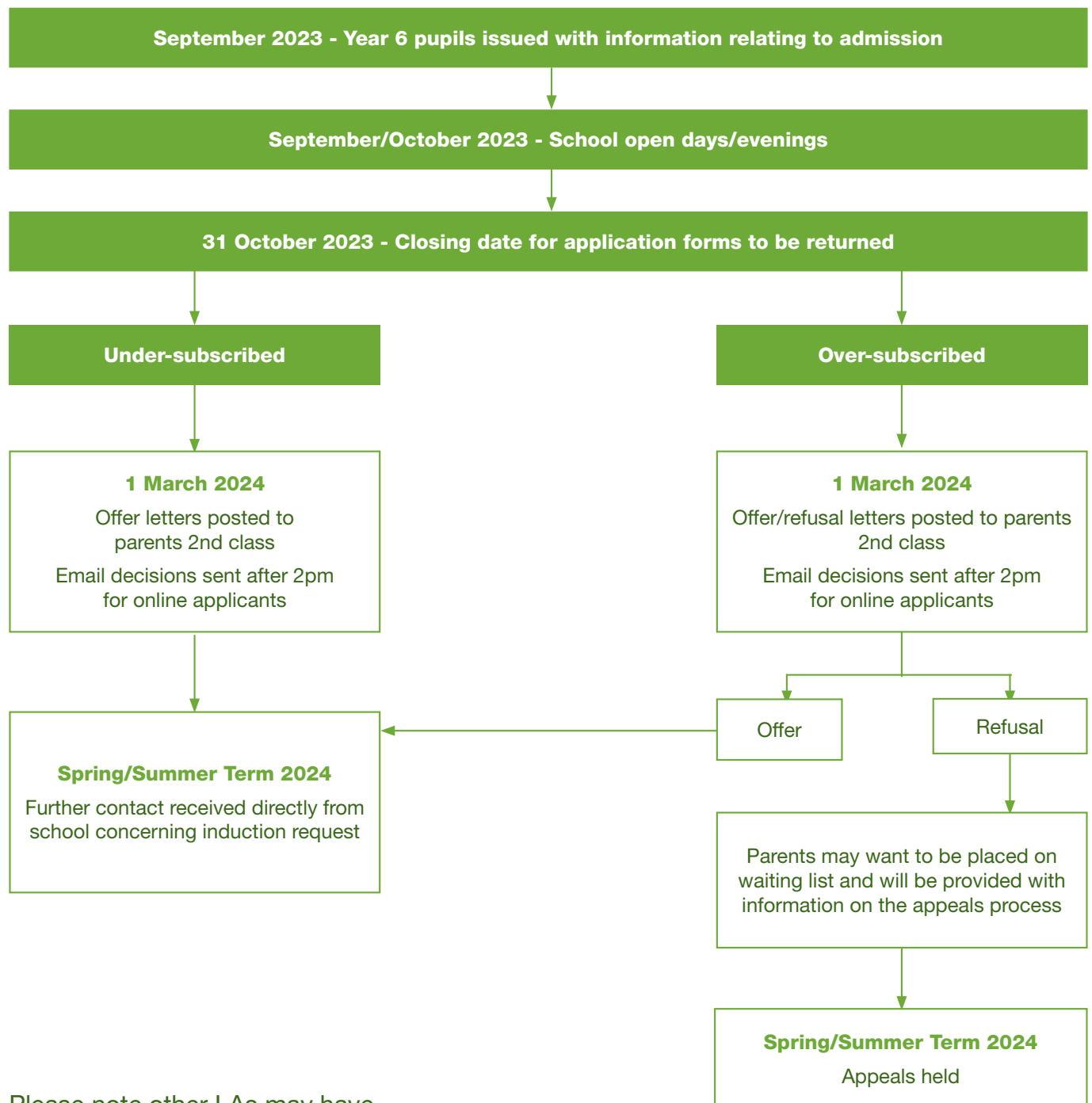


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## secondary school admissions flowchart

**September 2024**



Please note other LAs may have different dates and processes

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## co-ordinated admissions scheme

The Local Authority is required to co-ordinate admissions to secondary schools for all maintained (non fee paying) secondary schools within the Dudley Borough.

Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire local authorities have also agreed to co-ordinate the admissions process for schools in these areas.

Parents/carers are able to express up to six school preferences in ranked order via the home local authority of the child. This includes preferences for schools outside of the home local authority.

A scheme has been agreed with schools and the other local authorities that sets out the process and timetable for the exchange of information. For a full copy of the scheme please contact the School Admissions Service on **0300 555 2345** or visit [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

## your rights if the application is unsuccessful

### General

If your child is refused admission to any school, you have a right of appeal to an independent appeals panel. Please note that you may lodge appeals for admission to as many schools as you originally requested.

Being offered or accepting a place at an alternative school will not affect the outcome of your appeal.

### What happens if places become available between the point of allocation and the start of term?

Places will be allocated from the waiting list. Please see further details below.

### Appeals for Dudley community schools

If you choose to exercise your right of appeal, arrangements will be made for you to attend the appeal hearing.

Please note that the independent appeal panel's decision is binding on both parents and the local authority. It is not the council's policy to consider repeat appeals in the same academic year unless there has been a significant material change in circumstances.

### Waiting lists for Dudley community schools

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on Page 10 will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.



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## Repeat applications

It is not the Local Authority's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## what to consider before expressing your preferences

Please think very carefully before making your preferences and assess the likelihood of your application being agreed.

You will be able to assess whether a school is usually oversubscribed by the number of applications received for a school against the published admission number or the number of appeals held in previous years. This information is given from Page 19 onwards. Other local authorities can provide you with similar information.

Parents can also obtain information, advice and guidance from the School Admissions Service regarding the admissions process. You can contact any member of the team by phone on **0300 555 2345** between 9am and 5pm or the team will be present at the open evenings of some of the secondary schools as detailed on Page 91.

Please remember that you do not have the right to choose which school your child attends. Under current legislation you have the right to express a preference.

## Medical applications

Only applications that are supported by the child's hospital consultant will be considered. Please see oversubscription criteria for more information. After the closing date for applications, a panel will be convened to consider the request and supportive information. The panel will consist of a number of professionals from services within Children's Services Directorate.

## Whose address may I use on the application?

The child's address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places (1 March 2024) i.e. where they are normally and regularly living. **If a child is resident with friends or relatives for reasons other than guardianship the friend's or relatives' address will not be considered.**

Due to problems in previous years it may be necessary for the School Admissions Service to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents may be asked to produce documentary evidence of the address given within 48 hours. This evidence would need to demonstrate where the child lives as well as the parent.

You will be asked to provide your council tax statement, your child benefit book/tax credit statement, and at least one utility bill together with a driving licence and bank statement clearly showing names and addresses.

Any permanent change of address should be notified to your child's primary school and the School Admissions Service immediately.

Please note if your child's permanent residence changes at any point from 1 September 2023 to 31 August 2024 it is the parent's responsibility to notify the local authority. You must do this even if you have notified your child's school.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously. The School Admissions Service checks the information provided on the form is correct. Please also see Page 11.

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## **What happens if I move house after I have completed an application form?**

You will need to provide documentary evidence to confirm this. A change of address will be considered up to the 19 February 2024. After that date it may not be possible for the new address to be considered for allocation purposes. Please see previous page regarding address.

Failure to notify the School Admissions Service of a change of address after the submission of your application form may result in the offer of a school place being withdrawn.

## **What do I need to do before I return the completed application form?**

- Ensure you have read and understood this guide and any relevant guides for other LAs for schools you have listed.
- Check that you have completed all relevant sections of the form.
- Ensure you have provided any supportive evidence required.
- Check that you have completed any additional forms where necessary (please check the admissions arrangements to each school to which you are applying).

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## details on individual secondary schools within Dudley borough

This section contains important admissions details about each secondary school in the Dudley borough.

If you would like further information about a particular school, a more detailed booklet (the school prospectus) may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or the internet include the School Profile, and inspection reports by the Office for Standards in Education (Ofsted) [www.ofsted.gov.uk](http://www.ofsted.gov.uk). The exam results for 2023 will not be available until December 2023.

The information relating to admissions in September 2020, 2021, 2022 and 2023 has been included in order to help you make a meaningful preference. (There is no guarantee that a similar situation will occur for admissions in September 2024.)

The table of information, on each school page, gives a breakdown of the number of places allocated in each category in accordance with the admission criteria.

**Number on Roll (NOR):** Total number of pupils on roll at the school

**Published Admissions Number (PAN):** i.e. maximum number of pupils being admitted in September 2024.

### Distance - Home to school measurement

Distances are calculated on the basis of a straight-line measurement between the applicants' home address and the school's main entrance. The LA uses a computerised system from Access Group which calculates all distances in metres. The co-ordinates of the applicant's home address are taken from the Ordnance Survey's Address Base™ digital data product.

The co-ordinates of the school are those of the 'main entrance point' nominated by a senior member of school staff, marked and digitised with reference to Ordnance Survey MasterMap™ digital data product. If you would like further information in respect of this please contact the School Admissions Service on **0300 555 2345**.

### Last measurement

The distance measured in metres of the last applicant admitted under the distance criteria. Please note that this measurement will vary from year to year dependent on the addresses of the applicants and the number of brothers and sisters applying for places.

On request, the School Admissions Service will undertake individual measurements for parents before places are allocated.

Where the distance column indicates '-' all pupils requesting admission were admitted regardless of where they lived.

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# secondary schools by category as at July 2023

Academy schools		Community schools
Beacon Hill Academy	Pedmore High School	The Dormston School
Bishop Milner Catholic College	Pegasus Academy	The Summerhill School
Crestwood School	Redhill School	The Wordsley School
Earls High School	Ridgewood High School	
Ellowes Hall Sports College	St James Academy	<b>Voluntary aided schools</b>
Kingswinford Academy	Thorns Collegiate Academy	Old Swinford Hospital School
Leasowes High School	Windsor High School & Sixth Form	
The Link Academy		

**All schools** will consider applications against their admissions criteria regardless of ranking. Priority will not be given to first preference applicants.

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## The Beacon Hill Academy

**A Converter Academy**

**Interim Headteacher: Mr S Dhami**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 1014**

**Published Admission Number 2024: 242**

**Admissions authority: Advisory Committee**

**DfE No: 332 5403**

**The Beacon Hill Academy**

**High Arcal Drive**

**Sedgley**

**Dudley DY3 1BP**

**Tel: 01902 677754**

**Email: [helpline@beaconhillacademy.org.uk](mailto:helpline@beaconhillacademy.org.uk)**

**Website: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)**

### Dates of open evenings/days

**3 October 2023**

**5.30pm - 8pm**

### How to apply for a place in Year 7 for September 2024

Beacon Hill Academy is a member of Dudley Academies Trust, which operates a number of academies in the West Midlands region. The admissions policy aims to make clear the admissions process, maximise the opportunity to meet parental preferences and to meet the individual needs of Learners wherever possible.

### Aims

This policy aims to:

Explain how to apply for a place at the academy (school).

Set out the academy's arrangements for allocating places to the learners who apply.

Explain how to appeal against a decision not to offer your child a place.

### Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021

School Admission Appeals Code

As an academy, we are required by our funding agreement to comply with these codes, and with the law

relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

### Definitions

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions.

A child is regarded as having been in state care outside of England and if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Further details and timescales are set out in the local authority's co-ordinated scheme which is available from The School Admissions Service.

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

Copies of school catchment area maps are available from the local authority or the academy.

Applications for places will be made in accordance with Dudley local authority's co-ordinated admission arrangements and will be made on the Common Application Form

(CAF) provided and administered by the local authority.

The CAF can be found by visiting

**<https://www.dudley.gov.uk/admissions>**

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.



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## Requests for admission outside the normal age group

Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents/carers views

Information about the child's academic, social, and emotional development

Where relevant, their medical history and the views of a medical professional

Whether they have previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the academy, but it is not in their preferred age group.

## Allocation of places

The academy has an agreed admission number of 242 learners for entry in Year 7.

## Oversubscription criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

Highest priority will be given to looked after children and all previously looked after children but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order.

Priority will next be given to learners with a "serious and ongoing medical condition" where Beacon Hill Academy

is the most appropriate setting to meet the condition. Parents/carers must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Beacon Hill Academy is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents/carers.

Priority will next be given to children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former learners of the academy.

In each category, priority will be given to those living nearest the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child's home address to the main entrance to the academy. A child's home address will be where they are resident for most nights in a normal school week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case,

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we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy

## Fair Access Protocol

We participate in Dudley Metropolitan Borough Council's (DMBC) Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## In-Year admissions

Parents/carers can apply for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. The academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to decide.

Parents/carers will be notified of the outcome of their in-year application in writing within 15 school days.

Parents/carers whose application is turned down are entitled to appeal.

## Waiting list

Where the academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by learners moving into the area who qualify for

a higher criterion or by parents/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e., they can go up or down the list.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team  
Council House  
Priory Road  
Dudley DY1 1HF

Telephone: **0300 555 2345**

Email: [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

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

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have 20 school days, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than 5 school days before the appeal hearing.

Parents/carers will be given at least 10 school days' notice of the appeal hearing unless they agree to a shorter period of notice. Appeals must be heard within 40 school days of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.



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## Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

## Links to other policies

This policy should be read in conjunction with the academy's other policies:

- SEN Policy
- Curriculum Policy

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	242	423	155	240	0	7	0	56	164	-	3/2
2022	242	472	147	239	1	10	0	55	173	-	-
2021	242	409	133	201	3	4	0	55	139	-	-
2020	242	403	109	212	5	5	0	44	158	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## **Bishop Milner Catholic College**

**Executive Principal: Mr R May**

**Head of School: Mrs S Foster**

**Type of School: Academy**

**Age Range: 11-18**

**Number on Roll: 868**

**Published Admission Number 2024: 145**

**Admissions Authority: Board of Directors**

**DfE No: 332 4800**

**Bishop Milner Catholic College**

**Burton Road**

**Dudley DY1 3BY**

**Tel: 01384 889422**

**Email: [info@bmilner.dudley.sch.uk](mailto:info@bmilner.dudley.sch.uk)**

**Website: [www.bmilner.dudley.sch.uk](http://www.bmilner.dudley.sch.uk)**

### **Dates of open evenings/days**

**Two open evenings for prospective parents and students are held on:**

• **Thursday 14 September (5.30pm - 7.30pm)**

**for all parents and their children who wish to visit the college. \*There will be an electronic booking system in place and available on our website August/September 2023.\***

**A Sixth Form open evening takes place on Thursday 19 October 2023 (6 - 8pm).**

**College tours will take place on 21 and 22 September 23 9.20am - 10.20am**

### **Admission arrangements September 2024**

Bishop Milner Catholic College is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Catholic Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Bishop Milner Catholic College.

The admissions process for Bishop Milner Catholic College is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at Bishop Milner Catholic College in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live

naming Bishop Milner Catholic College on the application form. Applications need to be made by 31 October 2023. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 1 March 2024, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 1 March, or on the next working day. If an email address is provided you will receive your letter via a parent portal on 1 March, or on the next working day.

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

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

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

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 150 pupils to be admitted to Year 7 in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Bishop Milner Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

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

## Over-subscription criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below)
2. Baptised Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 2 and 4 below)
3. Baptised Catholic children who attend one of our recognised feeder primary schools. (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (See Note 3 below)
6. Non-Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 4 below)
7. Non-Catholic children who attend one of our recognised feeder primary schools. (see Note 5 below)
8. Non-Catholic children

### Note 1

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

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

"A looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who

is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school.

A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic."

### Note 4

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

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

### Note 5

The named feeder schools for Bishop Milner Catholic College are: St Chad's Catholic Primary School, Sedgley; St Joseph's Catholic Primary School, Dudley; St Mary's Catholic Primary School, Brierley Hill; Holy Trinity Catholic Primary School, Bilston; Our Lady of Fatima RC, Birmingham; St Francis Xavier Catholic Primary School, Oldbury; St Gregory's Catholic Primary School, Smethwick; St Hubert's Catholic Primary School, Oldbury; St Philip's, Smethwick.

### Note 6

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres.

Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school. In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would

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cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, offered the final place on behalf of the Board of Directors, will randomly select the child to be The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

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

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents. If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 19 February 2024.

After this date it may not be possible for the new address to be considered for allocation purposes. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

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

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

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

If the request is refused, the original application for the normal age group class will progress through the

Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

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

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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

## Appeals

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

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

## Repeat applications

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

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 31 October 2023 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application



# a parents' guide to secondary school admissions 2024-25



will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application. You are encouraged to ensure that your application is received on time.

## Waiting lists

In addition to their right to appeal, children who have not been offered a place at Bishop Milner Catholic College school can request that their name be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

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

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

Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2024 will be re-ranked to take into account that they will no longer be attending that feeder school from 1 September 2024. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1 September 2024.

## In year fair access protocol

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

## Applications other than the normal intake to year 7 (in year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <http://bmilner.dudley.sch.uk/about/admissions>

To apply for a place in the school in-year, parents will need to complete the school's own application form which is

available on our website and return it directly to the school ensuring that any required supplementary information is attached.

If there are no places available, you can request that the child be added to the waiting list (see above).

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

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

## Admission to the sixth form

The school operates a sixth form for a total of 160 pupils. 80 places overall will be available in Year 12. Whilst the admission number is 20, if fewer than 60 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 80.

Applications for the Sixth Form should be made directly to the school using the application form available from the school [applications@bmilner.dudley.sch.uk](mailto:applications@bmilner.dudley.sch.uk) or from the school's website. Completed application forms must be returned to the school by Friday 15th December 2023.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are 5 x grade 5 - 9 GCSE (or equivalent) subject passes with higher passes required for specific courses.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 80 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Bishop Milner Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

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

## Oversubscription criteria for sixth form

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Baptised Catholic children (see Note 2 above)
3. Non-Catholic children who are looked after or previously looked after (see Note 3 above)
4. Other Non-Catholic children.

## APPENDIX

### Definition of a Baptised Catholic

A "Baptised Catholic" is one who:

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

Or

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

### Written evidence of baptism

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

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

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

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

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Faith	Non-Catholic who attend feeder primary	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	145	561	256	147	3	6	46	34	26	30	616	28/4
2022	145	547	259	148	3	6	65	17	34	23	399	24/1
2021	145	581	267	146	4	2	64	9	51	16	436	20/1
2020	145	593	236	145	2	3	50	9	53	28	582	24/0

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Crestwood School

**Interim Headteacher: Mr P Sutton**

**Type of School: Academy**

**Age Range: 11 - 18**

**Number on Roll: 1002**

**Published Admission Number 2024: 210**

**Admissions Authority: Invictus  
Academy Trust**

**DfE No: 332 4000**

**Crestwood School  
Bromley Lane  
Kingswinford  
DY6 8QG**

**Tel: 01384 686850**

**Email: [info@crestwood-s.dudley.sch.uk](mailto:info@crestwood-s.dudley.sch.uk)**

**Website: [www.crestwoodschool.co.uk](http://www.crestwoodschool.co.uk)**

### Dates of open evenings/tours

#### Open evening

**20 September 2023                      6pm - 8.30pm**

#### Open mornings

**22 September 2023                      9.30am - 10.45am**

**25 September 2023                      9.30am - 10.45am**

**26 September 2023                      9.30am - 10.45am**

### Principles

The School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their preferred school wherever possible.

The admission arrangements set by the Governing Body ensure that the process is fair and equitable for all.

### Legal context

The School Admissions (Admissions Arrangements and Co-Ordination of Admission Arrangements) (England) Regulations 2012

The Education (Admission of Looked After Children) (England) Regulations 2005

School Admissions Code 2014

School Admissions Policy for Normal Age of Entry in September 2023

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

### Published Admission Number - 210

The following criteria will be used to allocate Year 7 places at Crestwood School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Crestwood School is the most appropriate school to meet the condition; Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.
- c. Third priority for admission shall be given to children who have a sibling who will still be attending Crestwood School in September 2024;
- d. Fourth priority for admission shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude which will be determined by a selection test based on an aptitude test for their chosen performing art. We wish to preserve the gender balance of our year groups so the intention is that the 21 students admitted as fourth priority will be made up of 10 boys and 11 girls or vice versa;
- e. Fifth priority for admission shall be given to children of any member of staff in either or both of the following circumstances:
  - i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Crestwood school, employed by Invictus Education Trust on a permanent contract of employment.



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Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Crestwood School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

## Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Waiting lists

If Crestwood School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on the school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.

## Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust

- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

## Definitions

**Normal admissions round:** The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Compulsory school age:** A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Siblings:** A sibling is defined as a brother/sister, half-brother/sister (where the children share one common

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parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.

**Home address:** The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your local authority.

## Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2024 on each school website.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the

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waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are co-ordinated by the local authority in all of our schools.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may

adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Sport	Performing arts	Number of Appeals / Heard and Allowed	Number of Appeals / Heard and Allowed
2023	210	500	257	210	3	13	0	72	122	1	1	1759	10/2
2022	210	521	213	210	3	9	0	63	115	10	10	7039	-
2021	210	538	259	211	7	5	0	63	118	10	7	2220	15/1
2020	210	510	218	210	3	6	0	55	136	7	3	2357	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Dormston School

**Headteacher: Mrs C Sutton**

**Type of School: Community**

**Age Range: 11 - 16**

**Number on Roll: 1127**

**Published Admission Number 2024: 224**

**Admissions Authority: Dudley LA**

**DfE No: 332 4023**

**Dormston School  
Mill Bank, Sedgley  
Dudley DY3 1SN**

**Tel: 01384 816395**

**Email: [info@dormston.dudley.sch.uk](mailto:info@dormston.dudley.sch.uk)**

**Website: [www.dormston.dudley.sch.uk](http://www.dormston.dudley.sch.uk)**

### Dates of open evenings/days

**19 October 2023**

**6pm - 8pm**

**Morning tours 16, 17 and 18 October 2023  
at 9.30am and 11.30am**

**Contact the School Office for an appointment.**

### How to apply for a place in year 7 for September 2024

- By completing the application form which is available from your home LA.

### Admissions policy

See page 10.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	224	602	288	225	2	1	0	86	135	1546	27/6
2022	224	628	289	*232	4	7	0	72	149	1839	13/2
2021	224	568	281	*241	3	2	0	71	165	2695	12/1
2020	224	635	297	225	6	3	0	88	127	2038	26/2

\*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## The Earls High School

**Acting Principal: Mr J Fox**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 1215**

**Published Admission Number 2024: 240**

**Admissions authority: The Local  
Governing Body**

**DfE No: 332 4106**

**The Earls High School  
Furnace Lane  
Halesowen B63 3SL**

**Tel: 01384 816105**

**Email: [info@earls.dudley.sch.uk](mailto:info@earls.dudley.sch.uk)**

**Website: [www.earlshighschool.org](http://www.earlshighschool.org)**

### Dates of open evenings/days

**26 September 2023 6pm - 8.30pm**

**27 September 2023 9am - 11am\***

**28 September 2023 6pm - 8.30pm**

**28 September 2023 9am - 11am**

**29 September 2023 9am - 11am\***

**\* Welcome by Headteacher at 9am  
Tours start at 9.15am**

**All tours will be ticketed events**

### Principles

The Earls High School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

The Earls High School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Local Governing Body ensures that the process is fair and equitable for all.

### Legal Context

School Standards and Framework Act 1998 as amended by the Education Act 2002.

The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) (Amendment) Regulations 2012.

The Education (Admission of Looked After Children) (England) Regulations 2005.

School Admissions Code 2021

### Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Published Admission Number: 240

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- 1.1. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an Adoption, Child Arrangement Order, or Special Guardianship Order. See notes below.
- 1.2. Second priority for admission shall be given to children with a 'serious and ongoing medical condition' where The Earls High School is the most appropriate school to meet the condition.  
*(Parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why The Earls High School is the most appropriate to meet their child's medical condition rather than any other school.  
The Local Governing Body will not seek to obtain medical evidence on behalf of parents.)*
- 1.3. Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending The Earls High School in the academic year 2024/2025..
- 1.4. Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of The Earls High School.

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## Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society
- An Adoption Order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a Special Guardianship Order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP), will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria.

The Local Governing Body will exceed the admission number to prevent separation of twins / triplets.

- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

## Application process

For admissions at the normal point of entry Dudley Local Authority will co-ordinate all applications for the School.

In-year admission applications will be co-ordinated by Dudley Local Authority.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no

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longer be in operation and places that become available will be allocated on a first come, first served basis. If more than one application is received at the same time, the over-subscription criteria, as detailed on page 3, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Local Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	240	874	309	*280	3	7	0	99	171	2739	29/5
2022	240	820	262	*264	3	5	0	60	196	3284	11/3
2021	240	754	198	*250	3	1	0	67	179	5255	-
2020	240	851	256	*250	7	4	0	71	166	2656	10/2

\*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## Ellowes Hall Sports College

**Headteacher: Ms C Leslie**

**Type of school: Academy**

**Age range: 11 - 18**

**Number on Roll: 1062**

**Published Admission Number 2024: 180**

**Admissions authority: Invictus  
Academy Trust**

**DfE No: 332 5401**

**Ellowes Hall Sports College  
Stickley Lane  
Dudley DY3 2JH**

**Tel: 01384 686600**

**Email: [info@ellowes.dudley.sch.uk](mailto:info@ellowes.dudley.sch.uk)**

### Dates of open evenings/days

**Thursday 12 October 4.30pm - 6.30pm. Tours will be held in the mornings of 16, 17 and 18 October. A booking system will be in operation, nearer the time.**

Parents are welcome to view the school in action the week following the open day/evening. A booking system will be in operation, nearer the time.

The following criteria will be used to allocate Year 7 places at Ellowes Hall Sports College when oversubscribed, i.e. we receive more applications than spaces available:

- First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the Ellowes Hall Sports College is the most appropriate school to meet the condition; *Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The trust will*

*not seek to obtain medical evidence on behalf of parents*

- Third priority for admission shall be given to children who have a sibling who will still be attending Ellowes Hall Sports College in September 2024;
- Fourth priority for admission shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude, which will be determined by a selection test based on an aptitude test for their chosen performing art. We wish to preserve the gender balance of our year groups so the intention is that in the above selective places, the 10% of students admitted in this way will be made up of 5% boys and 5% girls;
- Fifth priority for admission shall be given to children of any member of staff in either or both of the following circumstances:
  - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Ellowes Hall Sports College, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Ellowes Hall Sports College.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

### Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Waiting lists

If Ellowes Hall Sports College is oversubscribed and children have been refused admission because other

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children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on the school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.

## Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

## Definitions

**Normal admissions round:** The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point

of entry, using the common application form provided by their home local authority.

**Looked after children:** Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Compulsory school age:** A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Siblings:** A sibling is defined as a brother/sister, half-brother/sister (where the children share one common parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.

**Home address:** The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

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You will receive an offer for a school place directly from your local authority.

## Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2024 on each school website.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are co-ordinated by the local authority in all of our schools.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

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## Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Sporting aptitude	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	180	339	167	*220	6	2	0	68	124	0	-	-
2022	180	356	143	*185	2	3	0	40	132	8	-	-
2021	180	424	189	*224	1	2	0	76	127	18	-	-
2020	180	487	218	*221	1	2	0	81	120	16	1887	10/2

\*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## Kingswinford Academy

**Headteacher: Mr I Moreton**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 936**

**Published Admission Number 2024: 180**

**Admissions authority: Windsor Academy  
Trust Board**

**DfE No: 332 5402**

**Kingswinford Academy  
Water Street  
Kingswinford DY6 7AD**

**Tel: 01384 296596**

**Email:  
[info@kingswinford.windsoracademytrust.org.uk](mailto:info@kingswinford.windsoracademytrust.org.uk)**

**Website: [www.kingswinfordacademy.org.uk](http://www.kingswinfordacademy.org.uk)**

### Dates of open evenings/days 2023

**Wednesday 27 September 5pm - 8pm**

### Tours and talks

**Monday 25 September 9.30am - 11.30am**

**Tuesday 26 September 9.30am - 11.30am**

**Wednesday 27 September 9.30am - 11.30am**

### Admission arrangements September 2024

Students will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2024 will be 180, organised as eight forms of entry.

Kingswinford Academy has an Inclusive Education Policy and the Admissions Policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of students wherever possible. The School does not use a selective policy based on academic achievement.

Students will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Where applications for admission exceed the number of places available, the following criteria will then be applied, in the order set out below, to decide which student to admit:

1. First priority for admission shall be given to all looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
2. To students who have a brother/sister, half brother/half sister, (where the children share one common parent) or step-brother/step-sister, living at the same home address already at the school at the time of admission. This also applies to adopted or fostered children living at the same home address.
3. On the basis of proximity. This is determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

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) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.

The home address is considered to be the student's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a student is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.



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Where parents have shared responsibility for a student, and the student lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the student lives.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Local Advisory Board will exceed the admission number to prevent separation of twins / triplets.

Random allocation will be used as a tie-break in category 5 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Admission of students outside their normal age group

Parents may seek to apply for their child's admission to Kingswinford Academy outside of their normal age group. For example, if their child is exceptionally gifted or talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age.

A decision as to whether this is an appropriate course of action will be made by the Local Advisory Board who will take into account the circumstances of the case and the Headteacher. Parents and carers do not have the right to insist their child is admitted to a particular Year Group.

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If a school is oversubscribed and a student has been refused admission because other students have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Students on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A student's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agrees they can admit) between the point of allocation and 31 August 2024 will be offered to a student according to their ranking on this list i.e. those ranked highest will be offered first.

## Appeals

If you are not offered a place at the school, you have the right to appeal to an independent panel. The Local Authority will administer this process on behalf of The Trust, the relevant form and guidance notes can be obtained from The School Admissions Service.

## Repeat applications

It is not the Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## How to apply for a place in Year 7 for September 2024

Parents must complete the Application Form which is provided by your home Local Authority.

The timetable for the process of admissions will follow the same timetable as the LA (Admissions Service) who will apply the criteria of this policy on behalf of the Local Advisory Board of Kingswinford Academy.

*Note: These arrangements refer to the school year commencing 1 September 2024. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1 September 2024 or in relation to subsequent school years.*

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	180	627	165	*198	2	4	47	145	4157	13/1
2022	180	601	169	*190	1	5	60	124	5866	5/0
2021	180	615	146	*191	3	5	64	118	6804	5/1
2020	180	583	153	*185	2	6	59	118	-	-

\* The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Leasowes High School

**Acting Headteacher: Ms C Papadopoulos**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 1002**

**Published Admission Number 2024: 180**

**Admissions authority: Invictus  
Academy Trust**

**DfE No: 332 4110**

**Leasowes High School**

**Kent Road**

**Halesowen B62 8PJ**

**Tel: 01384 686606**

**Email: [info@leasowes.dudley.sch.uk](mailto:info@leasowes.dudley.sch.uk)**

### Date of open evenings/days

#### Open evening

**20 September 6.30pm to 8.30pm**

**21 September 6.30pm to 8.30pm**

#### Open mornings:

**26 September 9.30am to 10.30am**

**27 September 9.30am to 10.30am**

**28 September 9.30am to 10.30am**

Please see our website to book places via our booking system

### Principles

Leasowes High School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible. Leasowes High School does not support the use of selective admissions policies based on aptitude or academic achievement. The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2014/3

## Proposed School Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Published Admission Number: 180

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

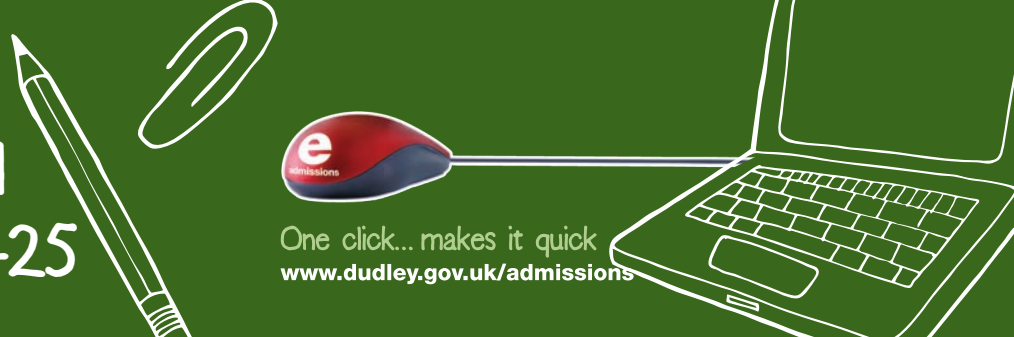
The following criteria will be used to allocate Year 7 places at Leasowes High School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Leasowes High School is the most appropriate school to meet the condition; *Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.*
- c. Third priority for admission shall be given to children who have a sibling who will still be attending Leasowes High School in September 2024;
- d. Fourth priority for admission shall be given to children of any member of staff in either or both of the following circumstances:
  - i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Leasowes High school, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Leasowes High School.

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In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

## Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis.

If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

## Definitions

**Normal admissions round:** The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Compulsory school age:** A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Siblings:** A sibling is defined as a brother/sister, half-brother/sister (where the children share one common parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.



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**Home address:** The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your local authority.

## Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2024 on each school website.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.



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If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are co-ordinated by the local authority in all of our schools.

### Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

### Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in

such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	180	532	178	*240	0	4	0	62	174	-	-
2022	180	559	215	*211	3	2	0	68	138	3208	4/0
2021	150	515	201	*210	2	0	0	70	138	5558	-
2020	150	516	160	*210	6	0	0	50	154	3195	1/0

\* The Governing Board agreed to admit additional children

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## The Link Academy

**Principal: Mrs E Edwards-Morgan**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 950**

**Published Admission Number 2024: 210**

**Admissions authority: Advisory Committee**

**DfE No: 332 4003**

**The Link Academy**

**Simms Lane**

**Netherton**

**Dudley DY2 0PB**

**Tel: 01384 986550**

**Email: [info@thelinkacademy.org.uk](mailto:info@thelinkacademy.org.uk)**

**Website: [www.thelinkacademy.org.uk](http://www.thelinkacademy.org.uk)**

### Dates of open evenings/days

**Tuesday 26 September 5.30pm - 8pm**

Principal and Chief Executive's speech at 5.45pm and 6.30pm

**Monday 25 September- Monday 16 October  
9.15am - 11am \* Tours by appointment only**

### Principles

The Link Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

The Link Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

### Aims

This policy aims to:

- Explain **how to apply** for a place at the academy (school).
- Set out the academy's **arrangements for allocating places to the learners** who apply.
- Explain **how to appeal** against a decision not to offer your child a place.

### Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002

- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

### School Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Published Admission Number: 210 per year group (1050 total across 5 year groups)

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where The Link Academy is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why The Link Academy is the most appropriate to meet their child's medical condition rather than any other school. The Trust will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / stepsister, living at the same address and who will still be attending The Link Academy in the academic year 2024/2025.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

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## Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.

- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Definitions

This policy as amended by the Race Relations The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

A child is regarded as having been in state care outside of England and if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Further details and timescales are set out in the local authority's co-ordinated scheme which is available from The School Admissions Service.

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

Copies of school catchment area maps are available from the local authority or the academy.

Applications for places will be made in accordance with Dudley local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the local authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.

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## Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

## Allocation of places

The academy has an agreed admission number of 210 learners for entry in Year 7.

## Oversubscription criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

- Highest priority will be given to looked after children and all previously looked after children but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order.
- Priority will next be given to learners with a “serious and ongoing medical condition” where The Link Academy is the most appropriate setting to meet the condition. Parents/carers must provide supportive information from the child’s Hospital Consultant at the time of application. Applicants should also indicate why The Link Academy is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents/carers.
- Priority will next be given to children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former learners of the academy.
- In each category, priority will be given to those living nearest the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child’s home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child’s home address to the main entrance to the academy. A child’s home address will be where they are resident for most nights in a normal school week.

Where the distance between 2 children’s homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

## Fair Access Protocol

We participate in Dudley Metropolitan Borough Council’s (DMBC) Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## In-Year Admissions

Parents/carers can apply for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child’s name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.



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Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service **0300 555 2345**. The academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to decide.

Parents/carers will be notified of the outcome of their in-year application in writing within 15 school days.

Parents/carers whose application is turned down are entitled to appeal.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting list

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2025. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 3, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team  
Council House  
Priory Road  
Dudley DY1 1HF

Telephone: **0300 555 2345**

Email: [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

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

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have **20 school days**, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than **5 school days** before the appeal hearing.

Parents/carers will be given at least **10 school days'** notice of the appeal hearing unless they agree to a shorter period of notice. Appeals must be heard within **40 school days** of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within **5 school days**. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

## Links to other policies

This policy should be read in conjunction with the academy's other policies:

- SEN Policy
- Curriculum Policy

These can be found on the school website



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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	210	354	200	*220	2	3	0	74	???	-	-
2022	210	318	167	192	1	5	0	61	125	-	-
2021	210	340	185	*220	2	4	0	67	147	-	-
2020	210	310	142	175	0	5	0	63	107	-	-

\*The Governing Board agreed to admit additional children

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Old Swinford Hospital

**Headteacher: Mr P Kilbride**

**Type of school: Voluntary aided**

**Age range: 11 - 18**

**Number On Roll: 744**

**Published Admission Number 2024  
See below**

**Admissions authority: Governing Body**

**DfE No: 332 5400**

**Old Swinford Hospital  
Heath Lane  
Stourbridge DY8 1QX**

**Tel: 01384 817325**

**Email: [admissions@oshsch.com](mailto:admissions@oshsch.com)**

**Website: [www.oshsch.com](http://www.oshsch.com)**

### Date of open evenings/days

**Saturday 16 September 9.30am – 12 noon**

**Tuesday 17 October 4pm - 6pm Sixth Form open and  
subject choice evening**

### Admissions policy for admissions in September 2024

This policy sets out how places are allocated to children who apply to Old Swinford Hospital as boarders and day pupils.

Questions about our admissions process can be raised with us by contacting us on [admissions@oshsch.com](mailto:admissions@oshsch.com) or calling us on **01384 817325**. You may also be able to find the information you are looking for by reading our online 'Frequently Asked Questions Document' which, although not a part of this policy, provides general guidance for the admissions process and you can find this on [www.oshsch.com](http://www.oshsch.com) under 'Admissions'. An admissions timeline is also on our website.

The policy has twelve sections:

- Section 1 Introduction
- Section 2 Admissions Numbers for the Academic Year 2024-2025
- Section 3 Boarding Places
- Section 4 Day Places
- Section 5 Admissions Criteria for Boarding Places
- Section 6 Additional Admissions Criteria for Year 7 (11+) Flexi-Boarder Places
- Section 7 Admission Criteria for Year 7 (11+) Day Places
- Section 8 Admissions Criteria for Year 12 (16+) Day Places
- Section 9 Oversubscription Criteria
- Section 10 Other Admissions Information
- Section 11 Waiting Lists
- Section 12 Grade Requirements for Sixth Form Courses 2024-2025

### 1 Introduction

- 1.1. Old Swinford Hospital<sup>1</sup> is a boarding and day school for pupils aged 11-18. The majority of places are boarding places.
- 1.2. The School does not have a catchment area. To be admitted to the School, pupils must have full United Kingdom nationality or other approved residential status in the United Kingdom<sup>2</sup>.
- 1.3. We are a school established in the traditions of the Church of England<sup>3</sup> and Christian witness lies at the heart of school life. However, pupils and staff of all faiths and none, and of all backgrounds, are welcomed as part of our community for we believe that strength is best derived from diversity.
- 1.4. We consider it as a natural extension of an education in a Church of England primary school for some children to want to continue their education at secondary level in a school with the same Church of England traditions, values and ethos, and so the School has three feeder schools for Year 7 day entry, all Church of England schools, and all located less than 1.5 miles from us (see section 9).

1 Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and has in place an appropriate and current Safeguarding Policy.

2 Or under a study or exchange scheme as may be approved from time to time.

3 The School is designated as having a religious character of Church of England (Old Swinford Hospital (Designation as having a Religious Character) Order 2004).

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- 1.5. The Admissions Authority is the Governing Body.<sup>4</sup>
- 1.6. All parents/carers must complete the School's own online application form which can be found in the admissions section of our website ([www.oshsch.com](http://www.oshsch.com)). Parents/carers of children from England who wish to choose the school will also need to complete their Local Authority Common Application Form (CAF) where their application is for a place in Year 7.
- 1.7. It is important that children who come here to board are able to engage with boarding life. We will not admit any child as a boarder unless they have satisfied the School that they are suitable to board (see section 5).<sup>5</sup>
- 1.8. We reserve the right to withdraw the offer of a place where it has been offered in error or parents/carers have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading application. We also reserve the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.
- 1.9. The principal years for admissions are Years 7 and 12. For enquiries about vacancies in Years other than the principal admission years please contact the School.
- 1.10. The School is partially selective in Year 7 (see section 6) where:
  - 1.10.1. Forty-eight flexi-boarder places are awarded on academic ability; and
  - 1.10.2. Sixteen flexi-boarder places are awarded on aptitude in music or sport.
- 1.11. For entry to the Sixth Form there is a minimum grade requirement with further grade criteria for specific courses, details of which may be found in section 12. Grade requirements are the same for internal pupils and external applicants.
- 1.12. Any query or enquiry about admissions, or the availability of places in any year, should be directed to the School.

## 2 Admission Numbers for the Academic Year 2024- 2025

- 2.1. The formal admission numbers for each category for each year of entry presume that, once entered onto the School roll, all pupils remain enrolled until the end of Year 13; so the admission numbers are formally as follows:

Year of entry	Boarding places	Day pupils
7	134	46
12		20

- 2.2. Places are available to boys and girls however places in boys' boarding accommodation may not be taken by girls and vice versa, so boarding places for boys may not be taken by girls and vice versa. Boarding places will be allocated equally.
- 2.3. Year 7 (11+)
 

This is the principal year of entry. The School may admit up to 134 boarders. It may admit up to 70 boarders on a tailored boarding basis. The number of flexi-boarders is limited to 64. Section 3 explains tailored and flexi-boarder. There are 46 day places.
- 2.4. Year 12 (16+)
 

Many pupils at the School continue their education into the Sixth Form. Assuming all Year 11 pupils qualify for a place in Year 12 the School may admit a further 20 day pupils. However, not all existing pupils continue their education into the Sixth Form so in reality more vacancies may arise for both boarding and day places.

## 3 Boarding places

- 3.1. The majority of places available are boarding places in that the School provides pupils with overnight board and lodging.
- 3.2. There are two different categories of boarders: tailored boarders and flexi-boarders. The admissions procedure is the same for excepting Year 7 flexi-boarders where places are awarded on academic ability or aptitude in music or sport.
  - 3.2.1. **Tailored boarders** reside at the School for a number of days and nights of each term, except over half-term. Boarding arrangements can be adapted to suit the needs of the pupil and their families; the number of nights is arranged between the parent and the School and need not be the same number of nights or specific nights each week.
  - 3.2.2. **Flexi-boarders** do everything that tailored boarders do except routinely stay overnight.. They are required to stay 3-4 times per term. On other occasions they may arrive for breakfast and may depart after the end of prep. They are full members of a boarding house with access to all of its facilities. They are provided with accommodation in the form of work and storage areas and a bed when required.

<sup>4</sup> Admissions are regulated by The School Standards and Framework Act 1998, The Education (Pupil Registration)(England) Regulations 2006, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012, and the School Admissions Code.

<sup>5</sup> By doing so they are acting in accordance with their responsibilities under the Children Act 1989 (as amended).

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- 3.3. Parents/carers of boarders will be expected to pay boarding fees once their child is admitted into the School and full details of these boarding fees can be found on our website under Admissions.<sup>6</sup>
- 3.4. Eligible families may be able to reclaim at least part of the boarding fee as a Working Tax/Universal Tax Credit and parents/carers should consult [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for details. There are also a number of charitable organisations who, in certain circumstances, may be able to offer some support towards fees, particularly to those children with a boarding need. Applications to both HMRC and charitable organisations have to be made by parents/carers and cannot be done by the School but please contact the School for any information you need either to make an application or for information on possible sources of support.

## 4 Day places<sup>7</sup>

- 4.1 There are 46 day places in Year 7 and a further 20 day places in the Sixth Form.

## 5 Admissions criteria for boarding places

- 5.1. We recognise our responsibility under the Children Act 1989 to safeguard and promote the welfare of boarders and accordingly all applicants who wish to board, both tailored and flexi-boarders, are necessarily assessed to determine their suitability for boarding. This assessment includes:
- 5.1.1. An interview;
  - 5.1.2. A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school;
  - 5.1.3. Consideration of any other information that the parents/carers may wish to provide to support the applicant's application or which may be provided at the request of the parents/carers by another person, or which comes to the attention of the School from any other source including during any visits to the School;
  - 5.1.4. Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- 5.2. All applicants, for both tailored and flexi-boarding places, must be assessed as suitable to board before they are admitted to the School as boarders.

- 5.3. For tailored boarding places in Years 7-11 there are no academic tests, grade requirements or aptitude assessments.
- 5.4. For flexi-boarder places in Year 7, forty-eight places (twenty-four each for boys/girls) are awarded on the basis of academic ability and sixteen places (eight each for boys/girls) are awarded on the basis of aptitude (see section 6).
- 5.5. In order to take up an offer of a Sixth Form boarding place, applicants, both internal and external, must achieve the minimum grade requirement and further grade criteria for specific courses details of which may be found in section 12.
- 5.6. For Sixth Form applicants who did not sit GCSEs an equivalent can be submitted and parents/carers should contact the School to ascertain the acceptability of those equivalents.
- 5.7. Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted for some reason.
- 5.8. In the event of oversubscription places are allocated to applicants using the oversubscription criteria set out in section 9.

## 6 Additional admission criteria for Year 7 (11+) Flexi-boarder places

### Places by ability

- 6.1. Forty-eight flexi-boarder places (twenty-four each for boys/girls) in Year 7 will be awarded on the basis of academic ability as determined by an assessment test taken in the Michaelmas Term, before the year of entry.
- 6.2. The assessment test is designed to assess visuo-spatial skills, speed and accuracy in number skills and the application of mathematical skills to novel situations, understanding in reading, abstract reasoning and vocabulary skills. Test dates and further details are available on the School's website.
- 6.3. A minimum score is not required.
- 6.4. A rank order of results will be drawn up. There will be one list for boys and one list for girls.

<sup>6</sup> Parents/carers ability to pay boarding fees is not part of the admissions process, but, under the Education (Pupil Registration)(England) Regulations 2006, reg. 8(1)(o), where parents/carers have not paid boarding fees (including any interest) in full by the end of the term to which the fees relate, the child of those parents/carers will be deleted from the school register forthwith and will not be admitted to the School the following term.

<sup>7</sup> Day pupils are not boarders. They are not provided with overnight board or lodging or any boarding accommodation and do not have access to the facilities of a boarding house. Accordingly, day pupils are required to leave the School's premises shortly after 3.45pm unless they are involved in a performance or a match or are required to attend a rehearsal, training or discharge peer mentoring duties. Day pupils are not provided with meals, are not ordinarily permitted to use the School's facilities after school hours and do not stay at the School to do prep.

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- 6.5. In the event that the assessment test produces two or more equally placed candidates on their respective list, then the oversubscription criteria for Year 7 boarder entry will be applied to determine the order in the rank of the equally placed candidates (see section 9).
- 6.6. The rank order will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.

## Places by aptitude <sup>8</sup>

- 6.7. Eight places (four each for boys/girls) will be awarded for musical aptitude and eight places (four each for boys/girls) will be awarded for sports aptitude.
- 6.8. Musical aptitude:  
Applicants wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment. Assessment dates and further details are available on the School's website in the Admissions section.
- 6.9. Sports aptitude:  
Applicants wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment. Assessment dates and further details are available on the School's website in the Admissions section.
- 6.10. A minimum score in aptitude assessments for music or sport is not required.
- 6.11. A rank order of aptitude assessment results will be drawn up. There will be a list for boys and a list for girls in each of music and sport.
- 6.12. In the event of the aptitude assessments producing two or more equally placed candidates on their respective list, then the oversubscription criteria for Year 7 boarder entry will be applied to determine the order in the rank of the equally placed candidates (see section 9).
- 6.13. In the event that there are insufficient applications to fill the places to be awarded on aptitude in music/sport for boys, the unfilled places will be added to the places that can be awarded on aptitude in sport/music for boys.
- 6.14. In the event that there are insufficient applications to fill the places to be awarded on aptitude in music/sport for girls, the unfilled places will be added to the places that can be awarded on aptitude in sport/music for girls.

- 6.15. The rank order of results will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.

## Order

- 6.16. Where children have applied in more than one flexi-boarder category the order of allocating places will firstly be by rank in the test for ability then, if they are unsuccessful in gaining this place, by rank in aptitude.

## 7 Admission criteria for Year 7 (11+) Day places

- 7.1. There are no academic tests, grade requirements or aptitude assessments for Year 7 day places.
- 7.2. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).

## 8 Admission criteria for Year 12 (16+) Day places

- 8.1. All day places in Year 12 will be awarded on the basis of having met the minimum grade requirement in specified GCSEs. Evidence of grades will be provided by the applicant's statement of results generated by their school on results day.
- 8.2. In order to take up a place offered applicants, both internal and external, must achieve the minimum grade requirement and further grade criteria for specific courses details of which may be found in section 12.
- 8.3. For applicants who did not sit GCSEs an equivalent can be submitted and parents/carers should contact the School to ascertain the acceptability of those equivalents.
- 8.4. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).
- 8.5. Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted for some reason.

<sup>8</sup> The School can accommodate applications for places awarded on aptitude from disabled pupils. The School should be informed of any disability at the earliest possible time to ensure that an appropriate aptitude assessment can be put in place.



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## 9 Oversubscription criteria

### Tailored Boarding Places

- 9.1. First priority for admission shall be given to any child who is a 'looked after child'<sup>9</sup> and all previously looked after children<sup>10</sup> including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>11</sup>
- 9.2. Thereafter, and in the following order, to children:
  - 9.2.1. Of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
  - 9.2.2. Who have satisfied the Governors that they have a significant degree of boarding need.<sup>12</sup>
  - 9.2.3. Who are eligible for armed forces premium.<sup>13</sup>
  - 9.2.4. Who are eligible for pupil premium.<sup>14</sup>
  - 9.2.5. With a sibling, half-sibling,<sup>15</sup> step sibling, adopted or fostered sibling living at the same address who is a boarder at the School.
  - 9.2.6. Of staff.<sup>16</sup>
- 9.3. The final oversubscription criterion for tailored boarding places shall be a random ballot.

### Flexi-boarder places

- 9.4. Places offered on ability will be awarded first, and in rank order, to those who sat the assessment test. For tied places priority is then as for tailored boarders.
- 9.5. Places offered on aptitude will be awarded first, and in rank order, to those who sat the aptitude assessments for a place. For tied places priority is then as for tailored boarders.

### Year 7 Day places

- 9.6. First priority will be given to any child who is a 'looked after child' and all previously looked after children including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 9.7. Thereafter, and in the following order, to children:
  - 9.7.1. Who at the time of the application were attending a primary school from the list below<sup>17</sup>:  
Oldswinford Church of England Primary School, Field Lane, Stourbridge,  
Pedmore Church of England Primary School, Hagley Road, Pedmore, Stourbridge,  
St James's Church of England School, Kingsway, Stourbridge.
  - 9.7.2. Who are eligible for armed forces premium.
  - 9.7.3. Who are eligible for pupil premium.
  - 9.7.4. With a sibling, half-sibling, step sibling, adopted or fostered sibling living at the same address who is a pupil in the School.
  - 9.7.5. Of staff.
- 9.8. The final oversubscription criteria will be children whose normal<sup>18</sup> place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

### Sixth Form day places

- 9.9. Where oversubscribed the following criteria will be applied in making offers.

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9 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) at the time of making an application to a school.

10 Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangement order. A 'special guardianship order' is an order under S14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian (or special guardians).

11 A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

12 Parents will be asked to demonstrate boarding need and the degree of boarding need. This may include for example, but not be limited to, children of Crown Servants and other parents/carers working abroad, children who ordinarily live in remote locations and children at risk or with an unstable home environment or other family circumstance which generates a need that may best be met from an education in a boarding environment.

13 The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of Armed Services personnel.

14 The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

15 Sharing one common parent.

16 Children of staff where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

17 There is no order of priority between feeder schools and therefore no order of priority between children based on the feeder school they attend.

18 Parents may be required to provide evidence in support of their child's normal place of residence at the time of application. If the parents do not live together, 'normal' place of residence will be taken as residence of the parent/carers with whom the child spends the majority of the time. An application can only be made from a single address, and only a single application can be made for each child.

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- 9.10. First priority will be given to any child who is a 'looked after child' and all previously looked after children including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 9.11. Thereafter, and in the following order, to children:
- 9.11.1. Who are eligible for armed forces premium.
  - 9.11.2. Who are eligible for pupil premium.
  - 9.11.3. With a sibling, half-sibling, step sibling, adopted or fostered sibling living at the same address who is a pupil in the School.
  - 9.11.4. Of staff.
- 9.12. The final oversubscription criteria will be applicants whose normal place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

#### **Tie break**

- 9.13. In the event of there being applicants who rank or otherwise equally meet admission criteria in any admission category, year group or other criteria, including in-year admissions and change of status, and there being insufficient places, the place will be awarded according to the oversubscription criteria for each category and if these do not resolve the tie there shall be a random ballot of tied applicants.

## **10 Other admissions information**

### **Special Educational Needs**

- 10.1. The School is required to admit children whose Education, Health and Care Plan (EHCP) names the School subject to any applicants for any type of boarding place being assessed as suitable to board.

### **Admission over or under age**

- 10.2. The School will not normally admit a child other than into their chronological year group. However, in exceptional circumstances where there is a compelling educational or social justification, the School may permit an application for admission on behalf of a child who is over or under the normal age for their year group.
- 10.3. Applications should be made following the processes previously outlined for the relevant admission category together with an accompanying letter, addressed to the Headmaster, and setting out reasons why it would be in the child's best interest to be admitted outside of their normal age group.
- 10.4. If the Headmaster considers admission outside of a child's normal age group is in the best interests

of the child then the application will be entered into the normal admissions process and be treated the same as all other applications including, in the case of an application for a boarding place, for suitability to board.

- 10.5. Parents/carers are asked to make applications for places outside of a child's normal age group as soon as possible so that the relevant information can be considered and, if appropriate, in order for the application then to be included in the normal admissions process.

### **Applications for children from a multiple birth**

- 10.6. Special conditions may apply in the event that one child from a multiple birth does not gain admission to the School through the admissions criteria when the other or others do. In this instance the School may, at its discretion, exceed the published admission number for the benefit of the family concerned so as to prevent separation of such children provided, if the application is for a boarding place, the child is assessed as suitable to board (see section 5).

### **Late applications**

- 10.7. Applications received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.
- 10.8. Where a parent/carer has not made an application using the School's online registration form, but they choose the School on the Local Authority Common Application Form (CAF) for a place in Year 7, they may still apply to the School online but their application may be deemed late if it is after the School's published closing date for applications.
- 10.9. Where circumstances are such that the parents/carers could not have reasonably submitted the application within the deadline, it will be considered alongside all other applications.

### **Applications for places in years which are not Principal Admissions Years<sup>19</sup>**

- 10.10. Parents can apply for places in Years which are not principal Years of admission (Years 8-11).
- 10.11. Flexi-boarding places in Years 8-11 are available only where a child sat the relevant academic or aptitude assessment in Year 6 and are subject to any waiting list in operation.
- 10.12. For all boarding places the admissions criteria in section 5 apply and for each type of place the oversubscription criteria above apply.

<sup>19</sup> Allocation of vacant places will have regard to the availability of boarding places for boys and boarding places for girls as places in a boys' house may not be taken by girls and vice versa. Allocation of vacant places below the Sixth Form will also have regard to the availability of places in girls/boys classes where subjects are taught separately. Allocation of vacant places in the Sixth Form will also have regard to the availability of places in subject classes.

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10.13. The School will consider all applications but may refuse admission where to admit further pupils would be prejudicial to the provision of efficient education and/or use of resources within that year group, the school or in boarding.

10.14. Enquiries should be directed to the School by contacting us on [admissions@oshsch.com](mailto:admissions@oshsch.com) or calling us on **01384 817325**. The website ([www.oshsch.com](http://www.oshsch.com)) hosts a registration form in the section on Admissions which you must use to make your application.

## Applications outside of the normal admissions round (In-year applications)

10.15. An application outside of the normal admissions round is an in-year application and not a late application. Parents can apply for places in-year and for any school year.

10.16. Flexi-boarding places in Years 8-11 are available only where a child sat the relevant academic or aptitude assessment in Year 6 and are subject to any waiting list in operation.

10.17. Applicants for Year 12/13 must meet the minimum and subject specific grade requirements.

10.18. For all boarding places the admissions criteria in section 5 apply and for each type of place the relevant oversubscription criteria apply.

10.19. The School will consider all applications for in-year admissions but may refuse admission where the Year group is oversubscribed and to admit further pupils would be prejudicial to the provision of efficient education and/or use of resources within that year group, the school or in boarding. In-year admissions for boarding places will also be subject to the candidate being assessed as suitable to board.

10.20. Enquiries for in-year admission should be directed to the School by contacting us on [admissions@oshsch.com](mailto:admissions@oshsch.com) or calling us on **01384 817325**. The website ([www.oshsch.com](http://www.oshsch.com)) hosts a registration form in the Admissions section that you must use to make your application. Where appropriate parents may be required to apply through the Local Authority in-year admission process.

## Applications to change Boarding/Day status<sup>19</sup>

10.21. There is no automatic transfer between categories for pupils already in the School.

10.22. Changing status will be subject to there being a vacancy in that category and for a boarding place that there is also accommodation available.

10.23. Applications will be considered alongside, and in competition with, all other applications for a place in that Year and in that category at that time. Where appropriate parents may be required to apply through the Local Authority in-year admission process.

10.24. Transfers to a vacant flexi-boarding place in Years 7-11 will only be considered where the pupil sat the relevant academic or aptitude assessment in Year 6 and will be subject to any waiting list in operation.

10.25. Applications to change status to become a boarder will be subject to the pupil being assessed as suitable to board.

## 11 Waiting lists<sup>20</sup>

11.1. Parents/carers can ask to be placed on a waiting list if their child is unsuccessful in obtaining a place for any school year group.

11.2. The waiting list for Years 7 and 12 will operate from the point of allocation of places and continue.<sup>21</sup> Children on the waiting list will be considered along with any new applications by the date when any vacancy occurs. The length of time on the waiting list is not material to whether or not a place is finally awarded. The place will be awarded according to the stated oversubscription criteria.

11.3. Children assessed to be unsuitable for boarding will not be placed on a waiting list for a boarding place.

## 12 Grade requirements for Sixth Form courses 2024-2025

### Primary requirement:

For any course of study all pupils require at least 6 GCSE at Grade 5 or above including English and Maths or the agreed equivalent for applicants who did not sit GCSEs.<sup>22</sup>

### Additional requirement:

Additional to the primary requirement specific subjects have the following minimum grade requirements:

<sup>20</sup> Allocation of places from the waiting list will have regard to the availability of boarding places for boys and boarding places for girls as places in a boys' house may not be taken by girls and vice versa. Allocation of places from the waiting lists below the Sixth Form will also have regard to the availability of places in girls/boys classes where subjects are taught separately. Allocation of places from the waiting lists for the Sixth Form will also have regard to the availability of places in subject classes.

<sup>21</sup> Prior to September 2020 waiting lists were kept for one year only. Lists for these earlier years will be established as and when a parent asks for their child's name to be placed on that list.

<sup>22</sup> Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted for some reason.

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SUBJECT	Additional GCSE grade requirements
Art and Design	Grade 6 in Art
Biology	Grade 6 in Maths and English Language, Grade 6 in Biology and either Grade 6 in one other science or Grades 6:6 in Double Science
BTEC Sport	Grade 4 in PE or 4:4 in Double Science
Business	Grade 6 in Business Studies or Grade 6 in Maths and English Language
Chemistry	Grade 6 in Maths and English Language, Grade 6 in Chemistry and either Grade 6 in one other science or Grades 6:6 in Double Science
Computer Science	Grade 6 in English Language, Grade 6 in Maths and either Grade 6 in one science or 6:6 in Double Science
Design and Technology	Grade 6 in Maths and/or Grade 6 in Technology
Economics	Grade 6 in Maths and Grade 6 in English Language
English Language & Literature	Grade 6 in English Language and Grade 6 in English Literature
English Literature	Grade 6 in English Language and Grade 6 in English Literature
French	Grade 6 in French
Further Maths	Grade 8 in Maths
Geography	Grade 6 in Geography and Grade 6 in English Language
German	Grade 6 in German
History	Grade 6 in History and Grade 6 in English Language
IT OCR Cambridge Technical	Grade 5 in ICT, Grade 5 in English Language and Grade 5 in Maths
Maths	Grade 7 in Maths
Music	Grade 6 in GCSE Music or Grade 5 in RSM Theory and Grade 5 in RSM Practical
Politics	Grade 6 in English Language
Physics	Grade 6 in Maths and English Language and Grade 6 in Physics and either Grade 6 in one other science or Grades 6:6 in Double Science
Psychology	Grade 6 in Maths and either Grade 6 in Biology or Grade 6:6 in Double Science
Philosophy & Ethics	Grade 6 in any humanities subject



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## Pedmore High School

**Principal: Mr G Lloyd**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 600**

**Published Admissions Number 2024: 150**

**Admissions authority: Invictus  
Academy Trust**

**DfE No: 332 4105**

**The Pedmore High School  
Grange Lane  
Stourbridge DY9 7HS**

**Tel: 01384 686711**

**Email: [info@pedmorehighschool.uk](mailto:info@pedmorehighschool.uk)**

**Website: [www.pedmorehighschool.uk](http://www.pedmorehighschool.uk)**

### Dates of open evenings/days

**Thursday 5 October 6pm - 8.30pm**

**Tuesday 10 October 9am - 10.30am**

**Thursday 12 October 9am - 10.30am**

Pedmore High School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

The following criteria will be used to allocate Year 7 places at Pedmore High School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Pedmore High School is the most appropriate school to meet the condition; Parents must provide supportive information from their

child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.

- c. Third priority for admission shall be given to children who have a sibling who will still be attending Pedmore High School in September 2024;
- d. Fourth priority for admission shall be given to children of any member of staff in either or both of the following circumstances:
  - i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Pedmore High School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Pedmore High School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

### Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.



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Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

## Definitions

**Normal admissions round:** The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Compulsory school age:** A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Siblings:** A sibling is defined as a brother/sister, half-brother/sister (where the children share one common parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.

**Home address:** The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your local authority.

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## Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to.

Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2024 on each school website.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are co-ordinated by the local authority in all of our schools.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

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## Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	150	258	118	150	3	4	0	41	102	-	-
2022	150	234	101	114	1	3	0	43	67	-	-
2021	150	260	103	142	0	1	0	46	95	-	-
2020	150	257	80	127	4	1	0	34	88	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Pegasus Academy

**Principal: Mr A Landers**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 610**

**Published Admission Number 2024: 146**

**Admissions authority: Advisory  
Committee**

**DfE No: 332 5405**

**Pegasus Academy  
Scotts Green Close  
Dudley DY1 2DU**

**Tel: 01384 253722**

**Email: [office@pegasusacademy.org.uk](mailto:office@pegasusacademy.org.uk)**

**Website: [www.pegasusacademy.org.uk](http://www.pegasusacademy.org.uk)**

### Dates of open evening/day

**Thursday 28 September 6pm - 8pm**

**Talks by the Principal and Chief Executive of the Trust at 6.15pm and 7pm**

**Friday 29 September/Monday 2 October - No appointment necessary. A tour of the Academy will leave the entrance foyer at 9.15am.**

### Aims

This policy aims to:

- Explain how to apply for a place at the academy (school).
- Set out the academy's arrangements for allocating places to the learners who apply.
- Explain how to appeal against a decision not to offer your child a place.

### Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, we are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

### Definitions

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

A child is regarded as having been in state care outside of England and if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Further details and timescales are set out in the local authority's co-ordinated scheme which is available from The School Admissions Service.

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

Copies of school catchment area maps are available from the local authority or the academy.

Applications for places will be made in accordance with Dudley local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the local authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.

### Requests for admission outside the normal age group

Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the



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child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents/carers views
- Information about the child's academic, social, and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the academy, but it is not in their preferred age group.

## Allocation of places

The academy has an agreed admission number of **146** learners for entry in Year 7.

## Oversubscription criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

- Highest priority will be given to looked after children and all previously looked after children but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order.
- Priority will next be given to learners with a "serious and ongoing medical condition" where Pegasus Academy is the most appropriate setting to meet the condition. Parents/carers must provide supportive

information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Pegasus Academy is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents/carers.

- Priority will next be given to children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former learners of the academy.
- In each category, priority will be given to those living nearest the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child's home address to the main entrance to the academy. A child's home address will be where they are resident for most nights in a normal school week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case,



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we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

## Fair Access Protocol

We participate in Dudley Metropolitan Borough Council's (DMBC) Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## In-Year Admissions

Parents/carers can apply for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. The academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to decide.

Parents/carers will be notified of the outcome of their in-year application in writing within 15 school days.

Parents/carers whose application is turned down are entitled to appeal.

## Waiting list

Where the academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by learners moving into the area who qualify for a higher criterion or by parents/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e., they can go up or down the list.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team  
Council House  
Priory Road  
Dudley DY1 1HF

Telephone: **0300 555 2345**

Email: **[admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)**

Website: **[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)**

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have 20 school days, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than 5 school days before the appeal hearing.

Parents/carers will be given at least 10 school days' notice of the appeal hearing unless they agree to a shorter period of notice. Appeals must be heard within 40 school days of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

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## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

## Links to other policies

This policy should be read in conjunction with the academy's other policies:

- SEN Policy
- Curriculum Policy

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	146	243	98	141	1	1	0	33	106	-	-
2022	146	246	112	129	1	2	0	45	81	-	-
2021	146	260	90	117	1	2	0	30	84	-	-
2020	146	247	84	113	3	6	0	29	75	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Redhill School

**Headteacher: Mr J Clayton**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 1232**

**Published Admission Number 2024: 235**

**Admissions authority: Governing Body**

**DfE No: 332 4119**

**Redhill School  
Junction Road  
Stourbridge DY8 1JX**

**Tel: 01384 816355**

**Email: [info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk)**

**Website: [www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

### Dates of open evenings/days

**Open mornings 9.15am to 10.45am**

**14 September 2023**

**15 September 2023**

**18 September 2023**

**19 September 2023**

**Open Evening 5.30pm to 8.30pm**

**12 September 2023**

All events will be subject to any Covid 19 restrictions at the time

### Determined Admissions Policy for normal age of entry in September 2024

Redhill School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Admission Number - 235

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. See notes below.
- Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the Redhill School is the most appropriate school to meet the condition.

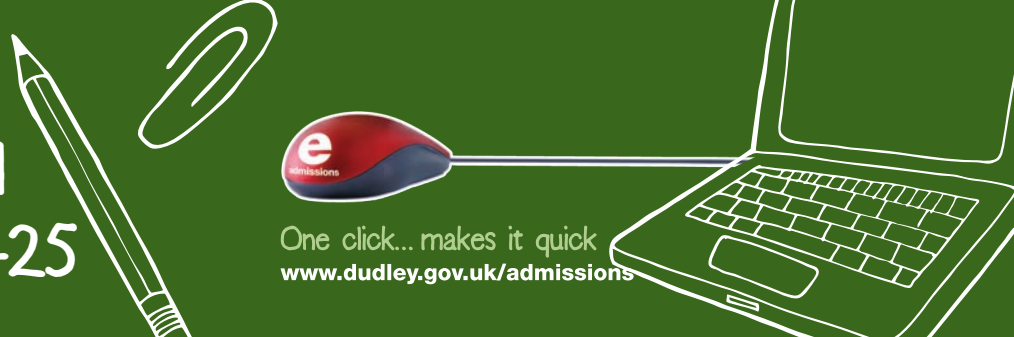
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Redhill School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2024.
- Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Redhill School.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order

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as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- In accordance with legislation, a child an Education Health Care Plan (EHCP) will be offered a place if the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Admission of children outside their normal age group. Applications for school places outside of the normal age group will be considered by the Governing Body where there are exceptional circumstances. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development and where relevant their medical history. The Governing Body will also take into account the views of the head teacher. Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group the application will then be considered in line with the normal admission procedures.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Application process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting list

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	235	658	265	245*	4	5	0	84	152	2503	4/0
2022	235	676	234	245*	5	9	0	85	146	2541	4/0
2021	235	677	280	245*	8	5	0	68	164	1922	5/0
2020	235	689	269	245*	8	3	0	75	159	1792	12/1

\* The Governing Body have over recent years agreed to admit additional pupils at the time of offer

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## Ridgewood High School

**A Stour Vale Academy Trust School**

**Headteacher: Mrs R Cope**

**Type of school: Multi Academy Trust**

**Age range: 11 - 16**

**Number on Roll: 650**

**Published Admission Number 2024: 180**

**Admissions authority: Governing Body**

**DfE No: 332 4121**

**Ridgewood High School**

**Park Road West  
Stourbridge DY8 3NQ**

**Tel: 01384 818445**

**Email: [info@ridgewood.dudley.sch.uk](mailto:info@ridgewood.dudley.sch.uk)**

**Website: [www.ridgewood.dudley.sch.uk](http://www.ridgewood.dudley.sch.uk)**

### Dates of open days/evening

#### Open mornings

**Friday 22 September 9.15am - 10.45am**

**Monday 25 September 9.15am - 10.45am**

**Tuesday 26 September 9.15am - 10.45am**

**Friday 29 September 9.15am - 10.45am**

#### Open evening

**Wednesday 20 September 6pm - 9pm**

### Determined Admissions Policy for normal age of entry in September 2024

Ridgewood High School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010..

Admission Number - 180

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Ridgewood High School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Ridgewood High school is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

- Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2024.
- Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Ridgewood High school.

### Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- In accordance with legislation, a child with an EHCP will be admitted to the school if the school is named in the plan.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

## Application process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

## Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

## Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2025. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2025 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## Repeat applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

## Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	180	243	100	109	0	3	0	36	70	-	-
2022	180	222	97	105	2	3	0	24	76	-	-
2021	180	267	110	126	1	1	0	32	92	-	-
2020	180	244	86	103	2	0	0	38	63	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

# a parents' guide to secondary school admissions 2024-25



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## St James Academy

**Headteacher: Mr I Moore**

**Type of School: Academy**

**Age Range: 11 - 16**

**Number on Roll: 776**

**Published Admission Number 2024: 180**

**Admissions Authority: Governing Body**

**DfE No: 332 4612**

**St James Academy**

**St James's Road**

**Dudley DY1 3JE**

**Tel: 01384 816045**

**Email: [general@stjamesacademy.org.uk](mailto:general@stjamesacademy.org.uk)**

**Website: [www.stjamesacademy.org.uk](http://www.stjamesacademy.org.uk)**

### Dates of open evenings/days

#### Open evening

**Thursday 21 September 5.30pm - 8pm**

#### Open mornings

**Monday 26 September 9.30am - 12 noon**

**Tuesday 27 September 9.30am - 12 noon**

Come and see for yourself - it's a great place to be!  
Informal visits are welcome during the day. Please telephone the school to make an appointment.

### Principles

St James Academy is a member of Dudley Academies Trust which operates several academies in the West Midlands region. The admissions policy aims to make clear the admissions process, maximise the opportunity to meet parental preferences and to meet the individual needs of learners wherever possible.

### Proposed School Admissions Policy for normal age of entry in academic year 2024/2025

Published Admission Number: 180

### Aims

This policy aims to:

- Explain **how to apply** for a place at the academy (school).
- Set out the academy's **arrangements for allocating places to the learners** who apply.
- Explain **how to appeal** against a decision not to offer your child a place.

### Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, we are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

### Definitions

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

A child is regarded as having been in state care outside of England and if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Further details and timescales are set out in the local authority's co-ordinated scheme which is available from The School Admissions Service.

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

Copies of school catchment area maps are available from the local authority or the academy.

Applications for places will be made in accordance with Dudley local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by



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the local authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.

## Requests for admission outside the normal age group

Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents/carers views
- Information about the child's academic, social, and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the academy, but it is not in their preferred age group.

## Allocation of places

The academy has an agreed admission number of 180 learners for entry in Year 7.

## Oversubscription criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

- Highest priority will be given to looked after children and all previously looked after children but immediately after being Looked After became subject to an

adoption, child arrangement, or special guardianship order.

- Priority will next be given to learners with a "serious and ongoing medical condition" where St James Academy is the most appropriate setting to meet the condition. Parents/carers must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why St James Academy is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents/carers.
- Priority will next be given to children with siblings at the academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former learners of the academy.
- In each category, priority will be given to those living nearest the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

## Fair Access Protocol

We participate in Dudley Metropolitan Borough Council's (DMBC) Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.



# a parents' guide to secondary school admissions 2024-25



## In-year admissions

Parents/carers can apply for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. The academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to decide.

Parents/carers will be notified of the outcome of their in-year application in writing within 15 school days.

Parents/carers whose application is turned down are entitled to appeal.

## Waiting list

Where the academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by learners moving into the area who qualify for a higher criterion or by parents/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e., they can go up or down the list.

## Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

## Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team  
Council House  
Priory Road  
Dudley DY1 1HF

Telephone: **0300 555 2345**

Email: **admissions.cs@dudley.gov.uk**

Website: **www.dudley.gov.uk/admissions**

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have **20 school days**, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than **5 school days** before the appeal hearing.

Parents/carers will be given at least **10 school days'** notice of the appeal hearing unless they agree to a shorter period of notice. Appeals must be heard within **40 school days** of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within **5 school days**. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

## Links to other policies

This policy should be read in conjunction with the academy's other policies:

- SEN Policy
- Curriculum Policy

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	180	309	131	*190	0	5	0	62	123	-	-
2022	180	261	124	173	0	2	0	54	117	-	-
2021	180	314	102	193*	0	4	0	42	147	-	-
2020	180	287	108	170	1	2	0	58	109	-	-

\*The governing body agreed to admit additional children

**There is no guarantee that a similar situation will occur for admissions in September 2024**

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## Summerhill School

**Headteacher: Mr Tim Harris**

**Type of school: Community Age**

**Age range: 11 - 16**

**Number on Roll: 1047**

**Published Admission Number 2024: 210**

**Admissions authority: Dudley LA**

**DfE No: 332 4020**

**Summerhill School**

**Lodge Lane**

**Kingswinford DY6 9XE**

**Tel: 01384 816165**

**Email: [info@summerhill.dudley.sch.uk](mailto:info@summerhill.dudley.sch.uk)**

**Website: [www.summerhill.dudley.sch.uk](http://www.summerhill.dudley.sch.uk)**

### Dates of open evenings/days

**Open evening**

**Thursday 28 September 6pm - 9pm**

**Open day tours:**

**Tours will happen daily week commencing  
Monday 2 October 2023**

**Tours start at 9.15am and last approximately  
1 hour.**

**Places can be booked by calling Reception.**

### How to apply for a place in year 7 for September 2024.

- By completing the application form which is available from your home LA.

### Admissions policy

See page 10.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	210	551	265	*217	4	4	0	74	135	2064	17/1
2022	210	502	227	212	3	14	1	69	125	3613	5/2
2021	210	539	232	211	12	8	0	61	130	2251	3/0
2020	210	445	188	210	3	2	0	66	139	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**

\*The governing body agreed to admit additional children

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## Thorns Collegiate Academy

**Principal: Mr M Kelay**

**Type of school: Academy**

**Age range: 11 - 16**

**Number on Roll: 878**

**Published Admission Number 2024: 200**

**Admissions authority: Shireland Collegiate Academy Trust**

**DfE No: 332 4001**

**Thorns Collegiate Academy  
Stockwell Avenue  
Quarry Bank DY5 2NU**

**Tel: 01384 987973**

**Email: [info@tca.shirelandcat.net](mailto:info@tca.shirelandcat.net)**

**Website: [www.thornsca.org.uk](http://www.thornsca.org.uk)**

### Dates of open evenings/tours

#### Opening evening

**28 September 2023**                      **5.30pm - 8pm**

#### Open Mornings

**30 September**                              **9am - 12pm**

**3, 4 and 5 October 2023**              **9am - 11am**

### Application process

As part of the co-ordinated admissions arrangements scheme, **parents MUST complete an online registration form provided by their home LA by 31 October 2023**. In completing this form TCA must be chosen as one of the 6 preferences on the LA form.

Preference forms received after the closing date will be considered where the LA identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the 'Applications to Transfer to Year 7'. Those who are offered a place at the Academy will be informed on 1 March 2023 by the home LA.

Those that are not offered a place at TCA will be informed on 1 March 2023 and will be offered a place at an alternative school by the home LA.

### Oversubscription criteria

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria in the order in which they are set out below:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>23</sup>
2. Priority will next be given to the siblings of pupils currently attending the school at the time the application is received.
3. Thereafter, on the basis of distance between their home address and the main entrance to the Academy. Distance will be calculated according to a straight-line measurement between the applicant's home and the main entrance to the Academy as measured by an external consultant.

NB: Children with an Education Health Care Plan (EHCP) naming the Academy will be admitted before other applicants.

### Tie-break

If a tie-break is necessary to determine which child is admitted, random allocation will be undertaken by the LA (or another body that is unconnected from the Academy Trust) as a tie break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family tied for the final place; we will admit them all and exceed the PAN.

### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is having or has experienced problems such as ill health and the Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include 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 may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should submit a request to the school with their application specifying the age of the child, which year group they wish him/her to be admitted and the reason for the request.

### Waiting lists

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission

23 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

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criteria, then those applicants who are unsuccessful may request to be placed on the waiting list. This will be maintained by the LA. Children placed on the waiting list will be ranked in accordance with the Academy's published admissions criteria. For school located in the Dudley Borough, waiting lists will normally operate until the 31 August 2025.

## In year applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into Year 7, parents must apply using the in-year application form available on LA's website (Changing Schools ([dudley.gov.uk](http://dudley.gov.uk))).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

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

## Appendix A

### Appeals

The Governing Body of TCA has contracted the appeals function to Dudley LA.

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal

hearing. The Appeals Panel is independent of the LA and TCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing TCA (this will be a LA Officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to TCA rather than the one offered. The LA officer will explain why a place at TCA has been refused.

You cannot appeal for TCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for TCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. Families will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA, and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	200	277	145	188	2	1	0	54	131	-	-
2022	200	328	174	183	1	3	0	45	134	-	-
2021	200	335	146	173	1	1	0	52	119	-	-
2020	270	353	141	183	3	0	0	41	139	-	-

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## Windsor High School and Sixth Form

**Headteacher: Mr S Lanckham**

**Type of school: Academy**

**Age range: 11 - 19**

**Number on Roll: 1748**

**Published Admission Number 2024: 280**

**Admissions authority: Governing Body**

**DfE No: 332 5404**

**Windsor High School and Sixth Form  
Richmond Street  
Halesowen B63 4BB**

**Tel: 0121 550 1452**

**Email:  
[info@windsor.windsoracademytrust.org.uk](mailto:info@windsor.windsoracademytrust.org.uk)**

**Website:  
[www.windsor.windsoracademytrust.org.uk](http://www.windsor.windsoracademytrust.org.uk)**

### Dates of open evenings/days

<b>Monday 25 September</b>	<b>6pm</b>
<b>Tuesday 26 September</b>	<b>9.30am</b>
<b>Wednesday 27 September</b>	<b>6pm</b>
<b>Thursday 28 September</b>	<b>9.30am</b>
<b>Sixth Form open evening</b>	
<b>Wednesday 25 October</b>	<b>5.30pm until 8pm</b>

### Admission Policy - 2024/2025

#### Policy and numbers

Students will be admitted at age 11 without reference to ability or aptitude. There is no charge relating to the admission of students. The school's admission policy offers no guarantee of places.

The Pupil Admission Number (PAN) for the year commencing 1 September 2024 will be 280. All admissions will be administered by use of the criteria detailed below.

#### Over subscription

All schools must admit any child with an EHCP that names the school directly.

Where applicants for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. "Looked after children - children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. \*See note below
2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Windsor High School and Sixth Form in September 2024. \*\*See note below
3. Proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. \*\*\*See note below

#### Note

- \* An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- \*\* Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- \*\*\* In all cases the 'proximity' criterion (the last named priority) is to be used as a tie breaker should the school be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are

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unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

Special conditions will apply in the event that one child from a multiple birth does not gain admission to the school through the admissions criteria; in this instance the school governors will exceed the admission number for the family concerned to prevent separation of such children.

Year 7 admissions for September entry will be administered on behalf of the Governors of Windsor High School and Sixth Form by Dudley LA (Admissions Service) using the criteria outlined above.

## Appeals

Appeals regarding admissions will be considered by an Independent Appeals panel.

## Late applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, the applicant will be considered alongside all other applicants.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Unsuccessful late applications will be added to the waiting list in accordance with the admissions criteria.

## Waiting lists

If the school is oversubscribed and students have been refused admission because other students have a higher priority for admission under the published admissions criteria, then parents may request to be added to a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 July 2025. After 31 July 2025 the waiting list will no longer be in operation. Dudley LA will operate this waiting list on behalf of the school.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on the waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available below the published admissions number or any number that the school agree that they can admit from March 2024 will be offered to students according to their ranking on the list i.e. those ranked highest will be offered first.

Dudley LA (Admissions Service) will also help co-ordinate any In Year Admissions on behalf of the school.

## Sixth form admissions policy

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

The Student Admission Number (PAN) for the year commencing 1 September 2024 will be 180. All admissions will be administered by use of the criteria detailed below.

## Method of application

Prospectuses and application forms will be published during the Autumn Term each year. All current Windsor students will be invited to an Open Evening and the event will be marketed locally and on the school website. Prospectuses and application forms will be specifically issued to:

- All current Year 11 Windsor students
- Students visiting from other education establishments
- Those making specific requests by contacting the school

Information, advice and guidance meetings are set up for every prospective Sixth Form student, with their parents, to provide expert professional support at a critical time of decision.

## Entry criteria for courses:

Students need to demonstrate evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade 9 - 4 (or equivalent grades) including English and Maths.

Individual courses may have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus each year.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be given permission to join in exceptional circumstances.

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## Applications from students not currently studying in Year 11 at Windsor High School and Sixth Form:

Each year a number of students can join our Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Windsor High School and Sixth Form. The application process and entry requirements will be identical for both internal and external applicants.

Our admission number for external applications is a minimum of twenty.

All schools must admit any child with an EHCP that names the school directly.

Where over-subscribed we will give priority to applicants as follows:

1. "Looked after children - children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. (\* See note below)
2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/sister or fostered/adopted sibling living at the same home address (i.e. the genuine principle place of residence where they normally and regularly live) and who will be attending Windsor High School and Sixth Form in September 2024. \*\* See note below
3. Proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. \*\*\*See note below

\* An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\* Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

\*\*\* In all cases the 'proximity' criterion (the last named priority) is to be used as a tie breaker should the school be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

All of the above applicants must meet the Entry Criteria. In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to our Sixth Form are entitled to appeal to an Independent Appeals Panel.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	280	812	350	*292	4	2	111	175	2134	19/1
2022	280	779	323	*292	4	6	96	186	2631	12/1
2021	280	719	354	*292	0	3	108	181	2483	11/1
2020	285	760	323	*285	3	3	88	191	2560	15/0

**There is no guarantee that a similar situation will occur for admissions in September 2024**

\* The Governing body agreed to admit additional children on offer day

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## The Wordsley School

**Headteacher: Interim Headteacher until December 2023**

**Mr A Weatherhogg from January 2024**

**Type of school: Community**

**Age range: 11 - 16**

**Number on Roll: 905**

**Published Admission Number 2024: 211**

**Admissions authority: Dudley LA**

**DfE No: 332 4030**

**The Wordsley School  
Brierley Hill Road  
Wordsley  
Stourbridge DY8 5SP**

**Tel: 01384 816015**

**Email: [info@wordsley.dudley.sch.uk](mailto:info@wordsley.dudley.sch.uk)**

**Website: [www.wordsley.dudley.sch.uk](http://www.wordsley.dudley.sch.uk)**

### Dates of open evenings/days

**Thursday 19 October 2023**

**Open Mornings will take place throughout September and October. Bookings for these will be released on Monday 11 September and bookings should be made by contacting our school Reception.**

### How to apply for a place in year 7 for September 2024

- By completing the application form which is available from your home LA.

### Admissions policy

See page 10.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2023	211	397	178	*229	4	4	0	66	155	-	-
2022	211	393	190	210	3	5	0	55	147	-	-
2021	211	408	162	193	3	2	0	45	143	-	-
2020	181	405	166	181	5	6	0	30	132	5342	-

\*The Governing Body have over recent years agreed to admit additional pupils at the time of offer

**There is no guarantee that a similar situation will occur for admissions in September 2024**



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## secondary school open days and evenings 2023

**The Beacon Hill Academy**  
01902 677754

3 October 2023 5.30pm - 8pm

**Bishop Milner Catholic College**  
01384 889422

14 September 2023 5.30pm - 7.30pm

There will be an electronic booking system in place and available on the school website August/September 2023.

A Sixth Form open evening takes place on the 19 October 2023 from 6pm - 8pm

College tours will take place on the 20 and 21 September 2023  
9.20am - 10.20am

**Crestwood School**  
01384 686850

20 September 6pm - 8.30pm

22 September 9.30am - 10.45am

25 September 9.30am - 10.45am

26 September 9.30am - 10.45am

**Dormston School**  
01384 816395

19 October 6pm - 8pm

Morning tours 16, 17 and 18 October at 9.30am and 11.30am

Contact the School Office for an appointment.

**The Earls High School**  
01384 816105

26 September 6pm - 8.30pm

27 September 9am - 11am \*

28 September 9am - 11am \*

29 September 6pm - 8.30pm

30 September 9am - 11am \*

\*Welcome by Headteacher at 9am. Tours start at 9.15am, all tours will be ticketed events

**Ellowes Hall Sports College**  
01384 686600

12 October 4.30pm - 6.30pm

Tours will be held in the mornings of 16, 17 and 18 October.

A booking system will be in operation, nearer the time.

**Kingswinford Academy**  
01384 296596

27 September 5pm - 8pm

Tour and talks

25 September 9.30am - 11.30am

26 September 9.30am - 11.30am

27 September 9.30am - 11.30am

**Leasowes High School**  
01384 816285

20 September 6.30pm - 8.30pm

21 September 6.30pm - 8.30pm

26 September 9.30am - 10.30am

27 September 9.30am - 10.30am

28 September 9.30am - 10.30am

Please book places via school website

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## **The Link Academy**

01384 816500

26 September 5.30pm - 8pm

Principal and Chief Executive's speech at 5.45pm and 6.30pm

25 September - 16 October 9.15am - 11am Tours by appointment only

## **Old Swinford Hospital School**

01384 817325

16 September 9.30am - 12 noon

(Lower School Years and Sixth Form boarding)

17 October 4pm - 6pm (Sixth Form)

## **Pedmore High School**

01384 686711

5 October 6pm - 8.30pm

10 October 9am - 10.30am

12 October 9am - 10.30am

## **Pegasus Academy**

01384 253722

28 September 6pm - 8pm

Talks by the Principal and Chief Executive of the Trust at 6.15pm and 7pm

Tours - Friday 29 September/Monday 2 October

No appointment necessary. A tour of the Academy will leave the entrance foyer at 9.15am.

## **Redhill School**

01384 816355

12 September 5.30pm - 8.30pm

14 September 9.15am - 10.45am

15 September 9.15am - 10.45am

18 September 9.15am - 10.45am

19 September 9.15am - 10.45am

## **Ridgewood High School**

01384 818445

22 September 9.15am - 10.45am

20 September 6pm - 9pm

25 September 9.15am - 10.45am

26 September 9.15am - 10.45am

29 September 9.15am - 10.45am

## **St James Academy**

01384 685200

22 September 5.30pm - 8pm

26 September 9.30am - 12 noon

27 September 9.30am - 12 noon

## **Summerhill School**

01384 816165

28 September 6pm - 9pm

Tours will commence 2 October for the week, starting at 9.15am and last approximately 1 hour. Booking is required, please call the school reception.

## **Thorns Collegiate Academy**

01384 987973

28 September 5.30pm - 8pm

30 September 9am - 12 noon

3, 4, 5 October 9am - 11am

## **Windsor High School and Sixth Form**

0121 550 1452

25 September 6pm

26 September 9.30am

27 September 6pm

28 September 9.30am

Sixth Form Open Evening Wednesday 25 October 5.30pm - 8pm

## **The Wordsley School**

01384 816015

19 October

Open Mornings will take place throughout September and October. Bookings for these will be released on Monday 11 September and bookings should be made by contacting our school Reception.

Admissions staff will be available at some of the open evenings to assist with queries regarding the admission process.

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## educational opportunities Year 10

Children who are due to move to year 10 in September 2024 may wish to consider other educational opportunities available in the local area. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

To find information out about UTC's in the area please visit [www.utcolleges.org](http://www.utcolleges.org).

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

If you decide that you would like to apply for a place at any of the schools available, you will need to complete an application form. Please contact the school direct for further information.

- Aston University Engineering Academy, Birmingham B7 4AG (0121 380 0572) [www.auea.co.uk](http://www.auea.co.uk)
- Thomas Telford University Technical College, Wolverhampton WV10 0JR (01902 872180)  
[www.thomastelfordutc.com](http://www.thomastelfordutc.com)
- Walsall Studio School, Walsall WS1 1RL (01922 211292) [www.walsallstudioschool.co.uk](http://www.walsallstudioschool.co.uk)
- Longbridge (Bournville College), Birmingham B31 2AJ (0121 694 5000)  
<https://www.sccb.ac.uk/about-the-college/campuses-facilities/longbridge-bournville-college>
- Waverley Studio College, Birmingham B9 5SX (0121 566 6622) [www.waverleystudiocollege.co.uk](http://www.waverleystudiocollege.co.uk)
- Birmingham Ormiston Academy, Grosvenor Street, Birmingham B4 7QD (0121 359 9300)  
[www.boa-academy.co.uk](http://www.boa-academy.co.uk)

# a parents' guide to secondary school admissions 2024-25



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## privacy notice: school admissions

This notice explains what personal data (information) we hold about you, how we collect, how we use and intend to share information about you. We are required to give you this information under data protection law.

### Who is the Data Controller for the information you provide?

Dudley Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on **0300 555 8283** or by email to **[information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk)**

We collect and hold information about you and your child in order to process your application regarding your child's admission to school. The Local Authority and schools will need this information to ensure the application is assessed appropriately.

### Why do we need your information?

We use your information to allocate your child a place at school in accordance with the School Admissions Code September 2021 and the legislation set out in the Schools Standards and Framework Act 1998.

The Council is responsible for processing admissions to reception class and transfers from primary to secondary school, and also processes all in year admission requests i.e. where a child is moving between schools within the authority, or has moved into the authority from another authority.

### What legal basis allows us to use your information?

The Department of Education's School Admissions Code published in September 2021, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998. This requires parents and carers to apply for a school place, requests parents/carers to express their school preferences, and allows them an opportunity on the form (and any supplementary form/s) to outline the reasons why they are requesting the school(s) of preference. For school appeals, the Department for Education's School Admission Appeals Code published in February 2012, which has statutory force underpins legislation set out in the School Standards and Framework Act 1998 which sets out the requirement to allow a parent/carers to appeal for a school place if they have been refused. The lawful basis for processing your personal data is 'Public Task' as we need the information to carry out our public functions as set out in law.

### We collect the following information

You are required to complete all aspects of the application form. We collect the following information:

- your personal information (such as name, home address, contact details and email address).
- your child's personal information (such as name, date of birth, address if different from yours).
- Council Tax number.
- current or previous education provision.
- school preference information and parent's reasons for selection.
- name and date of birth of any sibling already attending your preferred school.
- looked after children, adoption, special guardianship order or child arrangement history.
- professional supporting documents if relevant to your application.
- background education history if applying for an in-year admission.
- country of origin if a new arrival to the country.
- Medical information about your child if pertinent to the application in line with the medical criteria.

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We also obtain personal information from other sources as follows:

- additional admissions related information that you have provided directly to your preferred or offered school.
- confirmation of looked after children, adoption, special guardianship order or child arrangement history from Virtual Schools.
- confirmation of Education Health and Care Plan status from SEN Department.
- the result of any school's own academic/aptitude test that your child has taken part in.
- faith information if application relates to faith criteria.

## **How do we collect your information?**

The initial application for your child to start primary school or transfer from primary to secondary school can either be submitted online or a paper application. Transfers in-year require a hard copy application to be completed. Additional information may be requested either by letter, email, telephone, or face-to-face.

## **Who do we share the information with?**

The Admissions Team intends to, where a lawful basis exists, also use your information for other legitimate purposes and will share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school application, to fulfil the council's safeguarding duty and comply with the Prevent Strategy, and to provide Central Government bodies with mandatory data returns, The Home Office to notify of potential illegal immigration, and the Police, at times, request information as part of a criminal investigation. We intend, where necessary, to also share your information with:

- Any of your preferred schools, including the school your child is allocated.
- Members of the independent appeals panel, where necessary, in accordance with the School Admission Code and the School Admissions Appeals Code.
- Black Country Foundation Partnership Trust for school health visits and checks
- Relevant information with neighbouring authorities when applying for a school in their authority in accordance with the schools Standards and Framework Act 1998
- Birmingham Community Healthcare Trust (BCHT) to assist with the administration and management of the Child Health Information System.
- Teams within Dudley Council working to improve outcomes for children and young people.
- External bodies including; other Councils/boroughs where appropriate, Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudication.
- For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, Council Tax Records, the Housing Team, Elections and the Fraud Team
- We will share personal information with law enforcement or other authorities if required by applicable law.
- Data Processors acting on behalf of the Council under contract such as APS Group who provide printing and mailing services.

## **How long will the personal information be kept?**

The information provided will be retained by the Admissions Service until your child reaches government statutory school leaving age.

## **Will this information be used to make an automated decision about me?**

No - School places are allocated for Primary Reception and Secondary Year 7 intake using an automated decision-making process. The local authority will have manually entered the criteria for each application, the system will then allocate the highest school preference that each child can be offered.



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## Keeping your information secure

Your information will be securely stored on the Management Information System used by the Council to process application for school admissions and appeals. Currently this is the Synergy Servelec system, but this may change should the Council change its IT provider at any time in the future.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Your rights and access to your information

You have the right to request a copy of the information that we hold about you. The UK General Data Protection Regulation also gives you additional rights about information we hold about you and how we use it, including the right to:

Request to have your information deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.

Request your information to be rectified if it is inaccurate or incomplete.

Have your information transferred or copied should you move to another authority.

To submit a Subject Access Request email the Admissions Team at [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

## If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on **0300 555 2345** between 9am - 5pm Monday to Friday.

You have the right to complain to us if you think we have not complied with our obligation for handling your personal information. Please contact our Data protection officer at [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk) or write to Data Protection Officer, Information Governance Service, The Council House, Priory Road, Dudley, West Midlands DY1 1HF. Your concerns will be investigated via the respective Council's complaints procedures.

If you are not satisfied with the Council's response, UK General Data Protection Regulation (UK GDPR) gives you the right to complain to the information Commissioner's Office (ICO). You can visit the ICO website at:

**<https://ico.org.uk/concerns/handling/>**

In addition, the Corporate Privacy Notice is available at

**<https://www.dudley.gov.uk/privacy-disclaimer-statement/>**



## supplementary guidance for parents of pupils with special educational needs:

This supplementary guidance provides additional information to parents and parent carers of children with a special educational need (SEN) who live in Dudley and attend a mainstream school either within Dudley or within a neighbouring local authority. This guidance should be read in conjunction with the rest of this document.

The majority of children with SEN will attend their local mainstream school. All mainstream schools receive funding within their budget so that they can put appropriate provision in place to meet the needs of all children including those who are identified as requiring SEN Support. Schools are required by law to have a qualified special educational needs co-ordinator (SENCo). All schools must have regard to the Children and Families Act 2014 and the SEND Code of Practice 2015 as well as the Single Equalities Act 2010 when making provision for children and young people with SEND.

Schools are required to publish a SEN Information report on their website. This will detail how they make provision for children with SEN.

### **SEN Support:**

If your child is identified as SEN Support, the process will be the same as that for all children when choosing their next school as they move from the primary to secondary phase of their education.

Where a pupil is placed at SEN Support, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of personal learning plans or similar SEN records through regular meetings.

If your child has special educational needs you may want to talk to the headteacher and/or SENCo in the schools that you are considering to find out more about the school and to discuss your child's special educational needs with them. You can also look at their website and the published SEN information report.

### **EHCP:**

A very small number of pupils, approximately 3%, will have special educational needs which are complex and severe and which will require the LA to issue an Education Health Care Plan (EHCP). Where a child has an EHCP the LA will work with you to determine what arrangements and support will be required to meet your child's special educational needs.

If your child has an EHCP the process with regard to secondary transfer will be different. The SEN Team is responsible for the administration of all activities in connection with those children who have an EHCP and works closely with the School Admissions Service to ensure that all children with an EHCP have an appropriate school placement at the beginning of the new school year.

Every child is entitled to access mainstream school provision within the local community. Our policy is to include all children with special educational needs into mainstream settings where this is in their best interests. Most children with an EHCP will therefore attend their local school.

All mainstream schools provide support for children with an EHC Plan. You can find out more information about the support that is available by looking at the School Information Report which is published on the school's website or talk to the Special Educational Needs Co-ordinator (SENCo) or Headteacher.

However, we recognise that special schools have an important role in providing for children and young people with more complex SEN. If your child has an EHCP this may identify that specialist provision is required, if this is

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the case you will need to contact the SEN Team who will be able to help you identify the most appropriate school for your child. Details of all Dudley schools and education settings are published in the Dudley Local Offer.

The SEN Team can be contacted on:

Tel: **01384 814360**

Email: **senteam@dudley.gov.uk**

## Legislation and guidance

The legislation and guidance which govern the local authority's (LA) responsibilities in relation to pupils with special educational needs are:

- Children and Families Act 2014
- The Special Educational Needs and Disability Code of Practice DfES 0 to 25 Years – January 2015 All schools have copies of these documents.

## Pupils with special educational needs or disability (SEND)

The vast majority of pupils who have special educational needs or disability (SEND) will have those needs met within their local mainstream school at Special Educational Need Support (SENS).

SEN support is the new name for school action and school action plus.

Where a pupil is placed at SENS, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of Individual Education Plans (IEP) or similar SEN records through regular meetings.

A very small number of pupils, approximately 2%, will have educational needs which are so complex and severe that they will be undergoing, or have completed, a Statutory Assessment under the Children and Families Act 2014.

The Statutory Assessment process may result in the LA issuing an Education Health Care Plan (EHCP) and, once this is the case, the LA will determine what arrangements and support will be required to meet the child's needs.

## Expressing a preference

In the Autumn Term, the School Admissions Service offers all parents of Year 6 pupils, including those who have a child with a Statement of Special Educational Needs, the opportunity to express a preference for a mainstream secondary school.

All parents, including those parents whose child has an EHCP, have the opportunity to specify up to six mainstream secondary school preferences.

Dudley Council is committed to inclusive education and, therefore, the LA must ensure that a child is educated in a mainstream school unless "the school is unsuitable to the child's age, ability, or aptitude, or the placement would be incompatible with the efficient education of other children with whom the child would be educated, or with the efficient use of resources".

This is in line with the guidance in the SEN Code of Practice. The only exception to this is if a parent indicates that they do not want their child educated in a mainstream setting. (Children and Families Act section 33 and 39).

Wherever possible the secondary allocation process aims to offer the first preferred school to as many parents as possible, on the basis of the clearly stated published admissions criteria on Page 10 of this booklet.

The SEN Team works very closely with the School Admissions Service to allow the allocation process to operate to ensure that, wherever possible, pupils have the opportunity to attend a school as close as possible to their home address in line with the council's local school policy.

You should consider very carefully the likelihood of obtaining a school place, which is not local to your home address, particularly where that school has been regularly oversubscribed, i.e. receiving more applications than places, in the past.

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## Transport

It is very important not to assume that your child will receive transport on transfer to a secondary school.

Transport is provided in line with the Transport Policy and will only be provided if your child has a special educational need or disability and/or the school placement is, of necessity, further than three miles from your home address. Where a preference is made for a school that is not the most local secondary school to your home address it is very unlikely that transport will be provided. If you have any queries about transport, you are advised to contact your child's case officer at The SEN Team or the Transport Manager on **01384 816972**.

## Timescales

All parents are advised to notify the Local Authority of their school preference, whether they have an EHCP or not.

It is important to note that parents whose children are due to transfer with an EHCP can expect to have a discussion about secondary transfer in their child's Annual review Meeting in Y5. School preferences for children with an EHCP must be made available to the SEN Team at the start of the Autumn Term of the academic year of transfer, but no later than 30 September in Year 6.

If your child has an EHCP, the Admissions Service and the SEN Team will consult on any preferences you have expressed.

During the remainder of the Autumn Term, the SEN Team will prepare the documentation for consultation with your preferred school(s). This is a duty required of the local authority by the SEN Code of Practice (Paragraph 8:80 - 8:86).

However, it is important to note that the governing body of any mainstream school cannot refuse to admit a child solely because they have special educational needs or disability. Should any concerns arise at the point of consultation, the SEN Team will work closely with the parents, the school and School Admissions Service in an attempt to resolve any difficulties.

Once the consultation process is successfully completed, one of your preferred schools will be named on your child's EHCP.

A decision on your child's school placement will be confirmed in a draft EHCP, no later than 15 January 2024. This allows for a period of 15 working days during which you can talk to us about any concerns you may have. The updated EHCP must be issued by 15 February 2024.

## Information for parents who live outside Dudley Borough and whose child has a Statement of Special Educational Needs or EHCP

If you live outside Dudley, i.e. your home address falls under another council, you must contact your own local authority as soon as possible. If you want to express a preference for a Dudley secondary school place, your own local authority has to consult, on your behalf, with the Dudley schools of your preference and with Dudley Local Authority through the SEN Team.

Contact numbers for neighbouring local education authorities can be found on Page 91 of this booklet.

## Right of appeal

All parents have the right of appeal on the final secondary school placement. For children who do not have an EHCP, this is through the admissions appeal process which is managed independently of the local authority.

For the parents of a child with an EHCP, the appeal process is through the Special Educational Needs and Disability Tribunal (SENDIST), which is an independently managed Government organisation. The SEN Team will be able to advise you on this process should the need arise.

Having read this additional information you may have some questions. For further information you should either approach your child's school, or contact your child's case officer, based at the SEN Team on **01384 814360**.

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## addresses of neighbouring local authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about the likelihood of a place being available.

Name of LA	Address	Contact details
<b>Birmingham</b>	Schools Admissions and Fair Access Service Directorate for Education and Skills PO Box 16513 Birmingham B2 2FF	0121 303 1888 option 1 <a href="http://www.birmingham.gov.uk">www.birmingham.gov.uk</a> <a href="http://www.birmingham.gov.uk/schooladmissions">www.birmingham.gov.uk/schooladmissions</a> email: <a href="mailto:admissions@birmingham.gov.uk">admissions@birmingham.gov.uk</a>
<b>Worcestershire</b>	School Admissions Worcestershire Children First County Hall Spetchley Road Worcester WR5 2NP	01905 822700 <a href="http://www.worcestershire.gov.uk">www.worcestershire.gov.uk</a> email: <a href="mailto:schooladmissions@worcschildrenfirst.org.uk">schooladmissions@worcschildrenfirst.org.uk</a>
<b>Sandwell</b>	School Admissions Children & Education Sandwell Metropolitan Council PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX	0121 569 6765 <a href="http://www.sandwell.gov.uk/schooladmissions">www.sandwell.gov.uk/schooladmissions</a> email: <a href="mailto:annual_schooladmissions@sandwell.gov.uk">annual_schooladmissions@sandwell.gov.uk</a>
<b>Staffordshire</b>	School Admissions & Transport Service 1 Staffordshire Place Education Department Tipping Street Stafford ST16 2DH	0300 111 8007 <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a> email: <a href="mailto:admissions@staffordshire.gov.uk">admissions@staffordshire.gov.uk</a>
<b>Wolverhampton</b>	School Admissions & Appeals Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1SH	01902 551122 <a href="http://www.wolverhampton.gov.uk">www.wolverhampton.gov.uk</a> email: <a href="mailto:schooladmissions@wolverhampton.gov.uk">schooladmissions@wolverhampton.gov.uk</a>
<b>Walsall</b>	Admissions & Appeals Team Walsall Council Zone 2E Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 <a href="http://www.walsall.gov.uk">www.walsall.gov.uk</a> e-mail: <a href="mailto:schooladmissionsadvice@walsall.gov.uk">schooladmissionsadvice@walsall.gov.uk</a>

**Note:** The details contained in the booklet, which relates to the admission of children to school in 2024/25, were correct in August 2023. It should not be assumed that there will be no changes after that date, or that the information contained will apply to the admission of children in subsequent years.



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## useful contacts

### Dudley Family Information Service

[fis.cs@dudley.gov.uk](mailto:fis.cs@dudley.gov.uk)

01384 814398

### Travel Support Team

[www.dudley.gov.uk/residents/learning-and-school/education-travel-support](http://www.dudley.gov.uk/residents/learning-and-school/education-travel-support)

01384 814301

### Special Educational Needs Team

[senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)

01384 814360

### SENDIASS

[www.dudley.gov.uk/residents/learning-and-school/information-for-parents/dudley-sendiass](http://www.dudley.gov.uk/residents/learning-and-school/information-for-parents/dudley-sendiass)

[dudley.sendiass@dudley.gov.uk](mailto:dudley.sendiass@dudley.gov.uk)

07900 161363

07929 777744

### The Schools Adjudicator

[www.gov.uk/government/organisations/off-ice-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/off-ice-of-the-schools-adjudicator)

[Osa.team@schoolsadjudicator.gov.uk](mailto:Osa.team@schoolsadjudicator.gov.uk)

01325 340402

### The Department for Education

[www.gov.uk/df](http://www.gov.uk/df)

0370 000 2288

### The Local Government Ombudsman

[www.lgo.org.uk](http://www.lgo.org.uk)

0300 061 0614

### Free School Meals

[www.dudley.gov.uk/residents/benefits/free-school-meals/](http://www.dudley.gov.uk/residents/benefits/free-school-meals/)

[Freeschoolmeals.benefits@dudley.gov.uk](mailto:Freeschoolmeals.benefits@dudley.gov.uk)

01384 814543 (answer machine service)

### Elective Home Education

[www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education](http://www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education)

01384 814317

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## **Education Investigation Service**

[www.dudley.gov.uk/resident/learning/parental-support/dudley-education-investigation-service/](http://www.dudley.gov.uk/resident/learning/parental-support/dudley-education-investigation-service/)  
[eis.cs@dudley.gov.uk](mailto:eis.cs@dudley.gov.uk)  
**01384 814317**

## **Connexions Dudley**

[www.connexionsdudley.org](http://www.connexionsdudley.org)  
[Connexions@dudley.gov.uk](mailto:Connexions@dudley.gov.uk)  
**01384 811400**

## **Education Funding Agency**

[www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)  
**0370 000 2288**

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## notes

For further information visit

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

or call

**0300 555 2345**

or email

**[admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)**

**Correspondence address only**

School Admissions

Children's Services Directorate

The Council House

Priory Road

Dudley

West Midlands DY1 1HF