STOUR VALE ACADEMY TRUST

DETERMINED ADMISSION ARRANGEMENTS (NORMAL AGE OF ENTRY – SEPTEMBER 2026)

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1. Introduction

This policy relates to applications for admission to member schools within Stour Vale Academy Trust (the admission authority).

Stour Vale Academy Trust is responsible for determining the member schools' admission arrangements (including this policy) and deciding who can be allocated a place in accordance with this policy.

We have an inclusive education policy which aims to maximise the opportunity to meet parental preference. We do not support the use of selective admission policies based on aptitude or academic achievement.

Our admission arrangements ensure that the process is fair and equitable for all.

2. Aims

Through our admission policy we aim to:

1. explain how to apply for a place at a member school within Stour Vale Academy Trust;
2. set out the arrangements for allocating places to the pupils who apply to member schools within Stour Vale Academy Trust; and
3. explain how to appeal against a decision not to offer your child a place.

3. Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code

As an academy trust, our member schools are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in:

- School Standards and Framework Act 1998

This policy complies with our funding agreement 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 and the Special Educational Needs and Disability Discrimination Act 2005 and the Equality Act 2010.

4. Definitions

Normal admissions round: 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: children who, at the time of making an application to a school, are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions.

Previously looked after children: 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 (an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014), or
- became subject to a special guardianship order (an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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

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.

5. 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.

Supplementary application forms are not required for admission to member schools within Stour Vale Academy Trust.

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

Please note that pupils already attending a nursery at a member school will not transfer automatically into the main school. A separate application must be made for a place in Reception.

6. Allocation of places

Please refer to the detailed admission arrangements for each member school within Stour Vale for the following information:

- Admission number
- Oversubscription criteria
- Tie-break

- Children below compulsory school age
- Requests for admission outside the normal age group
- Late applications
- Waiting lists
- Repeat applications
- Changing or adding new preferences
- Twins and multiple births

7. Challenging behaviour

We will not refuse to admit to any member school within Stour Vale 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 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 Education, Health and Care plans (EHCPs) where the school is named in the EHCP as the most appropriate to meet the child's individual needs.

8. Fair Access Protocol

Member schools within Stour Vale participate in the relevant local authority's 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.

9. 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 EHCPs name the school as the most appropriate to meet their individual needs, will be admitted.

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

Applications for in-year admissions are coordinated by the local authority in whose area the member school is located; please see their websites for details of the relevant scheme:

Dudley Local Authority: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/changing-schools

Sandwell Local Authority: https://www.sandwell.gov.uk/school-admissions/applying-transfer-child-mid-year

Worcestershire Local Authority: https://www.worcestershire.gov.uk/worcestershire-education-and-early-years-services/support-services/improving-schools-and-settings/school-admissions

10. Appeals

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

The appeals timetable for each member school within Stour Vale will be published on their website by 28 February 2026.

11. Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to comply with mandatory requirements), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on admission arrangements for each member school within Stour Vale at least once every seven years.

12. Detailed admission arrangements for member schools within Stour Vale Academy Trust

The detailed admission arrangements for each member school within Stour Vale are shown below.

HOLYWELL PRIMARY AND NURSERY SCHOOL

School Road, Rubery, B45 9EY

Local Authority: Worcestershire CC

Admission number

The published admission number (PAN) for Reception at Holywell Primary and Nursery School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Worcestershire).

Worcestershire Local Authority coordinates applications for admission to Holywell Primary and Nursery School. Please refer to their website for more information: https://www.worcestershire.gov.uk/schools-education-and-learning-contact/apply-school-place-0/apply-school-place

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children Looked After and previously Children Looked after, including those who appear to have been in state care outside of England
2. Catchment Area Siblings
3. Catchment Area Children of Staff
4. Catchment Area
5. Out of Catchment Area Siblings
6. Out of Catchment Area Children of Staff
7. Out of Catchment Area

8. Distance

In each criteria, children will be ranked in accordance with **Straight Line Distance**.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by random selection (lottery), independently overseen by Worcestershire Legal and Democratic Services.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Worcestershire Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Worcestershire Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

Late applications, including late changes to on-time applications

Between 16 January 2026 and 28 February 2026, it is likely that several late applications will be received. Late applications for places will be accepted within this timeframe, and treated as being on time, only in the following circumstances:

• Where a family have just moved address.

• Where it is agreed by the admission authority that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after 28 February 2026, late applications (including late changes to on-time applications) will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

All applications received after 28 February 2026 for the intake year, must be sent to Worcestershire Local Authority, and will be processed as soon as possible. An offer, or refusal, of a school place will be given by Worcestershire Local Authority, on behalf of Holywell Primary and Nursery School.

Waiting lists

If your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31 December 2026. After 31 December 2026, if you still wish to be considered for any vacancies at the school, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to secretary@holywell.worcs.sch.uk.

Twins and multiple births

In the event that one or more but not all children from that multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. In circumstances where no children from a multiple birth can be offered a place and parents appeal against the decision, parents are advised to note that all appeals are dealt with on their own merits and independent

appeal panels are not obliged to allow all children from a multiple birth to be admitted, if one appeal is successful.

Definitions used in admissions administration

1. Catchment area

Catchment area refers to the school allocated to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case. There is no guarantee you will be allocated a place at your catchment school. Copies of catchment area maps, if required, are available from the local authority, or can be viewed in school. To find the catchment area for a postcode, please visit this web page: Search for a School Catchment by Postcode (opens in a new window)

In the event of a school catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school (but not within the revised catchment area) at the time the change was approved, will be considered as living within the catchment area.

2. Siblings

Sibling refers to a brother or sister of pupils attending the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.

The sibling connection, as well as brother and sister, will include half-siblings, adopted children, step-siblings or a child of the parent/carer's partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

3. Children of staff

Children of any member of staff employed at the mainstream school in either of the following circumstances:

a) where that member of staff has been employed for two or more years at the time at which the application for admission is made, or

b) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage.

4. Straight line distance

The measurement will be taken using the GeoCode Points for each property and the GeoCode Point for the school. Worcestershire Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

HUNTINGTREE PRIMARY SCHOOL

Huntingtree Road, Halesowen, B63 4HY

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Reception at Huntingtree Primary School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Huntingtree Primary School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Huntingtree Primary 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 Huntingtree Primary School is the most appropriate to meet their child's medical condition rather than any other school. We 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 stepbrother/stepsister, living at the same address and who will still be attending Huntingtree Primary School in the academic year 2026/2027.

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 Huntingtree Primary School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an

exception should be made in the case of the child. Dudley Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

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 Huntingtree Primary School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Huntingtree Primary 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 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 Huntingtree Primary School'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.

Changing or adding new preferences

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admission Service at **admissions.cs@dudley.gov.uk**. The Admissions Service will only accept changes from the person who made the application.

Twins and multiple births

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 oversubscription criteria. Huntingtree Primary School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. 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, 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. Huntingtree Primary School is not in a position to

intervene in disputes between parents over school applications and will request that these are resolved privately.

MOAT FARM INFANT SCHOOL

Brookfields Road, Oldbury, B68 9QR

Local Authority: Sandwell MBC

Admission number

The published admission number (PAN) for Reception at Moat Farm Infant School is **120**. The school will accordingly admit up to 120 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 120 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Sandwell).

Sandwell Local Authority coordinates applications for admission to Moat Farm Infant School. Please refer to their website for more information: https://www.sandwell.gov.uk/schooladmissions

Pupils will not transfer automatically into Moat Farm Infant School if they currently attend the School or Lavender Farm linked nurseries. An application must be made for a place.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 arrangement order, 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.

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, Moat Farm Infant School is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed to decide whether the child's needs can be met most appropriately by Moat Farm Infant School.

3. Children having a brother or sister attending Moat Farm Infant School at the time of admission.

4. Children attending Moat Farm Junior School (linked junior school) at the time of admission.

5. Children prioritised by distance measured in a straight line from the child's home (measured from the Local Land and Property Gazetteer address base for the property) to the centre point of the school site (as designated by the headteacher). In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by Sandwell Local Authority.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Sandwell Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining

why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Sandwell Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

• When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

• When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to Moat Farm Infant School after the closing date but before the allocation of places has been made.

• When a child who is in state care (looked after) or was previously in state care moves into Sandwell after the closing date, but before the allocation of places has been made.

• When a sibling has commenced at Moat Farm Infant School after the closing date but before the allocation of places has been made.

• When the applicant is a single parent and was prevented from submitting their application on time due to long-term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 'Late applications' section above).

Any preferences which cannot be met following the application of the oversubscription criteria (including late applications) will be put on a waiting list which will be ranked in accordance with the published oversubscription criteria.

Waiting lists will be maintained for the whole of the academic year after which time any parent who wishes to remain on the waiting list will have to make a fresh application.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

Repeat applications

Moat Farm Infant School will only consider more than one application to the school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;

(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;

(e) A vacancy arises in the relevant year group.

Changing or adding new preferences

Once a parent/carer has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to email the School Admissions Service at: annual_schooladmissions@sandwell.gov.uk

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a 'late' application (in 'Late applications' section above). Any changes made to an application after the closing date will deem the application 'late'.

Twins and multiple births

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to Moat Farm Infant School through the oversubscription

criteria. Moat Farm Infant School will exceed the admission number for the school to prevent separation of twins or children from multiple births.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;
(b) a half-brother or half-sister, where two children share one common parent*;
(c) a stepbrother or stepsister, where two children are related by a parent's marriage*;
(d) adopted or fostered children*,
(e) children of unmarried parents*

*and living at the same address.

It does not include:

(a) cousins or other family relationships;

(b) brothers or sisters who, at 1 September in the year of entry, will not be registered pupils at Moat Farm Infant School.

2. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list:

• Council tax

• Tenancy agreement

• Solicitor's letter confirming completion of purchase of a residential property

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.

3. Linked school

For the purposes of admission to Moat Farm Infant School, the linked school is as follows:

• Moat Farm Junior School

MOAT FARM JUNIOR SCHOOL

Brookfields Road, Oldbury, B68 9QR

Local Authority: Sandwell MBC

Admission number

The published admission number (PAN) for Year 3 at Moat Farm Junior School is **120**. The school will accordingly admit up to 120 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 120 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Sandwell).

Sandwell Local Authority coordinates applications for admission to Moat Farm Junior School. Please refer to their website for more information: https://www.sandwell.gov.uk/schooladmissions

Pupils will not transfer automatically into Moat Farm Junior School if they currently attend the linked infant school (Moat Farm Infant School). An application must be made for a place.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 arrangement order, 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.

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, Moat Farm Junior School is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed to decide whether the child's needs can be met most appropriately by Moat Farm Junior School.

3. Children having a brother or sister attending Moat Farm Junior School or at Moat Farm Infant School (linked infant school (not nursery)) at the time of admission.

4. Children attending Moat Farm Infant School (linked infant school (not nursery)) at the time of admission.

5. Children prioritised by distance measured in a straight line from the child's home (measured from the Local Land and Property Gazetteer address base for the property) to the centre point of the school site (as designated by the headteacher). In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by Sandwell Local Authority.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Sandwell Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Sandwell Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

• When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

• When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to Moat Farm Junior School after the closing date but before the allocation of places has been made.

• When a child who is in state care (looked after) or was previously in state care moves into Sandwell after the closing date, but before the allocation of places has been made.

• When a sibling has commenced at Moat Farm Junior School after the closing date but before the allocation of places has been made.

• When the applicant is a single parent and was prevented from submitting their application on time due to long-term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 'Late applications' section above).

Any preferences which cannot be met following the application of the oversubscription criteria (including late applications) will be put on a waiting list which will be ranked in accordance with the published oversubscription criteria.

Waiting lists will be maintained for the whole of the academic year after which time any parent who wishes to remain on the waiting list will have to make a fresh application.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

Repeat applications

Moat Farm Junior School will only consider more than one application to the school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;

(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;

(e) A vacancy arises in the relevant year group.

Changing or adding new preferences

Once a parent/carer has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to email the School Admissions Service at: annual_schooladmissions@sandwell.gov.uk

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a 'late' application (in 'Late applications' section above). Any changes made to an application after the closing date will deem the application 'late'.

Twins and multiple births

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to Moat Farm Junior School through the oversubscription criteria. Moat Farm Junior School will exceed the admission number for the school to prevent separation of twins or children from multiple births.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;
(b) a half-brother or half-sister, where two children share one common parent*;

(c) a stepbrother or stepsister, where two children are related by a parent's marriage*;
(d) adopted or fostered children*,
(e) children of unmarried parents*

*and living at the same address.

It does not include:

(a) cousins or other family relationships;

(b) brothers or sisters who, at 1 September in the year of entry, will not be registered pupils at Moat Farm Junior School.

2. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list:

• Council tax

• Tenancy agreement

• Solicitor's letter confirming completion of purchase of a residential property

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 berequired 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.

3. Linked school

For the purposes of admission to Moat Farm Junior school, the linked school is as follows:

• Moat Farm Infant School

NEWTOWN PRIMARY SCHOOL

Anne Close, off Dunkirk Avenue, West Bromwich, B70 0ES

Local Authority: Sandwell MBC

Admission number

The published admission number (PAN) for Reception at Newtown Primary School is **30**. The school will accordingly admit up to 30 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Sandwell).

Sandwell Local Authority coordinates applications for admission to Newtown Primary School. Please refer to their website for more information: https://www.sandwell.gov.uk/schooladmissions

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 arrangement order, 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.

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, Newtown Primary School is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed to decide whether the child's needs can be met most appropriately by Newtown Primary School.

3. Children having a brother or sister attending Newtown Primary School (not nursery) at the time of admission.

4. Children prioritised by distance measured in a straight line from the child's home (measured from the Local Land and Property Gazetteer address base for the property) to the centre point of the school site (as designated by the headteacher). In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by Sandwell Local Authority.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Sandwell Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Sandwell Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child

concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

• When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

• When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to Newtown Primary School after the closing date but before the allocation of places has been made.

• When a child who is in state care (looked after) or was previously in state care moves into Sandwell after the closing date, but before the allocation of places has been made.

• When a sibling has commenced at Newtown Primary School after the closing date but before the allocation of places has been made.

• When the applicant is a single parent and was prevented from submitting their application on time due to long-term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 'Late applications' section above).

Any preferences which cannot be met following the application of the oversubscription criteria (including late applications) will be put on a waiting list which will be ranked in accordance with the published oversubscription criteria.

Waiting lists will be maintained for the whole of the academic year after which time any parent who wishes to remain on the waiting list will have to make a fresh application.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

Repeat applications

Newtown Primary School will only consider more than one application to the school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;

(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;

(e) A vacancy arises in the relevant year group.

Changing or adding new preferences

Once a parent/carer has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to email the School Admissions Service at: annual_schooladmissions@sandwell.gov.uk

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a 'late' application (in 'Late applications' section above). Any changes made to an application after the closing date will deem the application 'late'.

Twins and multiple births

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to Newtown Primary School through the oversubscription

criteria. Newtown Primary School will exceed the admission number for the school to prevent separation of twins or children from multiple births.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;
(b) a half-brother or half-sister, where two children share one common parent*;
(c) a stepbrother or stepsister, where two children are related by a parent's marriage*;
(d) adopted or fostered children*,
(e) children of unmarried parents*

*and living at the same address.

It does not include:

(a) cousins or other family relationships;

(b) brothers or sisters who, at 1 September in the year of entry, will not be registered pupils at Newtown Primary School.

2. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list:

• Council tax

• Tenancy agreement

• Solicitor's letter confirming completion of purchase of a residential property

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.

NORTHFIELD ROAD PRIMARY SCHOOL

Northfield Road, Netherton, DY2 9ER

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Reception at Northfield Road Primary School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Northfield Road Primary School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Northfield Road Primary 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 Northfield Road Primary School is the most appropriate to meet their child's medical condition rather than any other school. We 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 stepbrother/stepsister, living at the same address and who will still be attending Northfield Road Primary School in the academic year 2026/2027.

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 Northfield Road Primary School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an

exception should be made in the case of the child. Dudley Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

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 Northfield Road Primary School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Northfield Road Primary 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 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 Northfield Road Primary School'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.

Changing or adding new preferences

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admission Service at **admissions.cs@dudley.gov.uk**. The Admissions Service will only accept changes from the person who made the application.

Twins and multiple births

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 oversubscription criteria. Northfield Road Primary School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. 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, 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. Northfield Road Primary School is not in a position to

intervene in disputes between parents over school applications and will request that these are resolved privately.

OLDBURY ACADEMY

Pound Road, Oldbury, B68 8NE

Local Authority: Sandwell MBC

Admission number

The published admission number (PAN) for Year 7 at Oldbury Academy is **270**. The school will accordingly admit up to 270 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 270 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Sandwell).

Sandwell Local Authority coordinates applications for admission to Oldbury Academy. Please refer to their website for more information:
https://www.sandwell.gov.uk/schooladmissions

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 arrangement order, 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.

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, Oldbury Academy is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed to decide whether the child's needs can be met most appropriately by Oldbury Academy.

3. Children having a brother or sister at Oldbury Academy at the time of admission.

4. Children prioritised by distance measured in a straight line from the child's home (measured from the Local Land and Property Gazetteer address base for the property) to the centre point of the school site (as designated by the headteacher). In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Tie-break

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by Sandwell Local Authority.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Sandwell Local Authority will consult us regarding the decision.

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 here, 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.

Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

• When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

• When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to Oldbury Academy after the closing date but before the allocation of places has been made.

• When a child who is in state care (looked after) or was previously in state care moves into Sandwell after the closing date, but before the allocation of places has been made.

• When a sibling has commenced at Oldbury Academy after the closing date but before the allocation of places has been made.

• When the applicant is a single parent and was prevented from submitting their application on time due to long-term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 'Late applications' section above).

Any preferences which cannot be met following the application of the oversubscription criteria (including late applications) will be put on a waiting list which will be ranked in accordance with the published oversubscription criteria.

Waiting lists will be maintained for the whole of the academic year after which time any parent who wishes to remain on the waiting list will have to make a fresh application.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

Repeat applications

Oldbury Academy will only consider more than one application to the school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;

(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;

(e) A vacancy arises in the relevant year group.

Changing or adding new preferences

Once a parent/carer has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to email the School Admissions Service at: annual_schooladmissions@sandwell.gov.uk

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a 'late' application (in 'Late applications section above). Any changes made to an application after the closing date will deem the application 'late'.

Twins and multiple births

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to Oldbury Academy through the oversubscription criteria. Oldbury Academy will exceed the admission number for the school to prevent separation of twins or children from multiple births.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;
(b) a half-brother or half-sister, where two children share one common parent*;
(c) a stepbrother or stepsister, where two children are related by a parent's marriage*;
(d) adopted or fostered children*,
(e) children of unmarried parents*

*and living at the same address.

It does not include:

(a) cousins or other family relationships;

(b) brothers or sisters who, at 1 September in the year of entry, will not be registered pupils at Oldbury Academy.

2. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list:

• Council tax

• Tenancy agreement

• Solicitor's letter confirming completion of purchase of a residential property

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.

OLIVE HILL PRIMARY SCHOOL

Springfield Road, Halesowen, B62 8JZ

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Reception at Olive Hill Primary School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Olive Hill Primary School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

e) **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.

f) **Second priority for admission** shall be given to children with a 'serious and ongoing medical condition' where Olive Hill Primary 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 Olive Hill Primary School is the most appropriate to meet their child's medical condition rather than any other school. We will not seek to obtain medical evidence on behalf of parents.*

g) **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 stepbrother/stepsister, living at the same address and who will still be attending Olive Hill Primary School in the academic year 2026/2027.

h) 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 Olive Hill Primary School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. Dudley Local Authority will consult

us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

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 Olive Hill Primary School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Olive Hill Primary 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 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 Olive Hill Primary School'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.

Changing or adding new preferences

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admission Service at **admissions.cs@dudley.gov.uk**. The Admissions Service will only accept changes from the person who made the application.

Twins and multiple births

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 oversubscription criteria. Olive Hill Primary School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. 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, 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. Olive Hill Primary School is not in a position to intervene in

disputes between parents over school applications and will request that these are resolved privately.

QUEEN VICTORIA PRIMARY SCHOOL

Bilston Street, Sedgley, DY3 1JB

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Reception at Queen Victoria Primary School is **60**. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Queen Victoria Primary School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Queen Victoria Primary 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 Queen Victoria Primary School is the most appropriate to meet their child's medical condition rather than any other school. We 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 stepbrother/stepsister, living at the same address and who will still be attending Queen Victoria Primary School in the academic year 2026/2027.

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 Queen Victoria Primary School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age with a supporting statement explaining why they believe it is in the child's best interest to be admitted outside their normal age. This should include information such as professional evidence and why an

exception should be made in the case of the child. Dudley Local Authority will consult us regarding the decision as to whether this is an appropriate course of action, taking into account the circumstances of the case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- the 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; and
- 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 here, 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.

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 Queen Victoria Primary School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Queen Victoria Primary 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 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 Queen Victoria Primary School'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.

Changing or adding new preferences

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admission Service at **admissions.cs@dudley.gov.uk**. The Admissions Service will only accept changes from the person who made the application.

Twins and multiple births

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 oversubscription criteria. Queen Victoria Primary School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. 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, 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. Queen Victoria Primary School is not in a position to

intervene in disputes between parents over school applications and will request that these are resolved privately.

REDHILL SCHOOL

Junction Road, Stourbridge, DY8 1JX

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Year 7 at Redhill School is **235**. The school will accordingly admit up to 235 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 235 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Redhill School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Redhill 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 Redhill School is the most appropriate to meet their child's medical condition rather than any other school. We 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 stepbrother/stepsister, living at the same address and who will still be attending Redhill School in the academic year 2026/2027.

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 Redhill School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

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 here, 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.

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 Redhill School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Redhill 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 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 Redhill School'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.

Changing or adding new preferences

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admission Service at **admissions.cs@dudley.gov.uk**. The Admissions Service will only accept changes from the person who made the application.

Twins and multiple births

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 oversubscription criteria. Redhill School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. 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, 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. Redhill School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

RIDGEWOOD HIGH SCHOOL

Park Road West, Stourbridge, DY8 3NQ

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Year 7 at Ridgewood High School is **120**. The school will accordingly admit up to 120 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 120 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to Ridgewood High School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 Ridgewood 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 Ridgewood High School is the most appropriate to meet their child's medical condition rather than any other school. We 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 stepbrother/stepsister, living at the same address and who will still be attending Ridgewood High School in the academic year 2026/2027.

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 Ridgewood High School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

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 here, 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.

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 Ridgewood High School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on Ridgewood High 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, depending on other children's applications.

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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Changing or adding new preferences

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Twins and multiple births

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 oversubscription criteria. Ridgewood High School will exceed the admission number for the school to prevent separation of twins/triplets.

Definitions used in admissions administration

1. Brother and Sister

The definition of brother or sister also relates to adopted or fostered children living at the same home address.

2. Home address

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Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, 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. Ridgewood High School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

THE EARLS HIGH SCHOOL

Furnace Lane, Halesowen, B63 3SL

Local Authority: Dudley MBC

Admission number

The published admission number (PAN) for Year 7 at The Earls High School is **240**. The school will accordingly admit up to 240 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

Application process

For applications in the normal admissions round you should use the application form provided by your home local authority (even if this is not Dudley).

Dudley Local Authority coordinates applications for admission to The Earls High School. Please refer to their website for more information: https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) (previously known as Statement of Educational Needs) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 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. We 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 stepbrother/stepsister, living at the same address and who will still be attending The Earls High School in the academic year 2026/2027.

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 Earls High School.

NB. 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.

Tie-break

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. Applicants' names will be drawn by lots. The process will be independently verified.

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, including a supporting statement setting out the reasons why they believe their child should be taught outside their chronological age group. Dudley Local Authority will consult us regarding the decision.

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 here, 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.

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 The Earls High School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published oversubscription 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 oversubscription criteria and the list will operate from the point of allocation until 31 August 2027. 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 above, will be used to determine which applicant will have the place.

Inclusion on The Earls High 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, depending on other children's applications.

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