

a parents' guide to secondary school admissions 2017-18



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**secondary school
admissions 2017-18**



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This booklet describes Dudley Council's arrangements for admitting children to secondary schools in September 2017.

If you would like this document on audiotape, in large type, or a translation into your own community language please contact Multicultural Support Services on 01384 813802, who will assist you.

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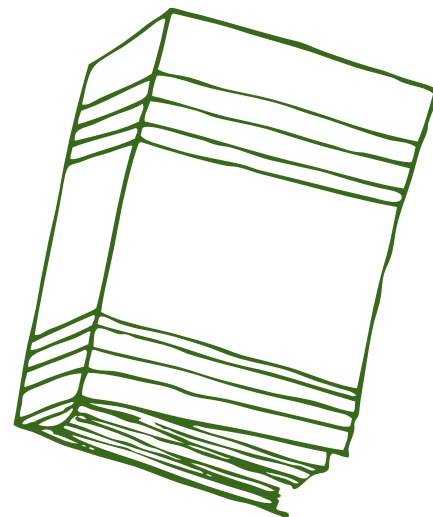


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a guide for parents

This booklet provides details of the co-ordinated scheme and the admission arrangements that will operate at secondary schools in the Dudley borough for admissions to mainstream schools in September 2017. We have also included general information which you may find useful.



If you would like further information about a particular school, a more detailed booklet ('the School Prospectus') may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or the internet include the School Profile, and inspection reports by the Office for Standards in Education (Ofsted). The Dudley Secondary School Performance Tables relating to the 2015 examination and test results are currently available from the People Directorate and public libraries. The results for 2016 will not be available until December 2016.

Please pay particular attention to the timetable set out on page 7, especially the closing date for applications, and also the specific detail given about each school's admission arrangements from page 21 onwards.

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

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

Tony Oakman
Strategic Director - People

People Directorate
Westox House, 1 Trinity Road, Dudley, West Midlands DY1 1JQ



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types of admission authorities operating in Dudley

Community schools

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

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

Catchment areas do not exist in Dudley borough. See page 12 for full details of the admissions policy adopted for community secondary schools. See page 20 for a list of community schools.

Foundation and voluntary aided schools

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

The individual school governing body is responsible for determining admission and appeal arrangements for foundation and voluntary aided schools. You will find details of the various admissions policies adopted on pages 21 to 76.

See page 20 for a list of foundation, voluntary aided schools, and academies.

Academy schools

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

See page 20 for the list of academy schools.

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

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

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transfer to secondary school process

General information

It is important that you thoroughly read and understand the parents' guide to secondary school admissions before completing any application form.

Please note if there are persons with parental responsibility for the child, who are not living at your home address, you have a duty to ensure that you notify/consult those persons regarding this application.

Number of preferences

You are able to state up to six preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring Local Authority. You are advised not to make only one school preference since it will not give you any advantage in the schools admission process.

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

Will I get priority for my first preferred school?

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

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

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

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

You must include the school on the form provided by your own LA. Please note there may be different closing dates and admissions policies in operation (see list on page 85 for contact numbers of neighbouring LAs).

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

You must include the school on the form provided by Dudley LA where you will be able to express up to six preferences for schools inside or outside of the Dudley borough. If you want to apply for a school outside the borough you must obtain the information booklet from the relevant LA, (see list on page 83 for contact numbers of neighbouring LAs) to ensure that you understand the admissions policy for the school concerned. If you are successful in gaining a place at a school which is not maintained by Dudley LA, the council will not assist you financially to enable your child to attend the school concerned.

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

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

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How can I get information about schools online?

From 1 September 2016, the School Admissions Service web page will give links to school web sites and other web pages giving information about schools (such as the Ofsted site www.ofsted.gov.uk). It will also include a copy of this information booklet.

How to apply

From 1 September 2016, if you live in the Dudley borough, you should either apply online at www.dudley.gov.uk/admissions or complete a paper application which is available on request from the School Admissions Service. You should state all of your school preferences up to a maximum of six in rank order.

Can I choose which school I send my child to?

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

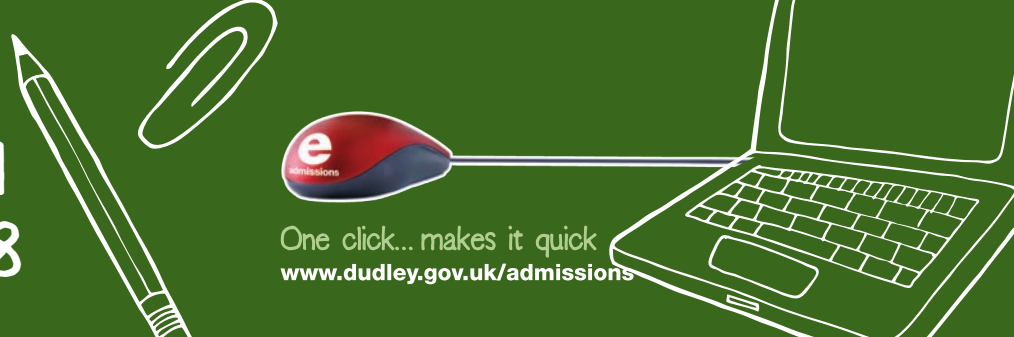
How can I assess the likelihood of being allocated my preferred school?

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

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

Online application available	1 September 2016
Information to parents and school open evenings	Autumn Term 2016
Return date of paper application form	31 October 2016 by 5pm (Failure to return your form by this date may affect the outcome of your application.)
Return date of online applications	Midnight 31 October 2016
Decision emails to parents	After 2pm on 1 March 2017
Decision letters to parents posted 2nd class on	1 March 2017
Appeals to be heard	Late Spring Term 2017 & Early Summer Term 2017

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What is the co-ordinated admissions scheme?

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

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

For details of Dudley's scheme please contact the School Admissions Service on 01384 814223 or go to www.dudley.gov.uk/admissions

how do I make a preference for a secondary school?

online applications

From 1 September 2016 you can apply for a school place online at **www.dudley.gov.uk/admissions**

The following information is intended to answer some questions you may have about Dudley's online service.

Why should I apply online?

Some of the benefits of applying online are:

- It is quick and easy to use
- You can apply 24 hours a day, 7 days a week
- There is no risk that your application will be lost in the post
- You will receive an email confirmation that your application has been received
- You can change your application up to the closing date by contacting the School Admissions Service
- It is safe and secure
- You will be notified of the outcome of your online application after 2pm on 1 March 2017

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When can I use the online system?

The online system will be available 24 hours a day, 7 days a week from 1 September 2016 until the closing date 31 October 2016.

Will my application be secure?

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

Who makes the application?

The person who has parental responsibility should submit the application for the child's school place. If there are other persons with parental responsibility it is the responsibility of the applicant to notify them of the application.

If you need further advice about who should apply for your child's school place please contact the School Admissions Service at admissions.cs@dudley.gov.uk

What details will be requested?

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

How can I get information about schools online?

From September 2016 the school admissions web page will give links to school web sites and other web pages giving information about schools. You should read this carefully before applying.

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

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

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

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

How will I know that the changes have been logged?

Every time you make or change your online application you will receive an email confirming the status of your application. You can also check the status of your application when you log in to the system and select your existing record.

Should I send a paper copy as well?

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

Will I be told the result of my application electronically?

Yes. After 2pm on 1 March 2017.

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What do I need to do to apply online?

All you need to apply online is access to a computer. The council offers free computer access at its libraries and Dudley Council Plus offices in Castle Street, Dudley. Local library staff will be happy to assist you with your application.

Some schools will also provide computer access.

You should check with your local school to find out whether they provide this service.

Paper applications

Even though it may be quicker and easier to apply online, paper applications are still available. Please write to the School Admissions Service at Westox House, 1 Trinity Road, Dudley DY1 1JQ, or phone 01384 814223 to request a paper application form.

You are advised to return your form either by hand, asking for a receipt, or return it by recorded delivery.

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What additional information should I provide to support my application?

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

You must complete a supplementary form for Old Swinford Hospital School, Bishop Milner Catholic College (if applying as a Baptised Catholic) and Ellowes Hall Sports College (if applying under the sporting aptitude criterion) which are available direct from the schools concerned. You must also ensure that you list the schools on your LA application form or your preference will not be valid.

Late applications

Preferences that are received after the closing date (31 October 2016) will only be considered after the applications that were received within the deadline have been dealt with.

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

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

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

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

There will be exceptional circumstances in which this will be allowed to take place. eg. where a child moves house within Dudley Borough and as a result needs to make new preferences for schools within the new area.

When will I know the outcome of my application?

Dudley parents/carers will be informed of the decisions relating to their application in writing, posted 2nd class on Wednesday 1 March 2017. If you apply online you will be notified by email after 2pm on 1 March 2017.

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

An admissions authority can withdraw the offer of a school place where a parent has obtained the place by providing either their primary school or the admissions authority with fraudulent or intentionally misleading information. (See also page 18 of this booklet.)

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

How can I contact the School Admissions Service?

Telephone 01384 814223

admissions.cs@dudley.gov.uk

www.dudley.gov.uk/admissions

Information is also available at the above website.



what is the admissions policy for community secondary schools in Dudley?

Please note that this section refers to community schools only. See page 20 for a list of community schools.

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

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

How will applications for community schools be decided?

The following criteria will be used to allocate the available places at those community schools that are oversubscribed i.e. receive more applications than spaces available.

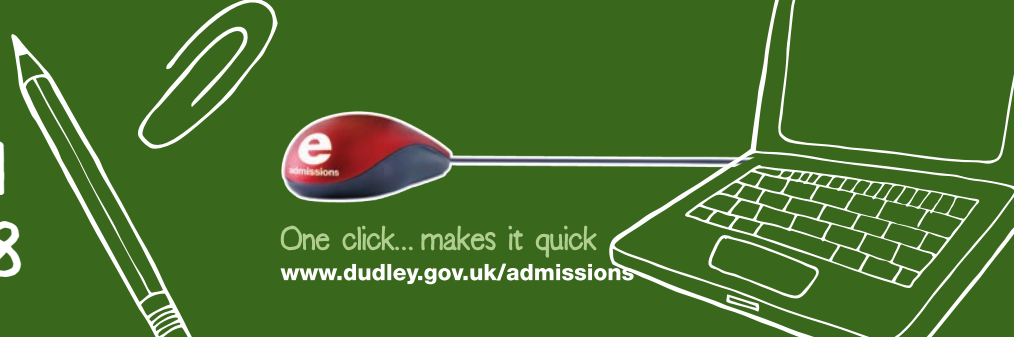
All preferences for community secondary schools within Dudley Borough will be assessed against the following priorities, regardless of ranking. Wherever possible we will seek to allocate a place at the school of the parents' highest ranking, (if the child meets the admissions criteria for more than one school listed as a preference.) Priority is not given to first preference applicants.

- a) First priority shall be given to "relevant looked after children" or children who were previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order. See notes below.
- b) Second priority shall be given to children with a "serious ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.

(Parents/carers must provide supportive information from their child's hospital consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents/carers should indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents/carers.)

- c) Third priority shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother/step sister, living at the same address and who will still be attending the preferred school in September 2017.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

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Notes

“Relevant looked after children” means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child’s individual needs. This may reduce the amount of places available for children who do not have an EHCP. Please see page 80.

Any Dudley child not obtaining a place at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.

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

The home address is considered to be the child’s (along with their parents’) genuine principal place of residence at the time of the allocation of places (1 March 2017) i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend’s or relative’s address will not be considered for allocation purposes.

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case.

The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

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

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

Admission of children outside of their normal age group

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

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



examples of different preference rankings

Katie

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

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

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

James

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

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

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

As none of his parents' preferences could be met, he was offered a place at school H which is the nearest school to his home with available places. The closer school, school G, had filled its places with children whose parents ranked it as one of their preferences.

Alice

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

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

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

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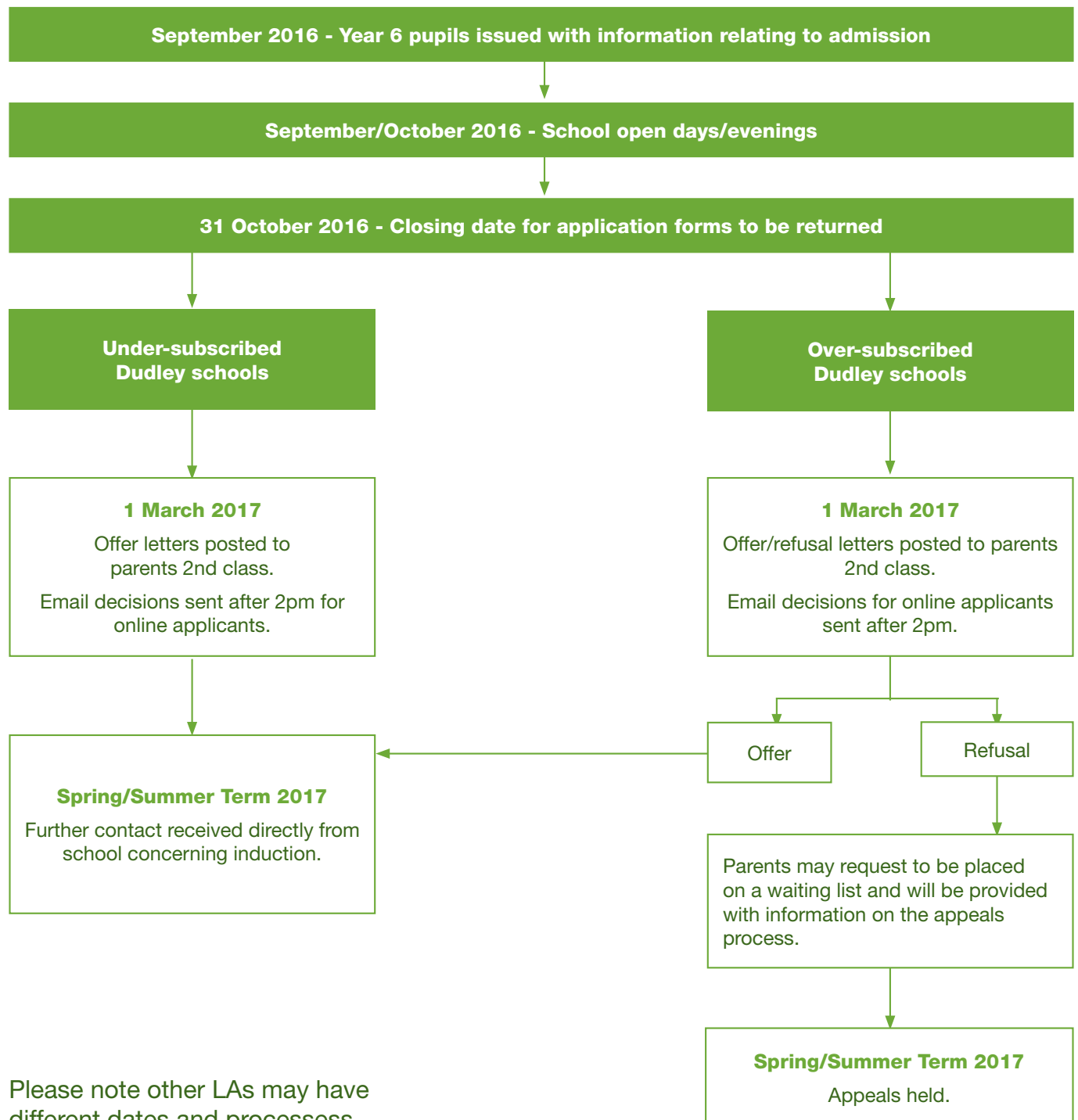


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secondary school admissions flowchart

September 2017/18



Please note other LAs may have different dates and processes

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co-ordinated admissions scheme

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

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

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

A scheme has been agreed with schools and the other local authorities that sets out the process and timetable for the exchange of information. For a full copy of the scheme please contact the School Admissions Service on **01384 814223** or visit **www.dudley.gov.uk/admissions**

what are my rights if my application is unsuccessful?

General

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

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

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

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

Appeals for Dudley community schools

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

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

Waiting lists for Dudley community schools

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

Children on the waiting list will be ranked in accordance with the schools' published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. There will be a period of two weeks after the national offer date whereby places that have become available will not be reallocated. This will allow all applicants the same opportunity to join the waiting list. 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 over subscription criteria will be used to determine which applicant will have the place.

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

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

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Please note that for details on other schools' policies you must refer to the individual information published in relation to that particular school.

Repeat applications

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

what do I need to consider before expressing my preference?

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

You will be able to assess whether a school is usually oversubscribed by the number of applications received for a school against the published admission number or the number of appeals held in previous years. This information is given from page 21 onwards. Other local authorities can provide you with similar information.

Parents can also obtain information, advice and guidance from the School Admissions Service regarding the admissions process. You can contact any member of the team by phone on 01384 814223 between 9am and 5pm or the team will be present at the open evenings of some of the secondary schools as detailed on pages 77/78.

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

Medical applications

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

Whose address may I use on the application?

The child's address is considered to be the child's parents' genuine principal place of residence at the time of the allocation of places (1 March 2017) i.e. where they are normally and regularly living. **If a child is resident with friends or relatives for reasons other than guardianship the friend's or relatives' address will not be considered.**

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

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

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

Please note if your child's permanent residence changes at any point from 1 September 2016 to 31 August 2017 it is the parent's responsibility to notify the local authority. You must do this even if you have notified your child's school.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

The School Admissions Service may use other council databases to check the information provided on the form is correct, as well as databases in neighbouring local authorities.

Please also see page 11.

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

You will need to provide documentary evidence to confirm this. A change of address will be considered up to the 19 February 2017. After that date it may not be possible for the new address to be considered for allocation purposes. Please also see pages 11 and 13.

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

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

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

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details on individual secondary schools within Dudley borough

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

If you would like further information about a particular school, a more detailed booklet (the school prospectus) may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or the internet include the School Profile, and inspection reports by the Office for Standards in Education (Ofsted) www.ofsted.gov.uk. The exam results for 2016 will not be available until December 2016.

The information relating to admissions in September 2013, 2014, 2015 and 2016, has been included in order to help you make a meaningful preference. (There is no guarantee that a similar situation will occur for admissions in September 2017.)

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

Number on Roll (NOR): Total number of pupils on roll at the school in May 2016 census.

Published Admissions Number (PAN): Published Admissions Number i.e. maximum number of pupils to be admitted in September 2017.

Distance - Home to school measurement

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

The co-ordinates of the school are those of the 'main entrance point' nominated by a senior member of school staff, marked and digitised with reference to Ordnance Survey MasterMap™ digital data product.

If you would like further information in respect of this please contact the School Admissions Service on **01384 814223**.

Last measurement

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

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

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

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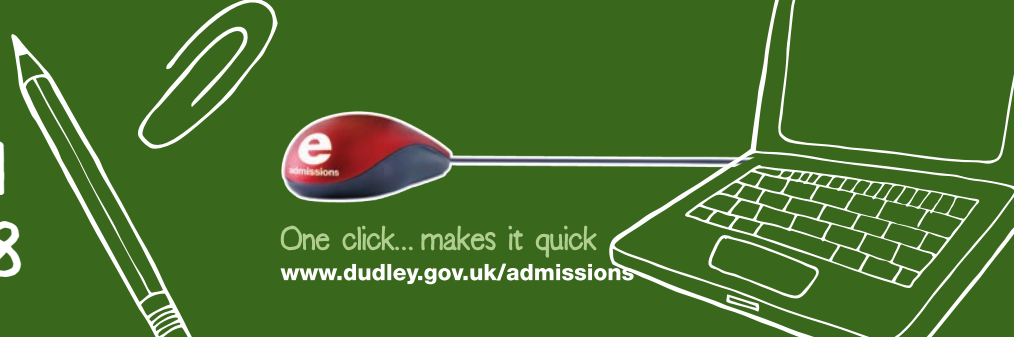


Secondary schools by category

Academy schools	Community schools	Foundation schools	Voluntary aided schools
Bishop Milner Catholic College	The Dormston School	Leasowes High School	Castle High School and Visual Arts College
Crestwood School	Hillcrest School and Community College	Pedmore Technology College and Community School	Old Swinford Hospital School
Earls High School	The Summerhill School - A Specialist Language College	Thorns Community College	
Ellowes Hall Sports College	The Wordsley School Business & Enterprise and Music College		
The High Arcal School - A Specialist Science College			
The Holly Hall Academy			
The Kingswinford School - A Science College			
Redhill School			
Ridgewood High School - A Science Specialist College			
Windsor High School and Sixth Form			

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

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Bishop Milner Catholic College

Principal: Mr S Haywood

Type of School: Academy

Age Range: 11-18

Number on Roll: 831

Published Admission Number 2017: 135

Admissions Authority: Board of Directors

DfE No: 332 4800

Bishop Milner Catholic College

Burton Road

Dudley DY1 3BY

Tel: 01384 816600

Email: info@bmilner.dudley.sch.uk

Website: www.bmilner.dudley.sch.uk

The college requires parents of Baptised Catholic children to complete the college's Supplementary Information Form (SIF) as well as completing the LA preference form.

Dates of open evenings/days

An open evening for prospective parents and students is held on the 22 September 2016 from 6pm - 8pm for all parents and their children who wish to visit the college.

A sixth form open evening takes place on the 20 October 2016 from 6pm - 8pm.

Admission arrangements September 2017

This academy is part of the St John Bosco Catholic Academy MAC.

The admissions process is part of the Dudley LA co-ordinated scheme.

The Admission Policy of the Board of Directors of Bishop Milner Catholic College is as follows:

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

this academy to apply for and be considered for a place here.

How to apply for a place in year 7

By completing the application form which is available from your home LA. **If the application is for a Catholic child you are required to complete a supplementary information form, which can be obtained from the college.**

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

1. Baptised Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 2 and 3 below)
3. Baptised Catholic children who attend one of our recognised feeder primary schools. (see Note 4 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Non-Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 3 below)
7. Non-Catholic children who attend one of our recognised feeder primary schools. (see Note 4 below)
8. Non-Catholic children

Over-subscription

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main entrance of the academy. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 5).

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In a very small number of cases it may not be able to decide between the applicants of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to applicants.

Note 2

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

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

Note 3

The definition of a brother or sister is:

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

The children must be living permanently in the same household.

Note 4

The designated feeder schools and academies and appropriate parishes for Bishop Milner Catholic College are:

St Chad's Catholic Primary School, Sedgley; St Joseph's Catholic Primary School, Dudley; St Mary's Catholic Primary School, Brierley Hill; Holy Trinity Catholic Primary School, Bilston; Our Lady of Fatima RC, Birmingham;

St Francis Xavier Catholic Primary School, Oldbury; St Gregory's Catholic Primary School, Smethwick; St Hubert's Catholic Primary School, Oldbury; St Philip's, Smethwick.

Note 5

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

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place. Parents must provide at least one item of documentation to demonstrate where the child resides.

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

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

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

Appeals

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

Repeat applications

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

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Late applications

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the academy's parish area after the issue of application forms OR
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time - the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the academy's waiting list in admission criteria order.

Applications other than the normal intake to year 7 (In-year applications)

An application should be made to the local authority who will need to consult with the Board of Directors.

Waiting lists

Applicants who are refused places must request to have their names placed on a waiting list. Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

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

In year fair access policy

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children.

Year 12 admissions policy

Planned admission number from external candidates: 50

For courses at AS/A2 level, students will normally be expected to have achieved a minimum of 5 appropriate GCSE subject passes at Grades A* - C with A or B grades for specific courses.

For Applied Vocational courses at Advanced Level, students will normally be expected to have achieved a minimum of 5 appropriate GCSE subject passes at Grades A*-C.

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

Oversubscription

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

1. Baptised Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children already attending Bishop Milner Catholic College
3. Other Baptised Catholic children (see Note 2)
4. Non Catholic children

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main entrance of the academy. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 5).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

APPENDIX

Definition of a Baptised Catholic

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism

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of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

OR

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

Written evidence of baptism

The Governing Bodies and Boards of Directors of Catholic schools and academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school and academy places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and

parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

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

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

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Faith	Non-Catholic who attend feeder primary	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	135	566	230	139	2	2	70	15	37	9	272	37/5
2015	130	521	192	136	1	6	37	12	43	31	616	27/6
2014	130	459	174	130	2	0	36	N/A	41	51	722	28/1
2013	130	358	154	134	0	1	29	N/A	48	56	2165	12/4

There is no guarantee that a similar situation will occur for admissions in September 2017

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Castle High School & Visual Arts College

Headteacher: Ms M King

Type of School: Voluntary Aided

Age Range: 11 - 16

Number on Roll: 608

Published Admission Number 2017: 180

Admissions Authority: Governing Body

DfE No: 332 4612

Castle High School & Visual Arts College

St James's Road

Dudley DY1 3JE

Tel: 01384 816045

Email: headteacher@castle.dudley.sch.uk

Website: www.castle.dudley.sch.uk

Dates of open evenings/days

Open evening **Monday 26 September 2016**
7pm - 8.30pm

Informal visits are welcome during the day. Please telephone the school to make an appointment.

Admissions arrangements for the academic year 2017/18

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

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

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- a) First priority for admission shall be given to relevant looked after children and children who were previously looked after. Previously looked after

children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). See notes below.

- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Castle High School is the most appropriate school to meet the condition.
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Castle High School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2017.
- 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 Castle High School.

Notes

- A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (according to the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- 'Adopted' children include children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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- In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place if the school named in the Plan is the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an Education, Health and Care (EHC) Plan.
- 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. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Headteacher of the school. Parents do not have the right to insist that their child is admitted to a particular year group. Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	180	273	89	151	1	2	0	35	113	-	-
2015	180	246	66	110	1	1	0	28	80	-	-
2014	180	218	87	108	0	2	0	35	71	-	-
2013	180	269	101	121	0	2	0	47	72	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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Crestwood School

Headteacher: Mr T Bowles

Type of School: Academy

Age Range: 11 - 18

Number on Roll: 702

Published Admission Number 2017: 150

Admissions Authority: Governing Body

DfE No: 332 4000

Crestwood School

Bromley Lane

Kingswinford

DY6 8QG

Tel: 01384 686850

Email: info@crestwood-s.dudley.sch.uk

Website: www.crestwood-s.dudley.sch.uk

Dates of open evenings/tours

21 September
Open evening **6pm - 8.30pm**

22 September
Tours of the school **9.15am - 11am**

23 September
Tours of the school **9.15am - 11am**

Sixth form open evenings

19 October **6.00pm - 7.15pm**

How to apply for a place in year 7 for September 2017

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

Principles

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

The Governing Body does not support the use of selective policies based on aptitude or academic achievement.

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

Legal context

- The School Admissions (Admissions Arrangements and Co-Ordination of Admission Arrangements) (England) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2014

School Admissions Policy for Normal Age of Entry in September 2017

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

The following criteria will be used to allocate the available places at Crestwood School when oversubscribed ie receive more applications than spaces available.

All preferences for Crestwood School will be assessed against the following priorities, **regardless of ranking**.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother/step-sister, living at the same address and who will still be attending the preferred school in September 2017.
- 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

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metres, from the home address to the main entrance of the preferred school.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP), will be offered a place at the school named in the EHCP is the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places ie where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the

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

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

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the School's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017.

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

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

Places that become available (below the published admissions number or any number that the School agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list ie those ranked highest will be offered first.

Application process

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

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

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Repeat applications

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

Admission of children outside of their normal age group

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

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	150	339	128	**156	5	5	0	29	117	-	-
2015	150	326	112	*196	0	4	1	36	155	3307	-
2014	150	241	100	131	0	5	0	27	99	-	-
2013	150	256	110	131	1	7	0	37	86	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governing Body agreed to take additional pupils due to capacity in other year groups

** The Governing Body agreed to take additional pupils

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Dormston School

Headteacher: Mr B Stitchman

Type of School: Community

Age Range: 11 - 16

Number on Roll: 974

Published Admission Number 2017: 224

Admissions Authority: Dudley LA

DfE No: 332 4023

**Dormston School
Mill Bank, Sedgley**

Dudley DY3 1SN

Tel: 01384 816395

Email: info@dormston.dudley.sch.uk

Website: www.dormston.dudley.sch.uk

Dates of open evenings/days

13 October 2016

7pm - 9pm

Tours of the school every morning at 9.00am and 11.15am week commencing 17 October 2016. Contact the School Office for an appointment.

How to apply for a place in year 7 for September 2017

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

Admissions policy

See page 12.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	224	522	262	*254	5	3	0	61	184	2914	9/1
2015	224	397	140	169	1	0	0	48	120	-	-
2014	224	386	163	186	1	4	0	58	123	-	-
2013	224	441	154	172	3	1	0	51	117	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

* The school admitted an additional 28 pupils

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The Earls High School

Acting Principal: Mrs R Cope

Type of school: Academy

Age range: 11 - 16

Number on Roll: 1188

Published Admission Number 2017: 240

Admissions authority: Governing Body

DfE No: 332 4106

The Earls High School

Furnace Lane

Halesowen B63 3SL

Tel: 01384 816105

Email: info@earls.dudley.sch.uk

Website: www.earlshighschool.org

Dates of open evenings/days

26 September 6pm - 8.30pm

27 September 9.10am*

28 September 6pm - 8.30pm

29 September 9.10am*

30 September 9.10am*

*** Welcome by Principal at 9.10am**

Tours start at 9.25am

The Earls High School is an academy with a specialism in the performing arts.

Admissions policy for normal age of entry in September 2017

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

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

The following criteria will be used to allocate the available places if more applications are received than spaces available.

a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.

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

c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2017.

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.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence

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order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP), will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application process

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

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

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

Admission of children outside of their normal age group

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

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These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.

A decision as to whether this is an appropriate course of action will be made by the School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	240	780	286	240	0	2	1	94	143	2553	23/1
2015	240	828	283	242	2	4	0	72	164	2449	23/2
2014	240	799	310	240	0	8	0	68	164	2441	23/0
2013	240	821	264	241	1	7	0	81	152	2761	25/1

There is no guarantee that a similar situation will occur for admissions in September 2017

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Ellowes Hall Sports College

Headteacher: Mr A F Jasper

Type of school: Academy

Age range: 11 - 18

Number on Roll: 1077

Published Admission Number 2017: 180

Admissions authority: Governing Body

DfE No: 332 5401

Ellowes Hall Sports College

Stickley Lane

Dudley DY3 2JH

Tel: 01384 686600

Email: info@ellowes.dudley.sch.uk

Website: www.elloweshall.co.uk

Dates of open evenings/days

Thursday 6 October 2016 6.00pm - 8.30pm

Sixth Form open evening

Thursday 3 November 2016 6.30pm

Parents are welcome to view the school in action the week following the open evening. Please contact the school to make an appointment.

Admission arrangements September 2017

The transfer to Year 7 process will be administered on behalf of Ellowes Hall Governors by Dudley LA (Admission Service) who will apply our admission criteria on our behalf. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

Please note if applying under the sporting aptitude you need to complete a form obtained from the school as well as completing the Local Authority Form.

First priority

Admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

A 'looked after child' is a child who is a) in the care of the local authority, or b) being provided with accommodation

by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Second priority

Admission shall be given to children with a 'serious ongoing medical condition' where Ellowes Hall Sports College is the most appropriate school to meet the condition.

Note: Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This, supportive information, should include information about the needs of the child and should detail the difficulties the child would experience if they had to attend another school. Parents should also indicate why Ellowes Hall Sports College is the most appropriate school to meet their child's medical conditions rather than any other school. Ellowes Hall Sports College Governing Body will not seek to obtain medical evidence on behalf of parents.

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

Third priority

Admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step- brother/sister, living at the same address and who will still be attending Ellowes in September 2017.

Note: Definition of brother or sister also relates to adopted or fostered children living at the same home address. The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.

Where parents have a shared responsibility for a child and the child lives with both parents for the part of the school week, then the home address will be determined as the

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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 evidence must demonstrate where the child lives.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. Ellowes Hall Sports College Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.

Fourth priority

Admission shall be given to ten percent (10%) of the PAN (18/180 cohort) who can demonstrate a significant sporting aptitude. This will be determined by a selection test based on sporting skills and athleticism. We wish to preserve the gender balance of our year groups so the intention is that the 18 students admitted in this way be made up of nine boys and nine girls.

If it is subsequently found that any of the above would have been admitted by proximity then they will be admitted by proximity and a place on Sporting Aptitude will be made available.

Application process

Applications for Admission will be co-ordinated via the Dudley LA Admissions Service on behalf of Ellowes Hall Sports College Governing Body. Further detail and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from the School Admissions Service.

Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Waiting lists

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

Children on the waiting list will be ranked in accordance with Ellowes Hall Sports College published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 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 Ellowes Hall Sports College Governing Body's Policy to consider repeat applications in the same academic year, unless there have been significant and material change in the circumstances of the applicant.

Mid-year admissions

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

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

Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as mid-year admissions. These applications should typically be made on a School to School Transfer Form which is available from the Local Authority Admission Services. In the event of direct applications to Ellowes regarding a mid-year admission, the Governing Body will ensure that it responds direct to the parents, advises of the statutory right of appeal where applicable and copies the correspondence to Dudley Local Authority.

Sixth Form entry

Entry to the Sixth Form at age 16 will be based on student's suitability for Further Education. For example a course of 4 AS levels will normally require 5 A* - Cs at GCSE Level. Other routes into Further Education will be available to those students not achieving 5 A* - Cs. The

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number of intended admissions for the year commencing 1 September 2017 will be limited to 100. For more information regarding the admission process and a Sixth Form Application Form please contact Ms B Crehan, Head of 6th Form Tel 01384 686 560.

Appeals

Appeals regarding admission should be made to Democratic Services, Council House, Dudley DY1 1HF. Please note the Appeals Panel will be Independent of Ellowes Hall Sports College Governing Body.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Sporting aptitude	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	180	581	283	204	7	1	1	87	84	20	1137	18/4
2015	180	489	270	202	0	4	1	73	104	20	1410	28/2
2014	180	479	247	204	3	3	0	78	100	20	1494	34/3
2013	180	384	220	204	1	2	0	73	109	19	2238	14/1

There is no guarantee that a similar situation will occur for admissions in September 2017

Please note the Governing Body have over recent years agreed to admit an additional 20 pupils at the time of offer. However there is no guarantee this will happen for September 2017 admissions.

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The High Arcal School

A Converter Academy

Interim Headteacher: Mrs J Bull

Type of school: Academy

Age range: 11 - 16

Number on Roll: 1166

Published Admission Number 2017: 242

**Admissions authority: The High Arcal
Governing Body (Academy Trust)**

DfE No: 332 5403

High Arcal School

High Arcal Drive

Sedgley

Dudley DY3 1BP

Tel: 08451 550411

Email: info@high-arcad.dudley.sch.uk

Website: www.higharcad.co.uk

Dates of open evenings/days

5 October	6.30pm - 8.30pm
6 October	9.15am - 2.45pm
Tours at	9.15am, 10.00am, 11.30am and 2.00pm

or any day by arrangement with the Headteacher.

Admissions policy

Pupils will be admitted at age 11 without reference to ability or aptitude. Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

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

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

- First priority for admission shall be given to relevant Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- Second priority for admission shall be given to children with a "serious and ongoing medical condition" where The High Arcal School is the most appropriate school to meet the condition.
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why The High Arcal School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother/step-sister, living at the same address and who will still be attending the academy in September 2017.
- Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the academy, determined by a straight-line measurement in metres, from the home address to the main entrance of The High Arcal School.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e.

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where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of the 5 days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission through the admissions criteria. The Governing Body will exceed the admission number for the academy to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the academy is the same.
- Any child not obtaining a place will be advised about the independent appeals process.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The decision to admit a child in these circumstances will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of the Governing Body's decision on the year group the child should be admitted to, the reasons for the decision will be set out clearly and take into account the views of the Headteacher.

Where the academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the academy) the local authority and The High Arcal School will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements

only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

Application process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The Dudley School Admissions Service.

Late applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Waiting lists

If the academy is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful may request to be placed on a waiting list held by the academy.

Children on the waiting list will be ranked in accordance with the academy's published admissions criteria.

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

Repeat applications

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

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	242	494	145	240	0	4	0	72	164	-	-
2015	242	437	173	210	1	6	0	73	130	-	-
2014	242	543	193	216	1	6	0	55	154	-	-
2013	242	562	237	241	1	10	0	66	164	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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Hillcrest School and Community College

Principal: Mrs A Garratt

Type of school: Community

Age range: 11 - 16

Number on Roll: 1034

Published Admission Number 2017: 210

Admissions authority: Dudley LA

DfE No: 332 4117

Hillcrest School and Community College

Simms Lane

Netherton

Dudley DY2 0PB

Tel: 01384 816500

Email: info@hillcrest.dudley.sch.uk

Website: www.hillcrest.dudley.sch.uk

Dates of open evenings/days

15 September 5.45pm - 8.30pm

Principal's speech at 6pm and 7pm

16 September* 9.15am - 11am

* Tours by appointment only

How to apply for a place in year 7 for September 2017

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

Admissions policy

See page 12.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	210	430	232	210	4	3	1	89	113	1888	11/0
2015	210	392	227	210	2	5	0	78	125	2000	6/0
2014	210	364	191	209	0	3	0	60	146	-	-
2013	210	384	193	210	4	7	0	60	139	4233	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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The Holly Hall Academy

Principal: Mr R Hatch

Type of school: Academy

Age range: 11 - 16

Number on Roll: 683

Published Admission Number 2017: 146

Admissions authority: Governing Body

DfE No: 332 5405

The Holly Hall Academy

Scotts Green Close

Dudley DY1 2DU

Tel: 01384 253722

Email: office@holly-hall.dudley.sch.uk

Website: www.hollyhallacademy.co.uk

Dates of open evening/day

19 September 6.30pm - 8.30pm

**20 September No appointment necessary.
A tour of the Academy will leave
the entrance foyer at 9.15am.**

Policy

Students will be admitted at age 11 without reference to ability or aptitude. There are no charges relating to the admission of students to The Holly Hall Academy.

Over-subscription

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

1. Children who are currently Looked After or children who were previously Looked After but immediately after being Looked After became subject to an adoption, residence, or special guardianship order. See notes below.
2. Children with a "serious and ongoing medical condition" where Holly Hall is the most appropriate setting to meet the condition. Parents must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Holly Hall is the most appropriate setting to meet their medical need. The

Academy will not seek to obtain medical evidence on behalf of parents.

3. Children with a brother or sister, half brother/sister (where the children share one common parent), or step brother/step sister living at the same home address and who will still be attending Holly Hall in September 2017. The definition of brother or sister also relates to adopted or fostered children living at the same home address
4. Proximity of the child's home to the Academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the Academy

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place at Holly Hall if Holly Hall is the Academy named in the Plan as the most appropriate to meet the child's individual needs. This may reduce the amount of places available for children who do not have an EHCP.
- The home address is considered to be the child's principal place of residence, the address where the child lives for the majority of the Academy week (i.e. 3 out of the 5 Academy's days available).
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to Holly Hall through the admissions criteria. If necessary, Holly Hall will exceed its

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published admission number in order to prevent the separation of twins or triplets.

- In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots.
- Appeals regarding admissions are made in writing to the Independent Admissions Appeals Panel via the Clerk to the Governing Body.

Late applications

Applications received after the closing date (31 October 2016) will only be considered after applications that were received within the deadline have been dealt with.

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

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

Unsuccessful late applicants will be added to the waiting list in accordance with the admissions criteria.

Waiting lists

If the Academy is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful can ask to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the Academy's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After 31 December 2017 the waiting list will no longer be in operation.

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

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

Places that become available between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

How to apply for a place at Holly Hall

Parents must complete the application form which is provided by your home Local Authority.

The timetable for the processing of admissions applications will follow the same timetable as the Dudley Local Authority Admissions Service which will apply this policy on behalf of the Governors of The Holly Hall Academy.

Note: These arrangements refer to the Academy year commencing 1 September 2017. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1st September 2016 or in relation to subsequent Academy years.

Admission of children outside their normal age group

Parents/Carers may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In such cases, parents/carers should make a written application to the Academy. Each application will be considered individually on the basis of the circumstances of each case and in the best interests of the child concerned.

Once a decision has been made, parents/carers will be informed in writing setting out the reasons for the decision.

Other relevant policies

This policy should be read in conjunction with the Academy's Equality Policy.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	146	262	100	125	2	0	0	33	90	-	-
2015	146	261	95	125	3	2	0	44	76	-	-
2014	146	300	136	146	2	2	0	59	83	3417	-
2013	146	297	136	141	0	7	0	38	96	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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The Kingswinford School (Academy) - A Science College

Headteacher: Mrs B Hedley

Type of school: Academy with Science specialist status

Age range: 11 - 16

Number on Roll: 911

Published Admission Number 2017: 180

Admissions authority: Governing Body

DfE No: 332 5402

The Kingswinford School - A Science College

Water Street

Kingswinford DY6 7AD

Tel: 01384 296596

Email: admin@kingswinford.dudley.sch.uk

Website: www.kingswinford.dudley.sch.uk

Dates of open evenings/days 2016

Thursday 29 September 6pm - 8pm

Tours and talks

Monday 10 October 10.15am - 11am

Tuesday 11 October 10.15am - 11am

Wednesday 12 October 10.15am - 11am

Thursday 13 October 10.15am - 11am

Friday 14 October 10.15am - 11am

Admission arrangements September 2017

Students will be admitted at age 11 without reference to ability or aptitude.

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

Students will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special

Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

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

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

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

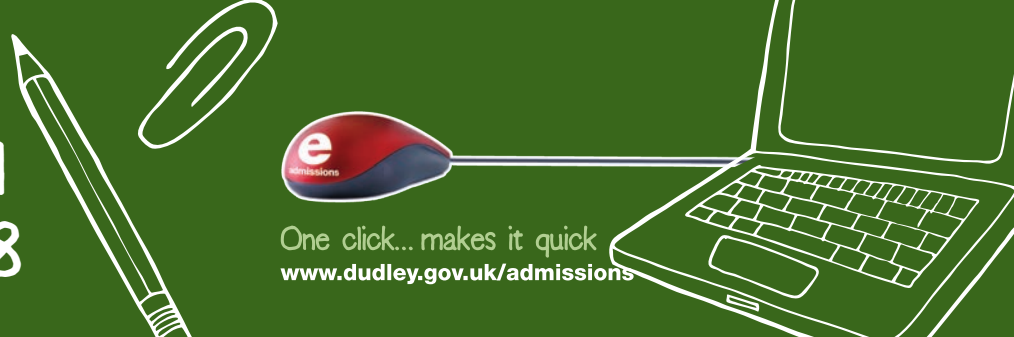
This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the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

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for the student.

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

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

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the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the student lives.

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

Random allocation will be used as a tie-break in category 3 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of students outside their normal age group

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

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

Appeals regarding admissions are made to the Independent Admissions Appeals Panel via the Local Authority.

Late applications

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

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

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

Waiting lists

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

Students on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to a student according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

How to apply for a place in Year 7 for September 2017:

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

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

Note: These arrangements refer to the school year commencing 1 September 2017. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1 September 2017 or in relation to subsequent school years.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	180	591	138	*190	2	2	0	51	145	6169	-
2015	180	672	202	*190	1	5	45	139	2380	24/1	2015
2014	180	646	179	180	0	5	59	116	2702	16/1	2014
2013	180	578	136	172	1	3	46	122	-	-	2013

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governing Board agreed to admit an additional 10 children

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Leasowes High School

Headteacher: Mr N Shaw

Type of school: Foundation

Age range: 11 - 16

Number on Roll: 753

Published Admission Number 2017: 150

Admissions authority: Governing Body

DfE No: 332 4110

Leasowes High School

Kent Road

Halesowen B62 8PJ

Tel: 01384 816285

Email: info@leasowes.dudley.sch.uk

Website: www.leasowes.dudley.sch.uk

Date of open evenings/days

21 September	9am - 10.45am	Open morning
23 September	9am - 10.45am	Open morning
20 September	6.30pm - 8.30pm	Open evening
22 September	6.30pm - 8.30pm	Open evening
27 September	9am - 10.45am	Open morning
29 September	9am - 10.45am	Open morning

No appointments are necessary for Open Evenings. Please contact the school to confirm attendance at any of our morning tours.

Leasowes High School is a Foundation School.

Principles

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

The Governors do not support the use of selective policies based on aptitude or academic achievement.

Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) (Amendment) Regulations 2004

- The Education (Admission on Looked After Children) (England) Regulations 2005
- School Admissions Code

Admissions policy for normal age of entry in September 2017

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2006.

The Local Authority School Admissions Service will, on behalf of the Governors, use the following criteria to allocate the available places where there are more applications than available places.

All preferences will be assessed against the following priorities regardless of ranking.

- a) First priority for admission shall be given to "relevant looked after children" or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Leasowes High School is the most appropriate school to meet the condition.
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Leasowes High School is the most appropriate to meet their child's medical condition rather than any other school. The Governors will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Leasowes High School in September 2017.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school. The Local Authority School Admissions Service will calculate the distances on behalf of the Governors.

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Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place if Leasowes High School is named in the Plan as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an Education, Health and Care Plan.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

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

Late applications

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

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

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

Admissions policy for children outside of their normal age of entry

Any parents wishing for their children to be admitted outside of their normal age of entry should make an application alongside children applying at the normal age. The application should explain why it is in the child's best interest to be admitted outside of their normal age. A decision as to whether this is an appropriate course of action will be made by the Governing Body. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists

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

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After 31 December 2017 the waiting list will no longer be in operation.

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

Places that become available below the published admissions number between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

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Repeat applications

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	150	431	139	*172	1	3	0	43	125	-	-
2015	150	350	101	150	2	3	0	33	112	-	-
2014	240	433	123	157	0	2	0	45	110	-	-
2013	240	309	84	109	0	1	0	38	70	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governing Board agreed to admit an additional 30 children on allocation date

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Old Swinford Hospital

Headteacher: Mr P Kilbride

Type of school: Voluntary aided

Age range: 11 - 18

Number On Roll: 605

Published Admission Number 2017

See below

Admissions authority: Governing Body

DfE No: 332 5400

Old Swinford Hospital

Heath Lane

Stourbridge DY8 1QX

Tel: 01384 817325

Email: admissions@oshsch.com

Website: www.oshsch.com

Date of open evenings/days

17 September 2016 (Whole School)	9am - 11am
6 October 2016 (What it's like to be a boarder)	5.30pm - 7pm
5 November 2016 (Sixth Form)	9am - 11am
12 November 2016 (Sixth Form)	9am - 11am

Admissions policy for admissions in September 2017

This policy sets out how places are allocated to children who apply to Old Swinford Hospital as boarders (Years 7, 9 & 12) and day pupils (Years 7 & 12).

We recommend that any questions you may have about this policy are taken in the first place to our Registrar Michelle Stanley whose contact details are mstanley@oshsch.com or **01384 817325**. You may also be able to find the information you are looking for in our online 'Frequently Asked Questions Document' which although not a part of this policy provides general guidance for the admissions process and you can find this on www.oshsch.com under 'Admissions'. An admissions timeline is also on our website.

The policy has twelve sections:

- Section 1 Introduction
- Section 2 Admissions numbers for the academic year 2017-2018
- Section 3 Boarding places
- Section 4 Day places
- Section 5 Admissions criteria for Boarding places
- Section 6 Additional admissions criteria for Year 7 (11+) Flexi-Boarder places
- Section 7 Admission criteria for Year 7 (11+) Day places
- Section 8 Admissions criteria for Year 12 (16+) Day places
- Section 9 Oversubscription criteria
- Section 10 Waiting lists
- Section 11 Other admissions information
- Section 12 Grade requirements for Sixth Form courses 2017-2018

1 Introduction

- 1.1. Old Swinford Hospital¹ is a boarding and day school for boys aged 11-18 and a day school for girls in the Sixth Form. The majority of places are boarding places for boys. There are a limited number of day places for boys aged 11-18 and a comparatively small number of girls may be admitted into the Sixth Form as day pupils².
- 1.2. The School does not have a catchment area. To be admitted to the School, pupils must have full United Kingdom or other EU/EEA nationality, Swiss, Norwegian or Icelandic nationality or have other approved residential status in the United Kingdom.
- 1.3. The School is established in the traditions of the Church of England and Christian witness lies at the heart of school life. However, students and staff of all faiths and none, and of all backgrounds, are welcomed as part of our community for we believe that strength is best derived from diversity.
- 1.4. We consider that it is a natural extension of an education in a Church of England primary school for some children to continue their education at secondary level in another church school and so the School has three feeder schools for Year 7 day entry, all designated Church of England schools, and all located less than 1.5 miles from us (see section 9).

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

2 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, Schedule 2, section 1(2).

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- 1.5. All parents/carers must complete the School's own registration form which can be accessed and completed online via the school website.
- 1.6. Parents/carers of pupils from England will also need to complete their Local Authority Common Application Form (CAF) where their application is for a place in Year 7.
- 1.7. The Admissions Authority is the Governing Body.³
- 1.8. It is important that children who board at OSH are able to engage with boarding life. The school will not admit any child as a boarder unless he has satisfied the School that he is suitable to board (see section 5).⁴
- 1.9. The school reserves the right to withdraw the offer of a place where it has been offered in error or parents/carers have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading application. We also reserve the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.
- 1.10. The principal years for admissions are Years 7, 9 and 12. For enquiries about vacancies in Years other than the principle admission years please contact the Registrar.
- 1.11. The School is partially selective in Year 7 (see section 6) where:
 - 1.11.1. Twenty four Flexi-boarder places are awarded on academic ability; and
 - 1.11.2. Eight Flexi-boarder places are awarded on aptitude in music or sport.
- 1.12. For entry to the Sixth Form (see section 8):
 - 1.12.1. There is a minimum grades requirement with further grades criteria for specific courses details of which may be found in section 12. Grades requirements are the same for internal and external pupils.
 - 1.12.2. Six day places in the Sixth Form will be awarded on aptitude in music or sport. Places awarded on aptitude are also subject to the general and subject specific grade requirements for Sixth Form entry.
- 1.13. Any query or enquiry about admissions, or the availability of places in any year, should in the first instance be directed to the Registrar at the School.

2 Admissions numbers for the academic year 2017- 2018

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

Year of entry	Boarding places	Day pupils
7	77	13
9	30	0
12	13	47

- 2.2. Year 7 (11+)
This is the principal year of entry. The School has a boarding house especially for Year 7 boys and presently it may admit up to 77 boarders. It may admit up to 45 boarders who board on a termly or weekly basis. The number of Flexi-boarders is limited to 32. Section 3 explains Termly, Weekly and Flexi-boarder. There are 13 day places for boys.
- 2.3. Year 9 (13+)
In Year 9 the School may accommodate up to 108 boarders, made up of 75 boarders who board on a termly or weekly basis and 32 Flexi-boarders. Assuming all Year 8 pupils stay and go into Year 9, the School may admit up to 30 new boarders who board on a termly or weekly basis.
- 2.4. Year 12 (16+)
Many pupils at the School continue their education into the Sixth Form. Assuming all Year 11 pupils qualify for a place in Year 12 the School may admit a further 13 boarders in the Sixth Form and 47 day pupils. However, not all existing pupils continue their education into the Sixth Form so in reality more spaces may be available.

3 Boarding places

- 3.1. The majority of places available are boarding places in that the School provides pupils with overnight board and lodging.
- 3.2. There are different categories of boarders: Termly boarders, Weekly boarders and Flexi-boarders although the admissions procedure is the same for all categories excepting Year 7 Flexi-boarders.

³ Admissions are regulated by The School Standards and Framework Act 1998, The Education (Pupil Registration)(England) Regulations 2006, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012, and the School Admissions Code.

⁴ By doing so they are acting in accordance with their responsibilities under the Children Act 1989 (as amended).

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- 3.2.1. Termly boarders reside at the School each and every day and night of each term, except over half-term. They may go home on exeat weekends or more frequently if their parents/carers so choose.
- 3.2.2. Weekly boarders do everything that termly boarders do except stay overnight at the School on weekends. They reside at the School each and every day and night, Monday to Friday, of each term, except over half-term. They may go home more frequently if their parents/carers so choose.
- 3.2.3. Flexi-boarders do everything that termly boarders do except routinely stay overnight; their arrangement is more flexible to suit their, and their families, needs. They are required to stay over 3-4 times per term. On other occasions they may arrive for breakfast and may depart after the end of prep. They are full members of a boarding house with access to all of its facilities. They are provided with accommodation in the form of a workstation, storage areas and a bed.
- 3.3. Parents/carers of boarders will be expected to pay boarding fees once their son is admitted into the School and full details of these boarding fees can be found on our website under Admissions.⁵
- 3.4. Eligible families may be able to reclaim at least part of the boarding fee as a Working Tax Credit and parents/carers should consult www.hmrc.gov.uk for details. There are also a number of charitable organisations who, in certain circumstances, may be able to offer some support towards fees, particularly to those boys with a boarding need. Applications to both HMRC and charitable organisations have to be made by parents/carers and cannot be done by the School but please contact the Registrar for information you need either to make an application or for information on possible sources of support.

4 Day places

- 4.1. There are 13 day places⁶ for boys in Year 7.
- 4.2. There are 47 day places in the Sixth Form and a comparatively small number of girls may be admitted into the Sixth Form as day pupils.

5 Admissions criteria for boarding places

- 5.1. We recognise our responsibility under the Children Act 1989 to safeguard and promote the welfare of boarders and accordingly boys who wish to board are necessarily assessed to determine their suitability for boarding. This assessment includes the following:
 - 5.1.1. An interview;
 - 5.1.2. A reference from the boy's present school and/or a previous school where the boy is not currently at school or has recently changed school;
 - 5.1.3. Consideration of any other information that the parents/carers may wish to provide to support the boy's application or which may be provided at the request of the parents/carers by another person;
 - 5.1.4. Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- 5.2. In determining whether or not a boy is suitable to board, the School has regard to the following questions:
 - 5.2.1. Does the boy wish to board?
 - 5.2.2. Does the boy have experience of staying away from his parents/carers whether or not he is currently a boarder?
 - 5.2.3. Does the boy show evidence of self-reliance and independence?
 - 5.2.4. Does the boy show evidence of understanding and relishing the challenges of a communal life?
 - 5.2.5. Does the boy show understanding of the responsibilities of a member of a boarding community?
 - 5.2.6. Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment under the Equalities Act 2010 to the boarding accommodation, routine and practice?
- 5.3. All boys must be assessed as suitable to board before they are admitted to the School as boarders.
- 5.4. For Termly or Weekly boarders in Years 7-11 there are no academic tests or grade requirements.
- 5.5. For Flexi-boarder places in Year 7 twenty four places are awarded on the basis of academic ability and eight places are awarded on the basis of aptitude (see section 6).

⁵ Parents/carers ability to pay boarding fees is not part of the admissions process, but, under the Education (Pupil Registration)(England) Regulations 2006, reg. 8(1)(o), where parents/carers have not paid boarding fees (including any interest) in full by the end of the term to which the fees relate, the son of those parents/carers will be deleted from the school register forthwith and will not be admitted to the School the following term.

⁶ Day pupils are not boarders. They are not provided with overnight board or lodging or any boarding accommodation and do not have access to the facilities of a boarding house. Accordingly, day pupils are required to leave the School's premises shortly after 3.45pm unless they are involved in a performance or a match or are required to attend a rehearsal, training or discharge peer mentoring duties. Day pupils are not provided with meals, are not ordinarily permitted to use the School's facilities after school hours and do not stay at the School to do prep.

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5.6. For Sixth Form boarding places:

- 5.6.1. Pupils need to obtain at least GCSE Grades A*-C in 7 subjects, including English Language and Maths (or the agreed equivalent qualifications for pupils who did not sit GCSEs (see section 8)) in order to take up any place offered, and
- 5.6.2. Further subject specific GCSE grades are required for particular courses (see section 12).

5.7. In the event of oversubscription places are allocated to pupils using the oversubscription criteria set out in section 9.

5.8. Boarding places are not available to girls.

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

Places by ability

- 6.1. Twenty four Flexi-boarder places in Year 7 will be awarded on the basis of academic ability as determined by an assessment test taken in the Michaelmas Term, (usually at the end of September), before the year of entry.
- 6.2. The assessment test is presently the Old Swinford Hospital Online Test (OSHOT). It has been developed for the School by the University of Durham and is designed to assess academic potential in a more objective and less stressful way than traditional IQ-type tests.
- 6.3. OSHOT is to be taken in the School at a computer terminal and thus requires familiarity with a computer keyboard and mouse. It is not, however, a test of computer proficiency.
- 6.4. OSHOT is designed to be novel and engaging for the boys who take it and comprises tests for the following qualities:
 - assessing visuo-spatial skills
 - assessing speed and accuracy in number skills
 - tasks aimed to assess understanding in reading
 - assessing abstract reasoning
 - assessing vocabulary skills
 - applying mathematical skills to novel situations
- 6.5. The nature of the tasks set means that there is little or no advantage to be gained from using commercially available materials to prepare for OSHOT. OSHOT may be taken by different boys at different times without compromising the integrity of the test.
- 6.6. A minimum score on OSHOT is not required.
- 6.7. A rank order of boys' results will be drawn up.

6.8. In the event that the OSHOT produces two or more equally placed boys, then the oversubscription criteria for Year 7 entry will be applied to determine the order in the rank of the equally placed boys (see section 9).

6.9. Results will be sent to parents/carers after the Governors' Admission Committee have met in accordance with the Schools Admission Code.

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

6.11. Boys unsuccessful in obtaining a place on ability may apply for one of the remaining boarding or day places.

Places by aptitude

- 6.12. Four places will be awarded for musical aptitude and four places will be awarded for sports aptitude.
- 6.13. Musical aptitude:

Boys wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment. The assessment has four component parts: pitch, melody, texture and rhythm. It is an assessment which requires them to listen to music, to write about what they hear and reply, for example, clap-out a rhythm or sing back a series of notes.
- 6.14. Sports aptitude:

Boys wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment. The assessment is designed to measure agility, balance, coordination, power, speed, endurance, flexibility and stamina.
- 6.15. A minimum score on an aptitude assessment in music or sport is not required.
- 6.16. A rank order of boys' aptitude assessment results will be drawn up.
- 6.17. In the event of the aptitude assessment producing two or more equally placed boys, then the oversubscription criteria for Year 7 entry will be applied to determine the order in the rank of the equally placed boys (see section 9).
- 6.18. In the event that there are insufficient applications to fill the four places to be awarded on aptitude in music the unfilled places will be added to the places that can be awarded on aptitude in sport.
- 6.19. In the event that there are insufficient applications to fill the four places to be awarded on aptitude in sport the unfilled places will be added to the places that can be awarded on aptitude in music.

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- 6.20. Results will be sent to parents/carers after the Governors' Admission Committee have met in accordance with the Schools Admission Code.
- 6.21. The rank order of results will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.
- 6.22. Boys unsuccessful in obtaining a place on aptitude may apply for one of the remaining boarding or day places.

Order

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

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

- 7.1. There are no academic tests or grade requirements for day places in Year 7.
- 7.2. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).
- 7.3. Boys unsuccessful in obtaining a day place may apply for one of the remaining boarding places.

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

- 8.1. All day places in Year 12 will be awarded on the basis of academic achievement as determined by GCSE grades provided by the pupil's statement of results generated by their school on results day.
- 8.2. Six of the day places in Year 12 will be awarded on the basis of aptitude in music or sport as well as academic achievement. The remaining places will be awarded solely on academic achievement.
- 8.3. All pupils, both internal and external, must achieve the same minimum grades requirement of GCSE Grades A*-C (or the agreed equivalent for pupils who did not sit GCSEs) in at least 7 subjects, including English Language and Maths and the further subject specific GCSE grades that are required for particular courses (see section 12), in order to take up a place offered.
- 8.4. For pupils who did not sit GCSEs an equivalent can be submitted. Parents/carers should contact the Registrar to ascertain the acceptability of those equivalents.

- 8.5. Subject to there being places available in the Sixth Form, and on the required course, pupils who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place.

Places by aptitude

- 8.6. Three places will be awarded for musical aptitude and three places will be awarded for sports aptitude.
- 8.7. Places awarded on aptitude are also subject to the general and subject specific entry grade requirements for the Sixth Form (see section 12).
- 8.8. Boys and girls will be considered equally for the award of these places.
- 8.9. Musical aptitude:
Pupils wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment. The assessment has four component parts: pitch, melody, texture and rhythm. It is an assessment which requires them to listen to music, to write about what they hear and reply, for example, clap-out a rhythm or sing back a series of notes.
- 8.10. Sports aptitude:
Pupils wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment. The assessment is designed to measure agility, coordination, power, speed, endurance, flexibility and stamina.
- 8.11. A minimum score on an aptitude assessment in music or sport is not required.
- 8.12. A rank order of pupils' aptitude assessment results will be drawn up.
- 8.13. Places will be awarded according to the rank order and results will be sent to parents/carers.
- 8.14. In the event of the aptitude assessment producing two or more equally placed pupils, then the oversubscription criteria for Year 12 entry will be applied to determine the order in the rank of the equally placed pupils (see section 9).
- 8.15. In the event that there are insufficient applications to fill the three places to be awarded on aptitude in music or in sport the unfilled places will be added to the remaining Sixth Form day places awarded solely on academic achievement.
- 8.16. Pupils unsuccessful in obtaining a place on aptitude may apply for one of the remaining boarding or day places.

Remaining places

- 8.17. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).

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9 Oversubscription criteria

Termly and Weekly boarding places

- 9.1. First priority for admission shall be given to any boy who is a 'looked after child'⁷ and all previously looked after children.⁸
- 9.2. Priority will then be given to the sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- 9.3. Thereafter to boys who have satisfied the Governors that they have a significant degree of boarding need.⁹
- 9.4. Thereafter to boys who are in receipt of armed forces premium.¹⁰
- 9.5. Thereafter to boys who are in receipt of pupil premium.¹¹
- 9.6. Thereafter to boys with a brother, half-brother,¹² step brother, adopted brother or foster brother living at the same address who is, or was, a boarder at the School.
- 9.7. Thereafter to boys of staff.¹³
- 9.8. The final oversubscription criterion for Termly and Weekly boarding places shall be a random ballot.

Flexi-boarder places

- 9.9. Year 7 places offered on ability will be awarded first, and in rank order, to those who sat the OSHOT test for a place in the relevant academic year. Thereafter priority is then as for Termly and Weekly boarders.
- 9.10. Year 7 places offered on aptitude will be awarded:
 - 9.10.1. Firstly to any boy who is a 'looked after child'⁷ and all previously looked after children⁸.
 - 9.10.2. Priority will then be given to the sons of members of the UK Armed Forces who

qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

- 9.10.3. Thereafter to boys who have satisfied the Governors that they have a significant degree of boarding need⁹.
- 9.10.4. Thereafter in rank order, to those who sat the aptitude assessment tests.

Year 7 Day places

- 9.11. First priority will be given to any boy who is a 'looked after child'⁷ and all previously looked after children⁸.
- 9.12. Thereafter to boys who at the time of the application were attending a primary school from the list below¹⁴:
 - Oldswinford Church of England Primary School
Field Lane, Stourbridge
 - Pedmore Church of England Primary School
Hagley Road, Pedmore, Stourbridge
 - St James's Church of England School
Kingsway, Stourbridge
- 9.13. Thereafter to boys who are in receipt of armed forces premium¹⁰.
- 9.14. Thereafter to boys who are in receipt of pupil premium¹¹.
- 9.15. Thereafter to boys with a brother, half-brother, step brother, adopted brother or foster brother living at the same address who is, or was, a pupil in the School.
- 9.16. Thereafter to boys of staff¹³.
- 9.17. The final oversubscription criteria will be boys whose normal¹⁵ place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the school in Heath Lane.

7 A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

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

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

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

12 Sharing one common parent.

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

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

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

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Sixth Form day places

- 9.18. Day places in Year 12 will be awarded to pupils who have met the minimum grade requirement, including subject specific requirements.
- 9.19. Where oversubscribed the following oversubscription criteria will be applied:
 - 9.19.1. First priority will be given to any pupil who is a 'looked after child'⁷ and all previously looked after children⁸.
 - 9.19.2. Thereafter places in Year 12 offered on aptitude will be awarded in rank order to those who sat the aptitude assessment.
 - 9.19.3. Thereafter to pupils who are in receipt of armed forces premium¹⁰.
 - 9.19.4. Thereafter to pupils who are in receipt of pupil premium¹¹.
 - 9.19.5. Thereafter to pupils with a brother/sister, half-brother/half-sister, step brother/sister, adopted brother/sister or foster brother/sister living at the same address who is, or was, a pupil in the School.
 - 9.19.6. Thereafter to pupils of staff¹³.
 - 9.19.7. The final oversubscription criteria will be pupils whose normal (as defined by 9.17 above) place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

Tie break

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

10 Waiting Lists

- 10.1. Parents/carers will be asked to indicate whether they wish to be placed on a waiting list if the pupil is unsuccessful in obtaining a place.
- 10.2. Pupils on the waiting list will be considered along with any new applications by the date when any vacancy occurs. The length of time on the waiting list is not material to whether or not a place is finally awarded. The place will be awarded according to the stated oversubscription criteria.
- 10.3. The waiting list will operate from the point of allocation of places until the September following the year in which they would have been admitted.

For example, for admission in September 2016 the waiting list will remain until 1 September 2017.

- 10.4. Those not awarded a place are welcome to reapply in subsequent years.
- 10.5. Pupils assessed to be unsuitable for boarding will not be placed on a waiting list for a boarding place. Their parents/carers may reapply and the pupil be reassessed for each year of entry.

11 Other admissions information

Special Educational Needs

- 11.1. The School is required to admit all children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHC) names the School.

Admission over or under age

- 11.2. The School will not normally admit a pupil other than into his/her chronological year group. However, in exceptional circumstances where there is a compelling educational or social justification, the School may permit an application for admission on behalf of a pupil who is over or under the normal age for his or her year group.
- 11.3. Applications should be made following the processes previously outlined for the relevant admission category together with an accompanying letter, addressed to the Headmaster, and any other relevant information including:
 - 11.3.1. Setting out the parents/carers views as to why their child should be admitted outside of their normal age group.
 - 11.3.2. Information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional.
 - 11.3.3. Whether the child has been previously educated out of their normal age group.
 - 11.3.4. Where relevant, whether the child may have fallen into a lower age group if it were not for being born prematurely.
- 11.4. If the Headmaster considers admission outside of a pupil's normal age group is in the best interests of the pupil then the parents/carers application for that pupil will be entered into the normal admissions process and be treated the same as all other applications including, in the case of an application for a boarding place, for suitability to board.
- 11.5. Parents/carers are asked to make applications for places outside of a pupil's normal age group as soon as possible so that the relevant information can be considered and, if appropriate, in order for the application then to be included in the usual admissions process.

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Applications for children from a multiple birth

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

Late applications

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

11.8. Where circumstances are such that the parents/carers could not have reasonably submitted the application within the deadline, the application will be considered alongside all other applications.

11.9. If a late application is unsuccessful parents/carers will be asked to indicate whether they wish to be placed on a waiting list.

Applications to change Boarding/Day status

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

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

11.12. Applications must be made to the Headmaster and will be considered alongside, and in competition with, all other applications for a place in that Year and in that category.

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

12 Grade requirements for Sixth Form courses 2017-2018

Primary Requirement: For any course of study all pupils require 7 GCSE grades A*-C including English Language and Maths

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

Art and Design
Grade B in Art

Biology
Grade B in English Language and Grade B in either Biology or Additional Science

BTEC Science
No additional grade requirement

BTEC Sport
No additional grade requirement

Business Cambridge First National
No additional grade requirement

Chemistry
Grade B Maths and Grade B in either Chemistry or Additional Science

Classical Civilisation
No additional grade requirement

Computer Science
Grade B in English Language, Grade B in Maths and Grade B in at least one science or additional Science

Drama and Theatre Studies
Grade B in English Language

Economics
Grade B in Maths and Grade B in English Language

English Language & Literature
Grade B in English Language and Grade B in English Literature

English Literature
Grade B in English Language and Grade B in English Literature

French
Grade B in French

Geography
Grade B in Geography and Grade B in English Language

Geology
Grade B in either Additional Science or at least one other science.

German
Grade B in German

History
Grade B in History and Grade B in English Language

ICT Cambridge First National
Grade B in ICT, Grade B in English Language and Grade B in Maths

Maths
Grade A in Maths

Further Maths
Grade A* in Maths

Music
Grade B in GCSE Music or Grade 5 RSM Theory and Grade 5 RSM Practical

Philosophy & Ethics
Grade B in any humanities subject

Physics
Grade B in Maths and Grade B in Physics or Additional Science

Politics
Grade B in English Language

Product Design
Grade B in Technology and/or Grade B in Maths

Psychology
Grade B in either Biology or Double Science and Grade B in Maths

Spanish
Grade B in Spanish

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Pedmore Technology College and Community School

Principal: Mr G Lloyd

Type of school: Foundation

Age range: 11 - 16

Number on Roll: 587

Published Admissions Number 2017: 150

Admissions authority: Governing Body

DfE No: 332 4105

**Pedmore Technology College and
Community School**

Grange Lane

Stourbridge DY9 7HS

Tel: 01384 816660

Email: info@pedmoretc.dudley.sch.uk

Website: www.pedmoretc.dudley.sch.uk

Dates of open evenings/days

Thursday 29 September	6pm - 8pm
Tuesday 4 October	9am - 10.30am
Thursday 8 October	9am - 10.30am

Pedmore Technology College and Community School is a Foundation School and partner in TSET (The Stourbridge Educational Trust) which comprises Redhill School and Specialist Language College, Ridgewood High School a Specialist Science College, Thorns Community College, Stourbridge and King Edward VI colleges and the Local Authority.

How to apply for a place in year 7 for September 2017

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

Determined Admissions Policy for normal age of entry in September 2017

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

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

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) (Amendment) Regulations 2004
- The Education (Admission on Looked After Children) (England) Regulations 2005
- School admissions code

Admissions policy for normal age of entry in September 2017

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Pedmore Technology College is the most appropriate school to meet the condition. (Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Pedmore Technology College is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2017.
- 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

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metres, from the home address to the main entrance of Pedmore Technology College & Community School.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place if the school named in the Plan as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an Education, Health and Care Plan (EHCP).
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.

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

Application Process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

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Applications made during the year (i.e. Mid-year admissions)

Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as in-year admissions.

Application forms for mid-year admissions are available from the Local Authority.

Admission of children outside their normal age group

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will

include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	150	237	77	121	1	0	0	42	78	-	-
2015	150	226	79	111	0	1	0	39	71	-	-
2014	150	221	99	118	0	1	0	39	78	-	-
2013	150	225	76	112	1	2	0	26	83	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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Redhill School

Headteacher: Mr S Dunster

Type of school: Academy

Age range: 11 - 16

Number on Roll: 1184

Published Admission Number 2017: 235

Admissions authority: Governing Body

DfE No: 332 4119

Redhill School & Language College

Junction Road

Stourbridge DY8 1JX

Tel: 01384 816355

Email: info@redhill.dudley.sch.uk

Website: www.redhill.dudley.sch.uk

Dates of open evenings/days

29 September 9am - 11.30am

30 September 9am - 11.30am

3 October 9am - 11.30am

6 October 6pm - 9pm

Redhill School A Language College is an academy and partner in TSET (The Stourbridge Educational Trust) which includes Pedmore Technology College and Community School, Ridgewood High School, Thorns Community College, Stourbridge and King Edward VI colleges and the Local Authority.

How to apply for a place in year 7 for September 2017

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

Determined Admissions Policy for normal age of entry in September 2017

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

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act

1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Legal Context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Secondary Schools)(England) (Amendment) Regulations 2004
- The Education (Admission on Looked After Children) (England) Regulations 2005
- School Admissions Code

Admissions Policy for normal age of entry in September 2017

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the Redhill School is the most appropriate school to meet the condition.
(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Redhill School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2017.
- 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.

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Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹).
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed

the admission number for the school concerned to prevent separation of twins / triplets.

- Admission of children outside their normal age group. Applications for school places outside of the normal age group will be considered by the Governing Body where there are exceptional circumstances. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development and where relevant their medical history. The Governing Body will also take into account the views of the head teacher. Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group the application will then be considered in line with the normal admission procedures.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application Process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late applications

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

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

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

Waiting list

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

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to

their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	235	661	325	247**	3	1	1	92	149	1500	24/1
2015	235	564	284	245*	1	3	0	81	160	1748	11/1
2014	235	588	257	235	1	3	0	69	162	2003	14/1
2013	235	612	282	239	3	4	0	75	157	1877	20/2

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governing Body agreed to admit an additional 10 pupils on allocation date

** The Governing Body agreed to admit an additional 10 pupils on allocation date

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Ridgewood High School

A King Edward's Stourbridge Academy

Headteacher: Mr C Nutting

Type of school: Academy

Age range: 11 - 16

Number on Roll: 753

Published Admission Number 2017: 180

Admissions authority: Governing Body

DfE No: 332 4121

Ridgewood High School

**Park Road West
Stourbridge DY8 3NQ**

Tel: 01384 818445

Email: info@ridgewood.dudley.sch.uk

Website: www.ridgewood.dudley.sch.uk

Dates of open days/evening

27 September 9.15am - 10.45am

30 September 9.15am - 10.45am

28 September 6pm - 8.30pm

6 October 9.15am - 10.45am

Determined Admissions Policy for normal age of entry in September 2017

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

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

How to apply for a place in year 7 for September 2017

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

Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) (Amendment) Regulations 2004
- The Education (Admission on Looked After Children) (England) Regulations 2005
- School Admissions Code

Admissions policy for normal age of entry in September 2017

The following criteria will be used to allocate the available places if more applications are received than spaces available.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- 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 Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Ridgewood High school is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the school in September 2017.
- 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.

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Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school named in the Plan as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

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

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

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Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such

as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	190	363	148	200*	1	0	0	50	149	-	-
2015	190	344	147	186	4	2	0	43	137	-	-
2014	190	275	121	132	3	2	0	39	88	-	-
2013	190	284	113	134	2	7	0	36	89	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governing Body agreed to admit an additional 10 pupils on allocation date

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Summerhill School

A Specialist Language College

Interim Headteacher: Mr A Cresswell

Type of school: Community

Age range: 11 - 16

Number on Roll: 1020

Published Admission Number 2017: 201

Admissions authority: Dudley LA

DfE No: 332 4020

**Summerhill School - A Specialist
Language College**

Lodge Lane

Kingswinford DY6 9XE

Tel: 01384 816165

Email: info@summerhill.dudley.sch.uk

Website: www.summerhill.dudley.sch.uk

Dates of open evenings/days

Wednesday 5 October **Tours start at 9.15am
and 1.45pm**

Thursday 6 October **Tours start at 9.15am
and 1.45pm**

Thursday 6 October **7.00pm**

All tours last approximately 1 hour

How to apply for a place in year 7 for September 2017.

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

Admissions policy

See page 12.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	201	540	224	201	7	2	0	71	121	2139	7/0
2015	201	610	267	205	8	7	1	81	108	1627	31/6
2014	201	551	254	205	0	6	0	74	125	1976	21/4
2013	201	499	241	204	1	9	0	64	130	2057	10/3

There is no guarantee that a similar situation will occur for admissions in September 2017

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Thorns Community College

Principal: Mr A Cox

Type of school: Foundation

Age range: 11 - 16

Number on Roll: 1073

Published Admission Number 2017: 270

Admissions authority: Governing Body

DfE No: 332 4018

**Thorns Community College
Off Stockwell Avenue
Quarry Bank DY5 2NU**

Tel: 01384 816225

Email: info@thorns-s.dudley.sch.uk

Website: www.thorns-s.dudley.sch.uk

Dates of open evenings/tours

13 October

Presentations at 6.30pm, 7pm, 7.30pm and 8pm

10 & 11 October

Open day tours will take place at 9.15am

Thorns Community College is a Foundation School and partner in TSET (The Stourbridge Educational Trust) which comprises Pedmore Technology College and Community School, Redhill School, Ridgewood High School A Specialist Science College, Stourbridge and King Edward VI colleges and the Local Authority.

How to apply for a place in year 7 for September 2017

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

Principles

Thorns Community College has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

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

Legal context

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) (Amendment) Regulations 2004
- The Education (Admission on Looked After Children) (England) Regulations 2005
- School Admissions Code

Admissions policy for normal age of entry in September 2017

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

The following criteria will be used to allocate the available places where the College receive more applications than spaces available.

All preferences will be assessed against the following priorities, regardless of ranking.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Thorns Community College is the most appropriate school to meet the condition. (Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why Thorns Community College is the most appropriate to meet their child's medical condition rather than any other school. The College will not seek to obtain medical evidence on behalf of parents.)
- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Thorns Community College in September 2017.

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- 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 College, determined by a straight-line measurement in metres, from the home address to the main entrance of The College.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
 - In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the College if it is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
 - Any child not obtaining a place be advised about the independent appeals process and waiting list procedures.
 - Definition of brother or sister also relates to adopted or fostered children living at the same home address.
 - The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
 - Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
 - Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the College through the admissions criteria. The College will exceed the admission number for to prevent separation.
- 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 College is the same.

Late applications

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

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

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

Waiting lists

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 December 2017 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

It is not the College'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.

Application process

The Local Authority will co-ordinate applications for all admissions to the college including applications for admission during the school year. The College will be consulted on each application and the final decision remains with the College.

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Admission outside of normal age range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The College

setting out the reasons why they believe their child should be taught outside of their chronological age group.

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

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	270	328	148	174	0	0	0	58	116	-	-
2015	270	368	143	184	3	0	0	64	117	-	-
2014	270	370	195	212	1	3	1	91	116	-	-
2013	270	404	173	214	0	4	0	55	155	-	-

There is no guarantee that a similar situation will occur for admissions in September 2017

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The Wordsley School Business & Enterprise and Music College

Headteacher: Mr M Lambert

Type of school: Community

Age range: 11 - 16

Number on Roll: 746

Published Admission Number 2017: 151

Admissions authority: Dudley LA

DfE No: 332 4030

**The Wordsley School Business &
Enterprise and Music College
Brierley Hill Road, Wordsley
Stourbridge DY8 5SP**

Tel: 01384 816015

Email: info@wordsley.dudley.sch.uk

Website: www.wordsley.dudley.sch.uk

Dates of open evenings/days

Tuesday 13 September 6.45pm - 8.30pm

Wednesday 14 September 9.15am - 10.30am

Thursday 15 September 9.15am - 10.30am

Friday 16 September 9.15am - 10.30am

How to apply for a place in year 7 for September 2017

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

Admissions policy

See page 12.

Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	151	372	185	152	0	0	0	53	98	1383	12/1
2015	151	359	187	153	3	0	0	54	96	1353	14/2
2014	151	276	133	151	1	4	0	38	108	5335	-
2013	151	337	182	154	1	4	0	52	97	1499	14/2

There is no guarantee that a similar situation will occur for admissions in September 2017

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Windsor High School and Sixth Form

Headteacher: Mr S R Lanckham

Type of school: Academy

Age range: 11 - 19

Number on Roll: 1701

Published Admission Number 2017: 280

Admissions authority: Governing Body

DfE No: 332 5404

**Windsor High School and Sixth Form
Richmond Street
Halesowen B63 4BB**

Tel: 0121 550 1452

**Email:
info@windsor.windsoracademytrust.org.uk**

**Website:
www.windsor.windsoracademytrust.org.uk**

Dates of open evenings/days

Monday 26 September 6.30pm

Tuesday 27 September 9.30am

Wednesday 28 September 6.30pm

Thursday 29 September 9.30am

Policy and numbers

Students will be admitted at age 11 without reference to ability or aptitude. There is no charge relating to the admission of students. The school's admission policy offers no guarantee of places.

All admissions will be administered by use of the criteria detailed below.

Over subscription

All schools must admit any child with an EHCP that names the school directly.

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

1. "Looked after children - children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *See note below
2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Windsor High School and Sixth Form in September 2017. **See note below
3. Proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. ***See note below.

Note

* An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

** Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

*** In all cases the 'proximity' criterion (the last named priority) is to be used as a tie breaker should the school be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only

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(second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

Special conditions will apply in the event that one child from a multiple birth does not gain admission to the school through the admissions criteria; in this instance the school governors will exceed the admission number for the family concerned to prevent separation of such children.

Year 7 admissions for September entry will be administered on behalf of the Governors of Windsor High School and Sixth Form by Dudley LA (Admissions Service) using the criteria outlined above.

Appeals

Appeals regarding admissions will be considered by an Independent Appeals panel.

Late applications

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

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

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

Unsuccessful late applications will be added to the waiting list in accordance with the admissions criteria.

Waiting lists

If the school is oversubscribed and students have been refused admission because other students have a higher priority for admission under the published admissions criteria, then parents may request to be added to a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After 31 December 2017 the waiting list will no longer be in operation. Dudley LA will operate this waiting list on behalf of the school.

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

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

Places that become available below the published admissions number or any number that the school agree that they can admit from March 2017 will be offered to students according to their ranking on the list i.e. those ranked highest will be offered first.

Dudley LA (Admissions Service) will also help co-ordinate any In Year Admissions on behalf of the school.

Sixth form admissions policy

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

The Student Admission Number (PAN) for the year commencing 1 September 2017 will be 180. All admissions will be administered by use of the criteria detailed below.

Method of application

Prospectuses and application forms will be published during the Autumn Term each year. All current Windsor students will be invited to an Open Evening and the event will be marketed locally and on the school website. Prospectuses and application forms will be specifically issued to:

- All current Year 11 Windsor students
- Students visiting from other education establishments
- Those making specific requests by contacting the school

Information, advice and guidance meetings are set up for every prospective Sixth Form student, with their parents, to provide expert professional support at a critical time of decision.

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Entry criteria for courses

A/S courses

Students need to demonstrate evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade C or above in five different subject areas (including English and Maths).

Level 3 Courses (BTEC / Applied / Diploma)

Students need to demonstrate evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade C or above (including English and Maths).

For both of the above pathways, individual courses may have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus each year.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be given permission to join in exceptional circumstances.

Applications from students not currently studying in Year 11 at Windsor High School and Sixth Form:

Each year a number of students can join our Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Windsor High School and Sixth Form. The application process and entry requirements will be identical for both internal and external applicants.

Our admission number for external applications is a minimum of twenty.

All schools must admit any child with a statement of special educational needs that names the school directly.

Where over-subscribed we will give priority to applicants as follows:

1. "Looked after children - children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (* See note below)
2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/sister or fostered/adopted sibling living at the same home address (i.e. the genuine principle place of residence where they normally and regularly live) and who will be attending Windsor High School and Sixth Form in September 2017. ** See note below

3. Proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. ***See note below.

*An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

*** In all cases the 'proximity' criterion (the last named priority) is to be used as a tie breaker should the school be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

All of the above applicants must meet the Entry Criteria. In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to our Sixth Form are entitled to appeal to an Independent Appeals Panel.

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Academic Year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Statement of SEN	Siblings	Lutley - feeder school	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2016	280	688	302	290*	2	1	115	37	135	2685	12/2
2015	280	718	306	290*	5	3	124	42	116	2945	16/2
2014	280	680	247	280	1	5	103	-	171	3319	4/0
2013	280	728	317	280	3	7	117	-	153	2250	27/6

There is no guarantee that a similar situation will occur for admissions in September 2017

* The Governors agreed to admit an additional 10 pupils on allocation date.

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secondary school open days and evenings 2016

Bishop Milner Catholic College
01384 816600

22 September - 6pm - 8pm
20 October - 6pm - 8pm - Sixth Form

Castle High School & Visual Arts College
01384 816045

26 September - 7pm - 8.30pm
Informal visits are welcome during the day. Please telephone the school to make an appointment

Crestwood School
01384 816535

21 September - 6pm - 8.30pm
22 September - tours of the school 9.15am - 11am
23 September - tours of the school 9.15am - 11am
19 October - 6.00pm - 7.15pm - Sixth Form

Dormston School
01384 816395

13 October - 7pm - 9pm
Tours of the school every morning at 9am and 11.15am week commencing 17 October. Contact the School Office for an appointment.

The Earls High School
01384 816105

26 September - 6pm - 8.30pm
27 September - 9.10am *
28 September - 6pm - 8.30pm
29 September - 9.10am *
30 September - 9.10am *
* Welcome by Principal at 9.10am. Tours start at 9.25am

Ellowes Hall Sports College
01384 686600

6 October - 6.00pm - 8.30pm
3 November - 6.30pm - Sixth Form
Parents are welcome to see the school in action the week following the open evening. Please contact the school to make an appointment.

**The High Arcal School -
A Specialist Science College**
08451 550411

5 October - 6.30pm - 8.30pm
6 October - 9.15am - 2.45pm
Tours start at 9.15am, 10.00am, 11.30am and 2.00pm
or any day by arrangement with the Headteacher.

Hillcrest School and Community College
01384 816500

15 September - 5.45pm - 8.30pm Principal's speech at 6pm and 7pm
16 September - 9.15am - 11am Tour by appointment only

The Holly Hall Academy
01384 253722

19 September - 6.30pm - 8.30pm
20 September - No appointment necessary.
Tour of the academy will leave the entrance foyer at 9.15am

**The Kingswinford School -
A Science College**
01384 296596

29 September - 6pm - 8pm
10 October - tour & talk - 10.15am - 11am
11 October - tour & talk - 10.15am - 11am
12 October - tour & talk - 10.15am - 11am
13 October - tour & talk - 10.15am - 11am
14 October - tour & talk - 10.15am - 11am

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Leasowes High School

01384 816285

21 September - 9am - 10.45am
23 September - 9am - 10.45am
20 September - 6.30pm - 8.30pm
22 September - 6.30pm - 8.30pm
27 September - 9am - 10.45am
29 September - 9am - 10.45am

No appointments are necessary for Open Evenings.

Please contact the school to confirm attendance at any of our morning tours.

Old Swinford Hospital School

01384 817325

17 September - 9am - 11am (Whole School)
6 October - 5.30pm - 7pm (Come on board - what it's like to be a boarder)
5 November - 9am - 11am (Sixth Form)
12 November - 9am - 11am (Sixth Form)

Pedmore Technology College and Community School

01384 816660

29 September - 6pm - 8pm
4 October - 9am - 10.30am
8 October - 9am - 10.30am

Redhill School

01384 816355

29 September - 9am - 11.30am
30 September - 9am - 11.30am
3 October - 9am - 11.30am
6 October - 6pm - 9pm

Ridgewood High School - A King Edward's Stourbridge Academy

01384 818445

27 September - 9.15am - 10.45am
30 September - 9.15am - 10.45am
28 September - 6pm - 8.30pm
6 October - 9.15am - 10.45am

Summerhill School - A Specialist Language College

01384 816165

5 October - Tours start at 9.15am and 1.45pm
6 October - Tours start at 9.15am, 1.45pm and 7.00pm
All tours last approximately 1 hour.

Thorns Community College

01384 816225

13 October - presentations at 6.30pm, 7pm, 7.30pm & 8pm
10 and 11 October
Open day tours will take place at 9.15am

The Wordsley School Business & Enterprise and Music College

01384 816015

13 September - 6.45pm - 8.30pm
14 September - 9.15am - 10.30am
15 September - 9.15am - 10.30am
16 September - 9.15am - 10.30am

Windsor High School and Sixth Form

0121 550 1452

26 September - 6.30pm
27 September - 9.30am
28 September - 6.30pm
29 September - 9.30am

Admissions staff will be available at some of the open evenings to assist with queries regarding the admission process.

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data protection policy

The Data Protection Act 1998 gives rights to our customers about how personal information is obtained and used by Dudley Council. The Act also places obligations on the council to operate within the law.

What information does School Admissions Service hold and how do we obtain it?

We receive information about you and the child/young person you are responsible for from:

- the primary school your child attends
- the preference form you complete and send to us

Why do we use your information?

We use your information to:

- allocate your child a place at school
- share with any of your preferred schools
- share with the school your child is allocated and members of the independent appeals panel where necessary in accordance with the School Admissions Code and the School Admissions Appeals Code
- pass to Black Country Foundation Partnership Trust for school health visits and checks
- share relevant information with neighbouring local authorities where necessary
- pass relevant information to Dudley Performing Arts concerning children who have music lessons

We always try to ensure that information we hold about you is accurate and up to date. To help us do this please let us know if your details change.

If you would like further advice on how the information provided is used or have a concern please contact the School Admissions Service in the first instance.

Further information on how we utilise your personal data is available at this link:

www.dudley.gov.uk/privacy-disclaimer-statement/

Advice and guidance about the Act, your rights and our responsibilities can be found on

- **www.informationcommissioner.gov.uk**
- in writing to Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- by telephone **01625 545 745**
- by email **casework@ico.org.uk**



supplementary guidance for parents of pupils with special educational needs or disability

This guidance is very important for parents and carers whose child has an Education, Health and Care Plan (EHCP) and should be read in conjunction with the rest of this document.

The following information aims to provide clear guidance to parents and carers of children with an EHCP on the arrangements for secondary transfer.

The SEN Team is responsible for the administration of all activities in connection with those children who have an EHCP and works closely with the School Admissions Service to ensure that all children with an EHCP have an appropriate school placement at the beginning of the new school year.

The SEN Team can be contacted on:

The SEN Team

Westox House

1 Trinity Road

Dudley DY1 1JQ

Tel: **01384 814360**

Email: **senteam@dudley.gov.uk**

Legislation and guidance

The legislation and guidance which govern the local authority's (LA) responsibilities in relation to pupils with special educational needs are:

- The Education Act 1996
- Children and Families Act 2014
- The Special Educational Needs Code of Practice DfES November 2001
- The Special Educational Needs and Disability Code of Practice DfES June 2014 from September 2014

All schools have copies of these documents.

Pupils with special educational needs or disability (SEND)

The vast majority of pupils who have special educational needs or disability (SEND) will have those needs met within their local mainstream school at Special Educational Need Support (SENS).

SEN is the new name for school action and school action plus.

Where a pupil is placed at SENS, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of Individual Education Plans (IEP) or similar SEN records through regular meetings.

A very small number of pupils, approximately 2%, will have educational needs which are so complex and severe that they will be undergoing, or have completed, a Statutory Assessment under the Children and Families Act 2014.

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The Statutory Assessment process may result in the LA issuing an Education Health Care Plan (EHCP) and, once this is the case, the LA will determine what arrangements and support will be required to meet the child's needs.

Expressing a preference

In the Autumn Term, the School Admissions Service offers all parents of Year 6 pupils, including those who have a child with a Statement of Special Educational Needs, the opportunity to express a preference for a mainstream secondary school.

All parents, including those parents whose child has an EHCP, have the opportunity to specify up to six mainstream secondary school preferences.

Dudley Council is committed to inclusive education and, therefore, the LA must ensure that a child is educated in a mainstream school unless "the school is unsuitable to the child's age, ability, or aptitude, or the placement would be incompatible with the efficient education of other children with whom the child would be educated, or with the efficient use of resources".

This is in line with the guidance in the SEN Code of Practice. The only exception to this is if a parent indicates that they **do not** want their child educated in a mainstream setting. (Children and Families Act section 33 and 39).

Wherever possible the secondary allocation process aims to offer the first preferred school to as many parents as possible, on the basis of the clearly stated published admissions criteria on page 12 of this booklet.

The SEN Team works very closely with the School Admissions Service to allow the allocation process to operate to ensure that, wherever possible, pupils have the opportunity to attend a school as close as possible to their home address in line with the council's local school policy.

You should consider very carefully the likelihood of obtaining a school place, which is not local to your home address, particularly where that school has been regularly oversubscribed, i.e. receiving more applications than places, in the past.

Transport

It is very important **not** to assume that your child will receive transport on transfer to a secondary school.

Transport is provided in line with the Transport Policy and will only be provided if your child has a very special educational need or disability and/or the school placement is, of necessity, further than three miles from your home address. Where a preference is made for a school that is not the most local secondary school to your home address it is very unlikely that transport will be provided. If you have any queries about transport, you are advised to contact your child's case officer at The SEN Team or the Transport Manager - **01384 816972**.

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Timescales

All parents are advised to notify the Local Authority of their school preference, whether they have an EHCP or not.

It is important to note that parents whose children are due to transfer with an EHCP can expect to have a discussion about secondary transfer in their child's Annual review Meeting in Y5. School preferences for children with an EHCP must be made available to the SEN Team **at the start of the Autumn Term of the academic year of transfer**, but no later than 30 September in Y6.

If your child has an EHCP, the Admissions Service and the SEN Team will consult on any preferences you have expressed.

During the remainder of the Autumn Term, the SEN Team will prepare the documentation for consultation with your preferred school(s). This is a duty required of the local authority by the SEN Code of Practice (Paragraph 8:80 - 8:86).

However, it is important to note that the governing body of any mainstream school cannot refuse to admit a child solely because they have special educational needs or disability. Should any concerns arise at the point of consultation, the SEN Team will work closely with the parents, the school and School Admissions Service in an attempt to resolve any difficulties.

Once the consultation process is successfully completed, one of your preferred schools will be named on your child's EHCP.

A decision on your child's school placement will be confirmed in a proposed amended statement, no later than 15 January 2017. This allows for a period of 15 working days during which you can talk to us about any concerns you may have. The updated EHCP **must** be issued by 15 February 2017.

Information for parents who live outside Dudley Borough and whose child has a Statement of Special Educational Needs or EHCP

If you live outside Dudley, i.e. your home address falls under another council, you must contact your own local authority as soon as possible. If you want to express a preference for a Dudley secondary school place, your own local authority has to consult, on your behalf, with the Dudley schools of your preference and with Dudley Local Authority through the SEN Team.

Contact numbers for neighbouring local education authorities can be found on page 85 of this booklet.

Right of appeal

All parents have the right of appeal on the final secondary school placement. For children who do not have an EHCP, this is through the admissions appeal process which is managed independently of the local authority.

For the parents of a child with an EHCP, the appeal process is through the Special Educational Needs and Disability Tribunal (SENDIST), which is an independently managed Government organisation. The SEN Team will be able to advise you on this process should the need arise.

Having read this additional information you may have some questions. For further information you should either approach your child's school, or contact your child's case officer, based at the SEN Team on **01384 814360**.

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addresses of neighbouring local authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about the likelihood of a place being available. The addresses and contact numbers for neighbouring LAs are as follows:

Name of LA	Address	Contact details
Birmingham	Directorate for People Schools Admissions & Pupil Placement Service PO Box 16513 Birmingham B2 2FS	0121 303 1888 www.birmingham.gov.uk email: admissions@birmingham.gov.uk
Worcestershire	Children's Services Directorate PO Box 73 Worcester WR5 2YA	01905 678131 www.worcestershire.gov.uk email: primeschooladmissions@babcockinternational.com
Sandwell	School Admissions PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX	0121 569 6765 www.sandwell.gov.uk/schooladmissions e-mail: annual_schooladmissions@sandwell.gov.uk
Staffordshire	School Admissions & Transport Service Education Department Tipping Street Stafford ST16 2DH	01785 278593 www.staffordshire.gov.uk email: admissions@staffordshire.gov.uk
Wolverhampton	School Admissions & Appeals Education Directorate Civic Centre St Peter's Square Wolverhampton WV1 1RR	01902 554176 www.wolverhampton.gov.uk e-mail: schooladmissions@wolverhampton.gov.uk
Walsall	Admissions & Pupil Place Planning Team Walsall Council Zone 2E Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 www.walsall.gov.uk e-mail: secondary.admissions@walsall.gov.uk

Note: The details contained in the booklet, which relates to the admission of children to school in 2017/2018, were correct in July 2016. It should not be assumed that there will be no changes after that date, or that the information contained will apply to the admission of children in subsequent years.

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useful contacts

Name of service	E-mail / website	Telephone
Dudley Family Information Service	fis.cs@dudley.gov.uk	01384 814398
Travel and Transport Team	www.dudley.gov.uk/resident/learning-school/education-grants/childrens-transport/	01384 814301
Special Educational Needs Team	senteam@dudley.gov.uk	01384 814360
SENDIASS	www.dudley.gov.uk/resident/learning-school/parental-support/dudleysendiass parent.cs@dudley.gov.uk	01384 817373
The Schools Adjudicator	www.education.gov.uk/schoolsadjudicator osa.team@osa.gsi.gov.uk	
The Department for Education	www.gov.uk/dfes	0370 000 2288
The Local Government Ombudsman	www.lgo.org.uk	0300 061 0614
Free School Meals	freeschoolmeals.benefits@dudley.gov.uk	01384 814988
Elective Home Education	www.dudley.gov.uk/resident/learning/parental-support/elective-home-education/	01384 814314
Education Investigation Service	www.dudley.gov.uk/resident/learning/parental-support/dudley-education-investigation-service/ eis.cs@dudley.gov.uk	01384 814317
Connexions Dudley	www.connexionsdudley.org	01384 811400
Education Funding Agency	www.gov.uk/government/organisations/education-funding-agency	

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notes

For further information visit

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