



**Directorate of Children's Services**

**Determined Admission  
Arrangements for Community  
and Voluntary Controlled  
Primary Schools  
And Coordinated Scheme for  
all Primary Schools**

(Normal Age of Entry – 2010/2011 Academic Year)

***'Putting children and young people first in Dudley'***

***April 2009***

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**2004-2005**  
*Transforming the School Workforce*

## **Document Summary**

### **Principles:**

Dudley Council 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 Council does not support the use of selective admissions policies based on aptitude or academic achievement.

### **Desired Outcomes of Proposed Dudley Admission Policy & Scheme:**

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community or voluntary controlled primary school wherever requested.
- To enable parents to make informed preferences and to ensure that the Council implements a fair and transparent admissions policy across the Borough for the benefit of all parents who wish to express preferences for Dudley primary schools.
- That the number of parents who are not allocated a place at any of their preferred primary schools remains low.
- That the process is coordinated to such an extent that all parents within Dudley receive only one offer of a school place at the same time, irrespective of the schools within Dudley for which they are applying.

## Dudley Metropolitan Borough Council

### Community and Voluntary Controlled Primary School Admissions Policy for Normal Age of Entry in Academic Year 2010/2011

*Dudley Council has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their local school wherever possible. The Council does not use a selective admissions 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 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2006.*

**All preferences will be assessed against the following criteria to allocate the available places at those community and voluntary controlled primary schools that are oversubscribed i.e. receive more applications than can be accommodated.**

- a) First priority for admission shall be given to “relevant looked after children”.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical condition” where the preferred community or voluntary controlled 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 child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The Local Authority 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 the academic year 2010/11.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

## Notes

- “Relevant looked after children” means children who are looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to the school.
- In accordance with legislation, a child with a Statutory Statement of Special Educational Needs will be offered a place at the school named in the Statement 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 a statutory statement of special educational need.
- Any Dudley child not obtaining a school at any of their preferred primary schools will be allocated a place at the next nearest school with a place available and 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 parent’s genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the 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, at least one item of proof must demonstrate the child’s details.
- 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
- 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, providing it does not contravene infant class size limits.

## **Deferred Entry to Reception Class**

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2010/11 academic year if they so wish (Parents may only defer their child's entry into Reception until the term after the child's fifth birthday).

## **Late Applications**

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

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

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

## **Waiting Lists**

If 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 published admissions criteria and the list will operate from the point of allocation until the 31 December 2010.

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 or any number that the school agree they can admit) between the point of allocation and 31 December 2010 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## **Intra- Local Authority Coordinated Primary Admissions – 2010/11 Academic Year**

***The following scheme will apply to all primary school admission authorities within Dudley MBC.***

### **Primary Schools For Whom Dudley Local Authority is Responsible for Admission Arrangements**

All Community and Voluntary Controlled Schools

### **Primary Schools For Whom the Governing Body is Responsible for Admission Arrangements**

Alder Coppice Foundation  
The CE Primary School of St Edmund & St John  
Jessons CE  
Cradley CE  
Halesowen CE  
Our Lady & St Kenelm RC  
Pedmore CE  
St Chad's RC  
St James's CE  
St Joseph's RC (Dudley)  
St Joseph's RC (Stourbridge)  
St Mary's RC

### **Part 1 – The Scheme**

#### **The Primary Common Application Form (PCAF)**

1. Dudley Local Authority will devise a standard application form known as a Common Application Form (PCAF), which will enable parents of children to apply for admission to Dudley primary schools.
2. During September all maintained primary schools in Dudley will be forwarded blank PCAFs for parents who wish to apply for admission to a Dudley Primary School at the normal age of entry in 2010/11. They will

also receive copies of the composite prospectus for issue alongside the PCAF.

3. The PCAF will enable parents to express up to three Dudley school preferences in ranked order and to give reasons for those preferences.

### **Supplementary Application Forms**

4. The Governing Body of a school for which Dudley Local Authority is not the Admissions Authority can require parents to provide additional information on a supplementary form where that information is relevant to the schools admissions policy. Where a supplementary form is required it must be returned to the school concerned by the published closing date.
5. If a school, where the Governing Body is the Admission Authority, receives a supplementary form it will not be treated as valid unless the parent has also completed the PCAF.

### **Processing of PCAFs**

6. Parents will be required to return the completed PCAF to their first preferred primary school or Dudley Local Authority by 11 December 2009. Applications received after this date will be treated in accordance with the procedure for late applications.
7. The schools should forward any PCAFs received directly onto the School Admissions Service by 18 December 2009 at the latest.

### **The Process for Determining Offers & Timetable**

8. Dudley Local Authority will apply the individual admissions policy on behalf of community & voluntary controlled primary schools.
9. (Where the governing body is the admission authority, Dudley Local Authority will forward details of the application, together with any supporting information provided by the parent to the governing body by 29 January 2010 at the latest).
10. Where an admission authority is applying its own admissions policy, a list of applicants in criteria order must be forwarded to Dudley Local Authority by 26 February 2010 at the latest.
11. Offers to be made by other admission authorities are considered against the rankings made by the parents concerned and the highest ranked school for which the child meets the admission criteria is provisionally allocated.

12. Where a Dudley child does not meet the admissions criteria for any of the preferred schools, a place will be allocated at the nearest Dudley school to the child's home address with a space available.

### **Decision Letters**

13. Allocation letters to all applicants for Dudley Schools will be posted by Dudley Local Authority 2<sup>nd</sup> class post on 25 March 2010. Email decisions to parents who applied online will be released after 5pm on 26 March 2010.
14. Dudley Local Authority will notify applicants of all decisions relating to the preferences expressed on the PCAF, including those for other admission authorities within Dudley on this date.
15. This letter will provide information about the statutory right of appeal against decisions not to allocate places at requested schools and /or contact details for the appropriate admissions authority for advice.

### **Waiting Lists and Late Applications**

16. Dudley Local Authority will maintain waiting lists for Community & Voluntary Controlled Primary Schools from 26 March 2010 until the 31 December 2010. Further information is provided within the admissions policy.
17. There will be exceptional circumstances in which a late application will be considered for a Dudley School alongside those applications that were made within the deadline and these are listed in the admissions policy.

### **Applications Made During the Year ( i.e. Mid-Year Admissions)**

18. Applications received for places in year groups other than at the normal age of entry to primary school will be treated as mid-year admissions.
19. Parents who reside in Dudley and request admission mid year will do so by completing an application form obtainable from the Admissions Service. This applies to parental requests for all schools irrespective of the admission authority concerned. A separate scheme for dealing with mid year admissions will be consulted upon shortly.



## **Part 2 – Timetable for Coordinated Admissions Scheme**

10 December 2009	Closing Date for Return of Dudley PCAF.
29 January 2010	Details of applications to be sent to other Admission Authorities within Dudley.
26 February 2010	All Dudley Admission Authorities who allocate own places to provide Local Authority with list of applicants in criteria order.
By 25 March 2010	Dudley Local Authority compares provisional offers data, finalises allocation of places.
26 March 2010	Dudley Local Authority to post letters 2 <sup>nd</sup> class post to its applicants advising them of the outcome of their school preferences.

## Admission Numbers 2010/11

The admission number represents the number of pupils to be admitted to the school at the normal age of entry in the 2010/11 academic year.

<b>Name of School</b>	<b>Admission Number for 2010/11</b>
Amblecote Primary	45
Ashwood Park Primary	60
Belle Vue Primary	60
Blanford Mere Primary	45
Blowers Green Primary	30
Bramford Primary	60
Brierley Hill Primary	30
Brockmoor Primary	60
Bromley-Pensnett Primary	45
Bromley Hills Primary	45
Brook Primary	45
Caslon Primary	30
Christ Church Primary	60
Church of Ascension Primary	45
Colley Lane Primary	75
Cotwall End Primary	60
Crestwood Park Primary	30
Dawley Brook Primary	30
Dingle Primary	30
Dudley Wood Primary	60
Fairhaven Primary	30
Foxyards Primary	45
Gig Mill Primary	75
Glynne Primary	60
Greenfield Primary	40
Ham Dingle Primary	54
Hasbury CE Primary	30
Hawbush Primary	30
Hob Green Primary	30
Howley Grange Primary	60
Huntingtree Primary	45
Hurst Green Primary	60
Hurst Hill Primary	60

Kate's Hill Primary	50
Lapal Primary	45
Lutley Primary	85
Maidensbridge Primary	30
Manor Way Primary	30
Milking Bank Primary	60
Mount Pleasant Primary	45
Netherbrook Primary	60
Netherton CE Primary	45
Newfield Park Primary	45
Northfield Road Primary	60
Oldswinford CE Primary	60
Olive Hill Primary	60
Peter's Hill Primary	120
Priory Primary	75
Quarry Bank Primary	45
Queen Victoria Primary	75
Red Hall Primary	45
The Ridge Primary	30
Roberts Primary	90
Rufford Primary	30
Russells Hall Primary	45
Sledmere Primary	60
St. Mark's CE Primary	45
St. Mary's CE Primary	30
Straits Primary	45
Tenterfields Primary	30
Thorns Primary	30
Wallbrook Primary	45
Withymoor Primary	60
Wollescote Primary	60
Wren's Nest Primary	60
Woodside Community	60