



**Directorate of People**

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

(Normal Age of Entry –September 2018)

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Tony Oakman  
Strategic Director – People  
Dudley Metropolitan Borough Council  
Westox House  
1 Trinity Road  
Dudley  
West Midlands DY1 1JQ

## **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.

The admission arrangements set by The Council ensures 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
- The School Admissions (Infant Class Sizes) (England) Regulations 2012
- School Admissions Code 2014

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

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community 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 receive only one offer of a school place at the same time, irrespective of the schools or Council 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 2018/2019

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

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community 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 or children who were previously looked after but immediately after being looked after became subject to an adoption, 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 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 Council 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 2018/19.
- 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 (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 as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a 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 parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### **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 2018/19 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Please also see delayed entry policy. [www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

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

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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 should 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 Council 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.

### **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 will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st December 2018. 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.

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 between the point of allocation and 31st December 2018 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### **Application process**

For admissions at the normal point of entry The Council will co-ordinate all applications for all schools in Dudley. See the co-ordinated scheme for further details.

In year admission applications will be co-ordinated by The Council for all Community and Voluntary Controlled schools and for those Academies, Foundation and Voluntary Aided Schools who have indicated this in their admission arrangements.

### **Repeat Applications**

It is not The Council'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.

## **The Council's Coordinated Primary Admissions – 2018/19 Academic Year**

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

### **Primary Schools For Whom The Council 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  
Beechwood CE  
Bramford  
Bromley Pensnett  
Cradley CE  
Halesowen CE  
Hob Green  
Jessons CE  
Lapal  
Lutley  
Manor Way  
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  
Tenterfields

## **Part 1 – The Scheme**

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

1. The Council 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. Parents will be encouraged to complete an online application and paper forms will only be issued on request by the Admissions Service.



3. Parents will be issued with a leaflet explaining the application process and timetable during August 2017.
4. The PCAF will enable parents to express up to five school preferences in ranked order and to give reasons for those preferences.

### **Supplementary Application Forms**

5. The Governing Body of a school for which The Council 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.
6. 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 SCAFs**

7. Parents will be required to apply for a place by 15<sup>th</sup> January 2018 (National Closing Date). Applications received after this date will be treated in accordance with the procedure for late applications.

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

8. Ranked preferences for maintained schools within The Council's area are required to be received electronically from surrounding Council areas by 2nd February 2018. These preferences will be merged into The Council's database.
9. Ranked preferences for maintained schools outside The Council's area will be forwarded electronically to The Councils concerned by 2nd February 2018.
10. Where an admission authority chooses to apply its own admissions policy, The Council will forward details of the applications received, together with any supporting information provided by the parent to the governing body by 16<sup>th</sup> February 2018.
11. By 2nd March 2018 all admission authorities will have considered its applications and provided The Council (where it is not Admission Authority) with a list of those applicants in accordance with its admissions criteria.
12. Surrounding Councils will be sent electronic lists of pupils living within their area who have been provisionally allocated places in Dudley Schools week commencing 5 March 2018.

13. Potential offers to be made by other Councils and admission authorities will be considered against the rankings made by the parents concerned and the highest ranked school for which the child meets the admission criteria will be provisionally allocated.
14. Dudley and surrounding Councils will send each other the results of the offers by 29<sup>th</sup> March 2018.
15. 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**

16. Allocation letters to all applicants in the Dudley Authority will be posted by The Council on 18th April 2018. Email decisions to parents who applied online will be released after 2.00pm on 18th April 2018. Offers being made to Dudley children on behalf of a voluntary aided school, a foundation or a school in the neighbouring Council will be sent by The Council on behalf of the relevant admissions authority.
17. The Council will notify Dudley applicants of all decisions relating to the preferences expressed on the PCAF, including those for other admission authorities within Dudley on this date.
18. 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**

19. The Council will maintain waiting lists for Community & Voluntary Controlled Primary Schools from 18<sup>th</sup> April 2018 until the 31st December 2018. Further information is provided within the admissions policy.
20. 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.

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

21. Applications received for places in year groups other than at the normal age of entry to primary school will be treated as in-year admissions. Applications will be made direct to The Council, or direct to the school, where the school has indicated that they do not wish to co-ordinate their in year applications.
22. If the school preference is for an Academy, Foundation or Voluntary Aided School, the governors will be consulted on all applications and will be

required to notify The Council of the outcome of that application within 5 working days of receipt.

23. Where the school opt to deal with their own applications they must forward a copy of the application form and decision letter to The Council in accordance with The School Admissions Code 2014.

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

15 <sup>th</sup> January 2018	Closing Date for Return of Dudley PCAF.
2nd February 2018	Details of applications to be sent to other Councils and to be received by other Councils.
16th February 2018	Details of applications to be sent to other Admission Authorities within Dudley.
2nd March 2018	All Dudley Admission Authorities who allocate own places to provide The Council with list of applicants in criteria order.
Week commencing 5th March 2018	Surrounding Councils to be sent lists of provisional offers
By 29th March 2018	The Council and surrounding Councils to share results of 2 <sup>nd</sup> cycle of offers.
18 <sup>th</sup> April 2019	The Council to post letters 2 <sup>nd</sup> class post to its residents advising them of the outcome of their school preferences (except for those parents of children with an Education Health Care Plan).

## Admission Numbers 2018/19

The admission number represents the number of pupils to be admitted to the school at the normal age of entry in the 2018/19 academic year.

<b>Name of School</b>	<b>Admission Number for 2018/19</b>
Amblecote Primary	45
Ashwood Park Primary	60
Belle Vue Primary	60
Blanford Mere Primary	45
Blowers Green Primary	30
Brierley Hill Primary	30
Brockmoor Primary	60
Bromley Hills Primary	45
Brook Primary	60
Caslon Primary	30
Christ Church Primary	75
Church of the Ascension Primary	45
Colley Lane Primary	90
Cotwall End Primary	60
Crestwood Park Primary	30
Dawley Brook Primary	30
Dingle Primary	30
Dudley Wood Primary	60
Fairhaven Primary	45
Foxyards Primary	45
Gig Mill Primary	90
Glynne Primary	60
Greenfield Primary	40
Ham Dingle Primary	60
Hawbush Primary	30
Howley Grange Primary	60
Huntingtree Primary	60
Hurst Green Primary	60

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