

CITY OF
WOLVERHAMPTON
COUNCIL

**Admission Arrangements for the City of Wolverhampton
Council 2019/20**

Contents

| | |
|---|-----------|
| Overview of the Application Process | 3 |
| Primary School Applications | 3 |
| Secondary School Applications | 4 |
| Admissions Criteria for All Applications | 5 |
| Additional Arrangements and Information | 7 |
| Application for children to be admitted outside their normal age group..... | 7 |
| Changes of Address (occurring during the allocation process) | 8 |
| Deferred Entry..... | 8 |
| Financial Implications | 8 |
| Fraudulent or Misleading Applications | 8 |
| Late Applications | 8 |
| Material Changes of Circumstance | 9 |
| Sixth Form Admission Arrangements for Academy and Community Schools..... | 9 |
| Special Educational Needs..... | 9 |
| Supplementary Information Forms..... | 10 |
| Tie Breakers for Over-Subscribed Schools..... | 10 |
| Unsuccessful Applications and Appeals | 10 |
| Waiting Lists..... | 11 |
| Definitions | 12 |
| Sibling | 12 |
| Looked After Children..... | 12 |
| Home Address..... | 12 |

Overview of the Application Process

The scheme is an “Inter-Local Authority” scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin, Walsall and Wolverhampton Local Authorities have agreed to co-ordinate applications for their schools to ensure that each child receives the best possible single offer of a place at a school, based upon parents’ preferences.

In brief terms:

- Parents whose child has a Statement of Special Educational Needs or an Education and Health Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process.
- Parents will only have to fill in one application form, on which they will state their school preferences and reasons for those preferences. Applications are made online;
- Five preferences are invited;
- Initially, all preferences are treated as equal, and sent out as equal to other admission authorities as appropriate (i.e. voluntary aided and academy schools in Wolverhampton, and other participating Local Authorities as detailed above).
- After over-subscription criteria have been applied (where appropriate), if more than one school place can potentially be offered, the single offer is for the available school the parent ranked highest on the preference form.

Primary Admissions 2019 – Including Admission into Reception Year and Transfer from Infant to Junior Education.

If your child was born between 1/09/2014 and 31/08/2015 you must apply for a place in Reception Year before the 15 January 2019.

Applications should be made online, hard copies of the form will only be made available on request. Parents are invited to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by 23:59 **15th January 2019**. Parents should name all schools (to a Maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside the Wolverhampton area.

By **13th February 2019**, the admissions and appeals team will send other Local Authorities and own Admitting Authority Schools details of applicants for their schools. These details will not reveal the order of preference. All Own Admitting Authority schools will apply their over-subscription criteria, and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists. If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.

On **16th April 2019** parents who made their applications online will be able to view their allocation via the online admissions facility. The admissions and appeals team will also write to every applicant resident in Wolverhampton telling them of their allocated school place. Parents will be required to respond to any offers made within 10 school days.

Transfer from Infant to Junior Education

There are Infant Schools in Wolverhampton which cater for children up to the age of seven. At this point there is an expectation that pupils will transfer to the corresponding Junior School.

Parents of children attending a Wolverhampton Infant School will receive a letter from the Local Authority in the Autumn Term 2018 informing them that their child will automatically transfer to the corresponding Junior School.

If the parent wishes for this to happen they will need to take no action. If, however they wish to apply for a place in a Primary School they should make an application via the online application system.

| Primary School Application Timeline | |
|-------------------------------------|---|
| By 07 November 2018 | Online application is made live |
| 15/01/2019 | Closing date for application forms to be submitted |
| 11/02/2019 | The final date for late applications |
| 13/02/2019 | City of Wolverhampton Council sends/receives unranked preferences to/from other authorities |
| 24/02/2019 | Schools submit final lists of applicants in ranked order |
| 16/03/2019 | Wolverhampton provisionally allocates places |
| By 29/03/2019 | Final data exchange with co-ordinating authorities |
| 16/04/2019 | Allocation day |

Secondary School Applications

Children born between 1/9/2007 and 31/8/2008 will commence secondary education in September 2019. Parents must apply for a secondary school place before 31 October 2018.

The online application is made live in **September 2018**. Applications should be made online, hard copies of the form will only be made available on request. Parents are invited to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by 23:59 **31st October 2018**. Parents should name all schools (to a Maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside the Wolverhampton area, with the exception of any independent schools.

By **17th November 2018**, the admissions and appeals team will send other Local Authorities and Own Admission Authority Schools details of applicants for their schools. These details will not reveal the order of preference. All admission authorities will apply their over-subscription admission criteria including any selection tests and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists. If more than one school place can potentially be offered, they will allocate a place at the available school that the parent ranked highest on their application.

On **1st March 2019** parents who made their applications online will be able to view their allocation via the online admissions facility. The admissions and appeals team will also write to every applicant resident in Wolverhampton telling them of their allocated school place. Parents will be required to respond to any offers made within 10 school days.

| Secondary School Application Timeline | |
|--|---|
| By 06/09/2018 | Online application is made live |
| 31/10/2018 | Closing date for application forms to be submitted |
| 17/11/2018 | City of Wolverhampton Council sends/receives unranked preferences to/from other authorities |
| 30/11/2018 | The final date for late applications |
| 12/01/2019 | Schools submit final lists of applicants in ranked order |
| 23/01/2019 | Wolverhampton provisionally allocates places |
| By 13/02/2019 | Final data exchange with co-ordinating authorities |
| 01/03/2019 | Allocation day |

Admission Criteria for Community and Voluntary Controlled Schools

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

1. Looked After Children and all previously Looked After Children

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

Supporting Evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form.

If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form.

2. **Children with a sibling already attending the corresponding Infant School (Infant to Junior transfers only)**

3. **Medical/Social**

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

Supporting Evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the **only** school that can meet their child's needs. This is necessary because parents would be asking the Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for a particular school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

4. **Siblings**

Whether siblings attend the school (or the associated Infant/Junior School) and will be attending the school in September 2019. See definition of a sibling on page 12.

5. **Religious Reasons for voluntary controlled schools (PRIMARY ONLY)**

To a child and family who has religious reasons for attending the preferred voluntary controlled school and for whom it can be demonstrated by the faith leader that s/he has current strong religious connections. This reason will **only** be taken into consideration if the preferred school is the nearest Church of England (voluntary controlled or voluntary aided) school to the child's home address (measured by a straight line from the home address to the school using the Local Authority's software).

Supporting Evidence

A Supplementary Information form will be provided for parents and your faith leader to complete, to enable them to demonstrate your child and family's current strong religious connections.

6. **Distance**

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the Local Authority's software.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Additional Arrangements and Information

Applications for children to be admitted outside their normal age group

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 15 January 2019.

This will include Parents of a “summer born child” that 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. Any parent wishing to make such a request must put the request in writing to the Admissions and Appeals section no later than 15 January 2019.

This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

Requests will be considered on an individual basis and decisions will be reached by 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. The view of the head teacher of the school concerned will also be sought as part of the decision-making process.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the decision is to agree the request for an application in Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

Before any application is submitted it is strongly recommended that parents/carers also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Changes of Address (occurring during the allocation process)

In these circumstances - or if a query arises in respect of your child’s place of residence - you will be required to supply evidence of your new address. This would need to be validated by documentary evidence such as a solicitor’s letter confirming the completion of a house purchase or rent book confirming tenancy.

Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2020. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Financial Implications

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

Fraudulent or Misleading Applications

The Local Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

Parents can alert the Local Authority of any potential fraudulent applications by contacting the Admissions and Appeals team. Contact details are published in the composite prospectuses.

Late Applications

Applications received after the closing date will be treated as late.

Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the late submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will give consideration to the reasons, following which the application will be:

- Either 1) incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned
- Or 2) considered only after all other applications.

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

Material Changes of Circumstance

In claiming material changes of circumstances the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the Admissions and Appeals Team as this may affect the outcome of the application.

Sixth Form Admission Arrangements for Academy and Community Schools

Applications for admission to Sixth form will be dealt with by the school in accordance with the school's published admission arrangements.

Each school which admits pupils into Year 12 is required to publish in the school prospectus the minimum requirements for entry into sixth form.

Pupils already in school will not be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the sixth form.

Minimum entry requirements are the same for internal and external applications.

External applicants must not be refused the opportunity to make an application, or advised that they can only be placed on a waiting list rather than make a formal application

Pupils will be considered for entry into Year 12 based on their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry to Year 12 is not dependent upon attendance, behaviour records, and perceptions of attitude or motivation.

Schools must not interview children or their families for entry to Year 12 although meetings can be held to provide advice on options and entry requirements for particular courses.

Any applicant refused a place in year 12 is entitled to appeal to an independent appeal panel whether the child is already attending the school or is an external candidate.

Special Educational Needs

The admission of children with a Statement of Special Educational Needs (SEN) or an Education and Health Care Plan (EHCP) will be agreed between the Local Authority's SEN Statutory Assessment and Review Team, parents and school in accordance with parental preference, as far as possible, and the child's individual needs. Children with Statements of SEN or a EHCP are given overall priority to the named school. This will reduce the number of places at the school, which are available for allocation in accordance with the above criteria.

Supplementary Information Forms

In order to assess the application for Voluntary Aided schools and Academies parents are required to provide additional information to that collected on the preference form and should complete a "supplementary information form". For Wolverhampton schools these forms will be made available on the Wolverhampton City Council website and they should be returned to the relevant school or schools by the specified date. In the case of Voluntary Controlled schools the supplementary information form must be returned to the Local Authority. Please note if the school is over-subscribed the additional information gathered will be used to determine the allocation of school places.

Parents who are applying for schools outside of Wolverhampton are advised to contact the appropriate LA to determine whether any Supplementary Information Forms are required, their submission date and to whom they must be submitted.

Parents should be aware that where a Supplementary Information Form is completed it will not be regarded as a valid application unless the LA has also received a completed application showing an expressed preference for the school concerned.

Similarly, if applicants are required to sit school tests they will be required to complete an “entrance examination registration” form.

Tie Breakers for Over-Subscribed Schools

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

Unsuccessful Applications and Appeals

If the applicant is a Wolverhampton resident and the admissions and appeals team is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school that has a place available. Allocations to Own Admitting Authority schools in this case would be made following consultation with the governing body concerned.

For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Team will notify parents accordingly, setting out the reasons and advising of the right of appeal, how to lodge an appeal and to whom.

For other applicants for Wolverhampton schools the home LA will notify parents of the reasons why parental preference cannot be met and to whom any appeal should be lodged.

Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

Further information can be found at <http://www.wolverhampton.gov.uk/article/2541/School-admission-appeals>

Waiting Lists

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for the preferred Wolverhampton school or schools that were ranked higher than the allocated school.

Unless material changes of circumstances have been demonstrated a child’s name will only be included on those lists for schools that were ranked higher on the application than the school allocated to the child and, therefore, if a child is allocated a place at the first preference school the child’s name will not be added to the waiting list for any of the other preferred schools.

The waiting lists will be ranked in admission criteria order. As soon as places become vacant the LA on behalf of the admitting authorities will re-allocate those places from the waiting list, even if this is before appeals have been heard.

The Authority will maintain the waiting lists until 31 December 2019.

Requests for inclusion on waiting lists for non-Wolverhampton schools must be made in writing to the relevant local authority for the school concerned for assessment in accordance with their scheme.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

External applicants must not be refused the opportunity to make an application, or advised that they can only be placed on a waiting list rather than make a formal application

Pupils will be considered for entry into Year 12 based on their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry to Year 12 is not dependent upon attendance, behaviour records, and perceptions of attitude or motivation.

Schools must not interview children or their families for entry to Year 12 although meetings can be held to provide advice on options and entry requirements for particular courses.

Any applicant refused a place in year 12 is entitled to appeal to an independent appeal panel whether the child is already attending the school or is an external candidate.

Definitions

Sibling

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2019). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Looked After Children

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

Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Days of 1 March 2019 and 16 April 2019 and the start of the academic year in September 2019 will be considered. The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.