



# Introducing Secondary Education

Secondary Education  
in Wolverhampton  
2024/2025

[wolverhampton.gov.uk](http://wolverhampton.gov.uk)

CITY OF  
WOLVERHAMPTON  
COUNCIL

## How to contact us

Enquiries about school admissions should be made to:

### **City of Wolverhampton Council Education**

Directorate Admissions & Appeals  
Civic Centre  
St. Peter's Square  
Wolverhampton  
WV1 1RR

Website:  
[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

Email:  
[school.admissions@wolverhampton.gov.uk](mailto:school.admissions@wolverhampton.gov.uk)

The information in this booklet is for parents/carers of pupils due to transfer from primary to secondary school in September 2024; for parents/carers applying for secondary school places after the normal intake in September 2024, and for all other in-year transfers to secondary schools.

### **Transfer from Primary to Secondary School**

If you wish to speak to a member of the Admissions & Appeals Section regarding your child's move from primary to secondary school then please telephone: 01902 551122.

### **In-year admissions (places in other year groups)**

To speak to a member of the Admissions & Appeals Section about transferring your child to a different secondary school, please telephone: 01902 551122.

Other services provided by City of Wolverhampton Council are also available to support you and your child, please see page 124.



## **HOME ADDRESS**

Please note that any fraudulent use of an address to gain a place at an oversubscribed school will result in the place being withdrawn.

You must use a child's permanent address, not grandparents/childminders.

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# 1

## Introduction



### **Dear Parents / Carers**

I am well aware that the move into secondary education is an important time for parents/carers and young people. The information in this booklet is to help you understand how the schools' admissions process works. It is to help you make an informed decision when applying for a school place. It acts as a guide to secondary education.

You can express a preference for five different schools. Each school has an admission limit. There can be no guarantee that everyone can receive their first preference of school. It is important you take this into consideration when making your application.

You should ensure that you use all the preferences available to you. I wish your children every success in secondary education.

### **Councillor Christopher Burden**

*Cabinet Member for Children, Young People and Education*



## Foreword

The transfer from primary to secondary education is an important and often worrying time for both parents and children. We are trying to make it as easy as possible for you to select and apply for a secondary school place for your child. The Local Authority (LA) has produced this booklet, which contains all the necessary guidance to enable you to apply for the school(s) that you prefer.

This booklet tells you how to find out more about individual schools, and includes the dates of the open days and evenings when you can visit the school(s) you are considering. Details of all schools in the city

can be found on pages 6 - 18. These details include the size and type of each school, and the admission statistics for the previous academic year - 2023/2024

All of the information in this booklet is both useful and important, but please pay particular attention to any information that has been placed in a coloured box like this one.

**We hope that you will find this booklet helpful in determining your school preferences.**



\* **Please note:** throughout this document any reference to parents also refers to the carer and any other person who has parental responsibility for the child.

● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

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## School directory *as at 1 September 2023*

Below you will find a brief description of the different types of maintained schools in Wolverhampton which are listed in more detail on the following pages.

### Community Schools

There are 2 Community secondary schools in Wolverhampton. The LA is the admitting authority for these schools. Please refer to **Appendix 2a** (pages 49 - 53) for details of the criteria that will be used to allocate places if any of these schools are over-subscribed: i.e. there are more applications than there are places available.

### Academy Schools/Free Schools

There are 16 Academies/Free Schools in Wolverhampton. Please refer to **Appendix 2a and 2b** (pages 49 - 59) for a summary of the criteria that will be used to allocate places if the schools are over-subscribed: i.e. there are more applications than there are places available.

### Voluntary Aided Schools

There is 1 Voluntary Aided secondary school in Wolverhampton. The Governing Body of the school is the admitting authority for that school. Please refer to **Appendix 2b** (pages 54 - 59) for a summary of the criteria that will be used to allocate places if any of these schools are over-subscribed: i.e. there are more applications than there are places available.

There are several independent schools in and around the City of Wolverhampton. These schools normally charge fees. The Local Authority does not have any scheme to assist with either fees or any other expenses incurred by pupils attending these schools.

For the addresses and telephone numbers of the Education Services in neighbouring boroughs please see **page 122**.

### Specialist Status

Although specialist schools have a special focus on the subjects relating to their chosen specialism, the specialism is not part of the admissions criteria and therefore will not be considered as part of the allocation process.

**School Type**   ● Academy   ● Community   ● Free School   ● University Technical College   ● Voluntary Aided

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School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## ALDERSLEY HIGH SCHOOL

Barnhurst Lane, Codsall,  
Wolverhampton WV8 1RT

**Tel:** 01902 556868

**Fax:** 01902 556869

**Website:** [aldersleyhigh.org.uk](http://aldersleyhigh.org.uk)

**DfE Number:** 3365402

**Headteacher:** Mrs N Davis

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>210</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,066</b>	

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 88 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>492</b>	<b>219</b>	<b>210</b>

Places were offered only to pupils who met criteria 1 and 2 (see page 88) or lived 1.581m or less from the school.

11 appeals were heard for this school in respect of September 2023, of which 4 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## COLTON HILLS COMMUNITY SCHOOL

Jeremy Road, Goldthorn Park,  
Wolverhampton WV4 5DG

**Tel:** 01902 558420

**Fax:** 01902 558421

**Website:** [coltonhills.co.uk](http://coltonhills.co.uk)

**DfE Number:** 3364133

**Headteacher:** Mr S Blower

<b>School Type:</b> Community		Year-7 Admission Limit: <b>161</b>
<b>Admission Authority:</b> City of Wolverhampton Council		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>911</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>257</b>	<b>90</b>	<b>210</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 49) or lived 4.66m or less from the school.

10 appeals were heard for this school in respect of September 2023, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.



School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## COPPICE PERFORMING ARTS SCHOOL

Ecclestone Road, Ashmore Park,  
Wolverhampton WV11 2QE

**Tel:** 01902 558500

**Fax:** 01902 558501

**Website:** coppice.wolverhampton.sch.uk

**DfE Number:** 3364008

**Executive Headteacher:** Mrs G Holloway

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> 180
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	<b>Year-12 Admission Limit*:</b> 30
11-18	<b>883</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>440</b>	<b>229</b>	<b>180</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 49) or lived 0.695m or less from the school.

32 appeals were heard for this school in respect of September 2023, of which 6 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**



Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## HEATH PARK

Prestwood Road, Heath Town  
Wolverhampton WV11 1RD

**Tel:** 01902 556360

**Fax:** 01902 556361

**Website:** [heathpark.net](http://heathpark.net)

**DfE Number:** 3364134

**Executive Headteacher:** Mrs G Holloway

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>200</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Central Learning Partnership Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>984</b>	

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 54 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>683</b>	<b>243</b>	<b>200</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 54) or lived 0.739m or less from the school.

50 appeals were heard for this school in respect of September 2023, of which 8 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## HIGHFIELDS SCHOOL

Boundary Way, Penn,  
Wolverhampton WV4 4NT

**Tel:** 01902 556530

**Fax:** 01902 556531

**Website:** [hswv.org.uk](http://hswv.org.uk)

**DfE Number:** 3364113

**Headteacher:** Mr G Tate

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>280</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,367</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 106 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>774</b>	<b>343</b>	<b>280</b>

Places were offered only to pupils who met criteria 1, 3 and 4 (see page 106) or lived 1.289m or less from the school.

61 appeals were heard for this school in respect of September 2023, of which 7 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## MORETON SCHOOL

Old Fallings Lane, Low Hill,  
Wolverhampton WV10 8BY

**Tel:** 01902 558310

**Fax:** 01902 558306

**Website:** moretonschool.org

**DfE Number:** 3364139

**Headteacher:** Mrs N Davis

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>210</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>941</b>	<b>Year-12 Admission Limit*:</b> <b>30</b>

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 85 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>319</b>	<b>135</b>	<b>210</b>

Places were offered only to pupils who met criteria 1 and 2 (see page 85) or lived 4.668m or less from the school.

No appeals were heard for this school in respect of September 2023. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## MOSELEY PARK

Holland Road, Bilston,  
West Midlands WV14 6LU

**Tel:** 01902 553901

**Website:** moseleypark.org

**DfE Number:** 3364000

**Executive Headteacher:** Mrs G Holloway

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>186</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Central Learning Partnership Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>938</b>	<b>Year-12 Admission Limit*:</b> <b>10</b>

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>527</b>	<b>214</b>	<b>186</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 49) or lived 0.85m or less from the school.

41 appeals were heard for this school in respect of September 2023, of which 6 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## ORMISTON NEW ACADEMY

Marsh Lane, Fordhouses,  
Wolverhampton WV10 6SE

**Tel:** 01902 551551

**Fax:** 01902 551550

**Website:** [newacademy.org.uk](http://newacademy.org.uk)

**DfE Number:** 3366906

**Principal:** Mr C Cooling

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>210</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the City of Wolverhampton Academy Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>776</b>	<b>Year-12 Admission Limit*:</b> <b>30</b>

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>228</b>	<b>92</b>	<b>162</b>

No appeals were heard for this academy in respect of September 2023. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## ORMISTON SWB ACADEMY

Dudley Street, Bilston WV14 0LN

**Tel:** 01902 493797

**Fax:** 01902 558677

**Website:** [swbacademy.org](http://swbacademy.org)

**DfE Number:** 3364131

**Principal:** Mr D Mason

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>200</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the City of Wolverhampton Academy Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>1,087</b>	<b>Year-12 Admission Limit*:</b> <b>30</b>

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>451</b>	<b>240</b>	<b>230</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 49) or lived 1.205m or less from the school.

28 appeals were heard for this school in respect of September 2023, of which 3 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## OUR LADY & ST CHAD CATHOLIC ACADEMY

Old Fallings Lane, Low Hill,  
Wolverhampton WV10 8BL

**Tel:** 01902 558250

**Fax:** 01902 558251

**Website:** [olsc.org.uk](http://olsc.org.uk)

**DfE Number:** 3364606

**Headteacher:** Miss L Craig

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>210</b>
<b>Admission Authority:</b> Governing Body of the School		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,037</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 65 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>462</b>	<b>179</b>	<b>210</b>

Academy Trust decision to admit above PAN to 210.

4 appeals were heard for this school in respect of September 2023, of which 2 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## ST. PETER'S COLLEGIATE SCHOOL

Compton Park, Compton Road West,  
Wolverhampton WV3 9DU

**Tel:** 01902 558600

**Fax:** 01902 558596

**Website:** [speters.org.uk](http://speters.org.uk)

**DfE Number:** 3364601

**Acting Principal:** Mr T Mullen-Furness

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>220</b>
<b>Admission Authority:</b> Governing Body of the School		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 22:</b>	Year-12 Admission Limit*: <b>10</b>
11-18	<b>1,084</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 82 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>591</b>	<b>131</b>	<b>220</b>

3 appeals were heard for this school in respect of September 2023, of which 2 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## SMESTOW SCHOOL

Windmill Crescent, Castlecroft,  
Wolverhampton WV3 8HU

**Tel:** 01902 539500

**Fax:** 01902 558586

**Website:** [smestow.org](http://smestow.org)

**DfE Number:** 3364117

**Headteacher:** Mr I Chamberlain

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>162</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>592</b>	<b>Year-12 Admission Limit*:</b> 30

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>112</b>	<b>30</b>	<b>153</b>

No appeals were heard for this school in respect of September 2023. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON

Compton Park, Compton Road West,  
Wolverhampton WV3 9DU

**Tel:** 01902 558888

**Fax:** 01902 558889

**Website:** [stedmunds.org](http://stedmunds.org)

**DfE Number:** 3364605

**Principal:** Mrs M Hazeldine

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>200</b>
<b>Admission Authority:</b> Bishop Cleary Catholic Multi Academy Company		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>945</b>	<b>Year-12 Admission Limit*:</b> 30

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 75 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>607</b>	<b>172</b>	<b>200</b>

Academy Trust decision to admit above PAN to 200.

1 appeal was heard for this school in respect of September 2023, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## ST MATTHIAS SCHOOL

Deans Road, Wolverhampton  
WV1 2BH

**Tel:** 01902 556400

**Fax:** 01902 556401

**Website:** st-matthias.com

**DfE Number:** 3364115

**Headteacher:** Mr D Coombes

<b>School Type:</b> Community		<b>Year-7 Admission Limit:</b> <b>161</b>
<b>Admission Authority:</b> City of Wolverhampton Council		
<b>Pupil age range:</b> 11-16	<b>Pupils on roll Jan 22:</b> <b>881</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b> <b>312</b>	<b>School being first preference:</b> <b>38</b>	<b>No. of places allocated:</b> <b>171</b>

Places were offered only to pupils who met criteria 1 and 3 (see page 49) or lived 0.328m or less from the school.

10 appeals were heard for this school in respect of September 2023, of which 1 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## ST REGIS CHURCH OF ENGLAND ACADEMY

Regis Road, Tettenhall,  
Wolverhampton WV6 8XG

**Tel:** 01902 558333

**Fax:** 01902 558334

**Website:** kings-wton.co.uk

**DfE Number:** 3364731

**Headteacher:** Mr E Parry

<b>School Type:</b> Voluntary Aided		<b>Year-7 Admission Limit:</b> <b>150</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>562</b>	<b>Year-12 Admission Limit*:</b> <b>30</b>

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 60 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b> <b>128</b>	<b>School being first preference:</b> <b>31</b>	<b>No. of places allocated:</b> <b>95</b>

No appeals were heard for this school in respect of September 2023. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## THE KHALSA ACADEMY WOLVERHAMPTON

Millfields Road, Wolverhampton  
WV4 6JP

**Tel:** 01902 925390

**Website:** [thebritishsikhschool.com](http://thebritishsikhschool.com)

**DfE Number:** 3364003

**Principal:** Mrs A Notta

<b>School Type:</b> Free School		<b>Year-7 Admission Limit:</b> <b>120</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Board of Governors		
<b>Pupil age range:</b> <b>11-18</b>	<b>Pupils on roll Jan 22:</b> <b>636</b>	

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>214</b>	<b>87</b>	<b>120</b>

Places were offered only to pupils who met criteria 3 (see page 49) or lived 1.5m or less from the school.

15 appeals were heard for this school in respect of September 2023, of which 1 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## THE ROYAL SCHOOL WOLVERHAMPTON

Penn Road, Wolverhampton  
West Midlands WV3 0EG

**Tel:** 01902 341230

**Fax:** 01902 344496

**Website:** [theroyalschool.co.uk](http://theroyalschool.co.uk)

**DfE Number:** 3366000

**Headteacher:** Mr M Heywood

<b>School Type:</b> Free School		<b>Year-7 Admission Limit:</b> <b>112</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b> <b>11-18</b>	<b>Pupils on roll Jan 22:</b> <b>587</b>	<b>Year-12 Admission Limit*:</b> <b>125</b>

\*total pupils admitted

If the school receives more preferences than there are places available the admission criteria on page 96 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
Parents express preference for this school:	School being first preference:	No. of places allocated:
<b>859</b>	<b>201</b>	<b>112</b>

15 appeals were heard for this school in respect of September 2023, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.



School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## THOMAS TELFORD UNIVERSITY TECHNICAL COLLEGE

Springfield Campus, Cambridge Street,  
Wolverhampton WV10 0JR

**Tel:** 01902 872180

**Website:** thomastelfordutc.com

**DfE Number:** 3364006

**Principal:** Mr Avtar Gill

<b>School Type:</b> Universal Technical College		<b>Year-7 Admission Limit:</b> <b>150</b>
<b>Admission Authority:</b> UTC		
<b>Pupil age range:</b> 11-19	<b>Pupils on roll Jan 22:</b> <b>610</b>	<b>Year-12 Admission Limit*:</b> <b>150</b>

\*total pupils admitted

From September 2020 Thomas Telford University Technical College will accept applications for Year 7 places. Applications must be made to your Home Local Authority up to 31st October 2021.

The UTC will also accept applications for Year 10 at any time during the previous academic year up to 31st October 2021.

If the UTC receives more preferences than there are places available the admission criteria on page 110 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b> <b>887</b>	<b>School being first preference:</b> <b>394</b>	<b>No. of places allocated:</b> <b>150</b>

141 appeals were heard for this school in respect of September 2023, of which 6 were successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

## WEDNESFIELD ACADEMY

Lichfield Road, Wednesfield,  
Wolverhampton WV11 3ES

**Tel:** 01902 558222

**Fax:** 01902 558200

**Website:** wednesfieldhigh.co.uk

**DfE Number:** 3364130

**Headteacher:** Mr Joe Phillips

<b>School Type:</b> Community		<b>Year-7 Admission Limit:</b> <b>160</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b> 11-18	<b>Pupils on roll Jan 22:</b> <b>924</b>	<b>Year-12 Admission Limit*:</b> <b>30</b>

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 49 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b> <b>335</b>	<b>School being first preference:</b> <b>126</b>	<b>No. of places allocated:</b> <b>210</b>

Places were offered only to pupils who met criterion 3 (see page 49) or lived 51.813m or less from the school.

1 appeal is due to be heard for this school in respect of September 2023. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

School Type ● Academy ● Community ● Free School ● University Technical College ● Voluntary Aided

## WOLVERHAMPTON GIRLS' HIGH SCHOOL

Tettenhall Road,  
Wolverhampton WV6 0BY

**Tel:** 01902 551515

**Website:** [wghs.org.uk](http://wghs.org.uk)

**DfE Number:** 3365400

**Headteacher:** Ms T Young

<b>School Type:</b> Academy		<b>Year-7 Admission Limit:</b> <b>180</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b> <b>11-18</b>	<b>Pupils on roll Jan 22:</b> <b>827</b>	<b>Year-12 Admission Limit*:</b> <b>8</b>

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 87 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2023 Admissions		
<b>Parents express preference for this school:</b> <b>705</b>	<b>School being first preference:</b> <b>346</b>	<b>No. of places allocated:</b> <b>180</b>

8 appeals were heard for this school in respect of September 2023, of which 0 was successful. **There is no guarantee that a similar situation will occur for admission in September 2024.**

Please note that the admission limits for any secondary establishment in the city can be subject to review.

# 4

## Open Days / Evenings

During the next few weeks, all Wolverhampton secondary schools/academies/free schools are holding open events for parents and carers of children born between **1 September 2012** and **31 August 2013** who are in their final year of primary or junior school and will be transferring to year 7 in September 2024.

**School:** Aldersley High School, Barnhurst Lane, Codsall, WV8 1RT

**Tel:** 01902 556868      **Contact:** Mr M Winzor

**Dates & Times:** Saturday 23 September, 10am to 12.30pm  
Thursday 28 September, 9.00am - 10.30am

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**School:** Colton Hills Community School, Jeremy Road, Goldthorn Park, WV4 5DG

**Tel:** 01902 558420      **Contact:** Mr S Blower

**Dates & Times:** Wednesday 27 September, 4.30pm to 7.00pm  
Thursday 28 September, 9.00am to 10.30am  
Friday 29 September, 9.00am to 10.30am

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**School:** Coppice Performing Arts School, Ecclestone Road, Wednesfield, WV11 2QE

**Tel:** 01902 558500      **Contact:** Mrs C Gilbert | Mrs G Holloway OBE

**Dates & Times:** Wednesday 4 October, 4.30pm to 7.00pm  
Thursday 12 October, 9.15am to 11.15am  
Thursday 19 October, 9.15am to 11.15am

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**School:** Heath Park, Prestwood Road, WV11 1RD

**Tel:** 01902 556360      **Contact:** Mrs G Holloway OBE

**Dates & Times:** Thursday 28 September, 4.30pm to 7pm  
Wednesday 4 October, 9.30am to 11am  
Wednesday 11 October, 9.30am to 11am

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**School:** Highfields School, Boundary Way, Penn, WV4 4NT

**Tel:** 01902 556530      **Contact:** Mr G Tate

**Dates & Times:** Saturday 23 September, 10am to 12.30pm

**School:** **Moreton School**, Old Fallings Lane, WV10 8BY

**Tel:** 01902 558310      **Contact:** Mr B Dumayne

**Dates & Times:** Saturday 16 September, 10am to 12.30pm

Monday 25 September, 4pm to 6.30pm

*Tours available during the school day throughout September and October. Please call to book a slot*

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**School:** **Moseley Park**, Holland Road, Bilston, WV14 6LU

**Tel:** 01902 553901      **Contact:** Mr W Morgan | Mrs G Holloway OBE

**Dates & Times:** Thursday 5 October, 4.30pm to 7.00pm

Tuesday 10 October, 9.30am to 11.00am

Tuesday 17 October, 9.30am to 11.00am

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**School:** **Ormiston NEW Academy**, Marsh Lane, Fordhouses, WV10 6SE

**Tel:** 01902 623111      **Contact:** Mr C Cooling

**Dates & Times:** Thursday 28 September, 6pm to 8.30pm

Saturday 30 September, 9am to 12pm

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**School:** **Ormiston SWB Academy**, Dudley Street, Bilston, WV14 0LN

**Tel:** 01902 493797      **Contact:** Mr D Mason

**Dates & Times:** Monday 02 October to Friday 06 October, 9.15am to 10.45am\*

Saturday 07 October, 9.30am to 12.30pm

*\*Tours all week, visit by appointment*

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**School:** **Our Lady and St Chad Catholic Academy**, Old Fallings Lane, WV10 8BL

**Tel:** 01902 558250      **Contact:** Miss L Craig

**Dates & Times:** Thursday 14 September, 6pm to 8pm

Saturday 23 September, 10am to 12pm

Thursday 5 October, 6pm to 8pm

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**School:** **St. Peter's Collegiate Academy**,

Compton Park, Compton Road West, WV3 9DU

**Tel:** 01902 558600      **Contact:** Mr T Mullen-Furness

**Dates & Times:** Wednesday 27 September, 6pm to 8pm

Tuesday 3 October, 9am to 2pm *(By appointment only)*

Wednesday 4 October, 9am to 2pm *(By appointment only)*

**School:** **Smestow Academy**, Windmill Crescent, Castlecroft, WV3 8HU

**Tel:** 01902 539500      **Contact:** Mr I Chamberlain

**Dates & Times:** Tuesday 26 - Friday 29 September, 9am to 10am\*

Thursday 21 September, 4pm to 7pm

\* Please book through school website.

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**School:** **St Edmund's Catholic Academy**, Compton Park, Compton Road West, WV3 9DU

**Tel:** 01902 558888      **Contact:** Mrs M Hazeldine

**Dates & Times:** Wednesday 27 September, 9am to 10.15am\*

Thursday 5 October, 6pm to 8pm

Tuesday 10 October, 9am to 10.15am\*

\* 9am prompt start for Principal's presentation and tour of the Academy.

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**School:** **St Matthias School**, Deans Road, WV1 2BH

**Tel:** 01902 556400      **Contact:** Mr D Coombes

**Dates & Times:** Thursday 5 October, 5.30pm to 7.30pm

Friday 6 October, 9.30am to 11.30am

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**School:** **The Khalsa Academy Wolverhampton**, Millfields Road, WV4 6JP

**Tel:** 01902 925390      **Contact:** Mrs A K Notta

**Dates & Times:** Wednesday 11 October (Year 6), 9.30am to 11am

Thursday 12 October (Year 6), 5pm to 7pm

Friday 13 October (Year 6), 9.30am to 11.30am

Monday 16 October (Sixth Form), 5pm to 7pm

Tuesday 17 October (Sixth Form), 9.30am to 11.30am

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**School:** **St Regis Church of England Academy**, Regis Road, Tettenhall, WV6 8XG

**Tel:** 01902 558333      **Contact:** Mr E Parry

**Dates & Times:** Wednesday 4 October, 6pm to 8pm

Thursday 12 October, 10am to 12pm

Saturday 14 October, 9:30am to 12pm

Tuesday 24 October, 10am to 12pm

**School:** **The Royal School Wolverhampton**, Penn Road, Penn, WV3 0EG

**Tel:** 01902 341230      **Contact:** Mr M Heywood

**Dates & Times:** Saturday 30 September (*Year 7*), 9am to 12pm\*  
Saturday 14 October (*Reception*), 9am to 12pm\*  
Saturday 25 November (*Sixth Form*), 9am to 12pm\*  
Wednesday 10 January 2024 (*Sixth Form*)

\* Please book a slot on the school website.

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**School:** **Thomas Telford University Technical College**,  
Springfield Campus, Cambridge Street, WV10 0JR

**Tel:** 01902 872180      **Contact:** Mr A Gill

**Dates & Times:** Thursday 14 September (*Year 7*), 5pm to 7pm\*  
Thursday 21 September (*Year 7*), 5pm to 7pm\*  
Tuesday 3 October (*Year 7*), 5pm to 7pm\*  
Thursday 12 October (*Sixth Form*), 5pm to 6.30pm  
Wednesday 24 January 2024 (*Sixth Form*), 5pm to 6.30pm

\* Year 7 events by appointment via the website.

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**School:** **Wednesfield Academy**, Lichfield Road, Wednesfield, WV11 3ES

**Tel:** 01902 558222      **Contact:** Mr J Phillips

**Dates & Times:** Thursday 21 September, 4pm to 7pm  
Thursday 5 October, 9am to 10am  
Friday 6 October, 9am to 10am

# 5

## School Admissions

### Admissions and transfers online

Local authorities are required to operate an Online School Admissions facility to allow parents/carers to apply for a school place for their child via the internet. Wolverhampton's Admissions Online system can be accessed at the following address:  
[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

### UID Number (Unique Identifier)

You should by now have received your child's UID Number, which helps to prevent fraud and is unique to your child. If you have lost it you will need to contact the Admissions and Appeals Section on 01902 551122.

What are the benefits of applying online?

- View allocations online on 1 March 2024
- Applications are made through a secure website.
- Applications can be viewed/edited online up to the closing date for applications (31 October 2023).
- Ensures that the applicant enters all the mandatory information needed to make an application.

### How to find out more about the schools

We are proud of the diversity of our schools. Each has a distinctive ethos, culture and range of strengths and specialisms. Before you decide on your preferred school(s) for your child you should gather as much information as possible about the schools and consider carefully the options available to you.

### School Prospectus

Each school publishes its own prospectus. These are available (free of charge) from the schools and may be helpful to you in determining your preferred school(s).

They are obliged to provide details relating to:

- Arrangements for the admission of disabled children/young people.
- Details of steps to prevent disabled children/young people being treated less favourably than other pupils.
- Details of existing facilities to assist access to the school by disabled children/young people.
- The accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by disabled children/young people.
- Information about the implementation of the governing body's policy on pupils with Special Educational Needs and any changes to the policy during the last year.
- Information about the school's Behaviour Policy.

Any other content in addition to this is for the schools to decide on, but may include:

- Curriculum organisation and teaching methods.
- Details of Diplomas to be offered.
- An indication of National Curriculum Assessment results.
- GCSE and A level results as well as results in vocational qualifications.
- Attendance and rates of unauthorised absence including a comparison of last year.
- Information about pupils' routes after the age of 17.
- Statements about the school's ethos and values.
- Further information about the school's admissions including the number of applications for places received the previous year.

## Open Evenings

In addition to studying the schools' prospectuses, you are strongly advised to visit local secondary schools before identifying a preference. All of the secondary schools hold open evenings so that you can see for yourself the facilities they have for pupils as well as meeting some of the school staff.

If you are unable to attend on any of these dates you may be able to make an appointment with the Headteacher(s) to visit particular schools at mutually convenient times.

## What is an admission limit?

The allocation of places in all schools depends upon the maximum number of pupils that a school is expected to take in a particular year group (i.e. the Admission Limit). Admission Limits (otherwise known as Published Admission Numbers or PANs) are based upon the outcome of a formula set by the Department for Education (DfE) and should not be exceeded by an Admitting Authority except in very exceptional circumstances. The limits are set in order to promote the most favourable environment for efficient and effective teaching and learning. Each school's admission limit is given in the School Directory (pages 6 - 18).

## Admission arrangements and criteria

In accordance with the DfE School Admissions Code, this booklet explains the admission arrangements and the over-subscription criteria for Academy, Community, Free and Voluntary Aided schools.

Full details of the various policies for Voluntary Aided Schools and Academies can also be obtained from the schools direct.

With regard to Community schools and any Academy that follows the Community School arrangements, this booklet contains the full admission arrangements.



## Key steps for parents

Having gathered as much information as possible please take time to think about your preference(s) before you apply online or complete the common application form (CAF1).

Ask yourself the following questions:

- Does my child have an Educational Health Care Plan? (If the answer is 'yes', please do not complete this application process. See page 36).
- Do I know where the school is situated? (See page 7 for map).
- Can my child(ren) get there without too much difficulty? (See Transport to Secondary School on page 41)
- Have I visited the school(s) to see for myself the facilities they have to offer? (See Open Days/Evenings in the School Directory on pages 19 - 22).
- Have I obtained all the relevant forms/information for my preferred schools?
- Have I read and understood the procedures that will be used if there are more applicants than there are places available (i.e. the school is over-subscribed)?
- Do any of my preferred schools have a history of over-subscription? If so, how is my application likely to meet the criteria used for the allocation of places? (see Appendices 2a & 2b).
- Does everyone with parental responsibility for the child agree with(i) the preferred schools; and(ii) the order in which they are being presented?
- Do I need to seek clarification of any points before I submit my application? (i.e. common application form, supporting evidence form, entrance examination registration form etc.)
- What is the deadline for applying and Supporting Evidence forms?
- Does my application require extra evidence to support it? (Please refer to the admissions criteria for the school concerned).

## How to Apply

- Apply Online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) (UID Number available on request from 01902 551122) by 31 October 2023.
- It is essential that you also complete any supporting evidence/entrance examination registration form(s) required by Voluntary Aided, or out-of-city school(s) to which you are applying. Return these forms by the closing date as specified by the school concerned, or as detailed on the form.
- **NB:** Be aware that the deadlines for return of these forms may vary!

## Expressing a preference

The law gives you the right to express a preference for the school you would most like your child to attend and to give reasons for that preference.

If your preference is for:

**A Community school or an Academy which follows the community school admission criteria** - the LA will decide whether a place can be offered

or

**A Voluntary Aided, Free School or Academy** - the governing body of the relevant school will decide whether a place can be offered.

Places will be allocated in accordance with the admission policy for the school concerned. Places are not allocated on a 'first come, first served' basis. See the Appendices 2a & 2b for details of the relevant admissions policies. The legislation requires you as parents/carers to express your preferences and reasons for your preferences in writing. You are required to use the online facility to apply for all of the schools in which you are interested. Please do not include private fee paying schools or Thomas Telford School.

**You will receive an email of confirmation when you submit your application.**

If you are applying to any of the following:

- Academies
- Free Schools
- Schools in other LAs
- Voluntary Aided schools

It is vital that you also obtain and complete any separate supplementary information/supporting evidence/entrance examination registration forms for the schools (including those in other LAs) in which you are interested. These forms should be returned as specified on the form. For Wolverhampton schools this is direct to the school concerned.

Please note that where the number of applications for a school is greater than the number of places available (see School Directory for further information), this is a clear indication that some applicants will be unsuccessful. Please bear this in mind when selecting your preferences and refer to the appendices for details of the criteria that will be used to allocate places.

## When will I hear the outcome of my application?

View online Friday 1 March 2024.  
Allocation letters will be posted on Friday 1 March 2024 by 2nd class post.

## What can I do if my preference is not successful?

### Appeal

Any parent making an unsuccessful application for a place in a school is entitled, by law, to appeal against the decision. All admitting authorities are bound by the law to make such an appeal available to parents within a set of prescribed guidelines. Usually, details of how to make an appeal are sent at the same time that you are notified of the result of your application for a school place. These details will include the closing date for any appeal. The Appeal Panel's decision is final and binding on the school and the admitting authority concerned.

Parents/Carers are only entitled to one appeal per year group, per school, per academic year unless there is a significant or material change of circumstance.

### The role of the DfE

The School Admissions Code issued by the Department for Education to all admitting authorities, gives details of the important points to be incorporated into admissions arrangements. The Code is the basis upon which the arrangements for Wolverhampton Schools have been determined.

## The role of the Secretary of State for Education

The role of the Secretary of State is to provide, from time to time, guidance regarding the administration of admissions arrangements. Parents may write to the Secretary of State about any issues that they feel need his/her attention. However, please note that he/she has no power to intervene in the proceedings, or to review the decisions, of Independent Appeal Panels.

## The role of the Ombudsman /Education and Skills Funding Agency (ESFA)

Only a parent can complain to the Local Government and Social Care Ombudsman/ESFA. The grounds for such a complaint would be maladministration by either an admitting authority or an appeal panel. This means that action is taken only if complainants demonstrate that either body has not operated its admission policy in accordance with the published details. With regard to appeal panels the Ombudsman/ESFA can only make a recommendation (e.g. recommend a fresh hearing) and cannot change a decision made by an independent appeal panel.

## Minimum entry requirements for Year 12

Each school is required to publish in their school prospectus the minimum entry requirements for admission into the sixth form.

Pupils will be considered for entry to Year 12 based upon 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 or perception of attitude or motivation.

Any applicant refused a place in Year 12 is entitled to make an appeal to an Independent Appeal Panel, whether the child is already attending the school or is an external candidate.

## In-Year Transfers

### Moving house

If you move house during the school year and need to transfer your child to another

Wolverhampton Secondary school, you should contact the Admissions & Appeals Section for an In-Year Transfer Request form. This is available at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

## Other reasons

Before deciding to transfer your child from one secondary school to another you should seriously consider if this move is absolutely necessary.

The Authority recognises that transfers outside the normal year of entry are nearly always disruptive to the child's education and that it is worthwhile to discuss problems with the school to try and resolve any difficulties. The Authority actively monitors the number of transfers in respect of its schools.

Please note that there are particular problems associated with moves in year-groups 9, 10 and 11, once GCSE studies have begun. Transfers in these year groups should be avoided wherever possible.

If, after a full discussion with the school, and having exhausted all avenues of approach, you feel that a move is necessary, you should contact the Admissions & Appeals Section (01902 551122) for an In-Year Transfer form / download from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

Please also note that the same conditions apply with regard to material changes of circumstance, changes of address, etc as apply to the transfer from year 6 to year 7.

# 6

## Transfers between schools during the school year

### Step by step process for in-year applications during the 2023/2024 academic year.

All applications for a place in a school in Wolverhampton have to be made to the Admissions and Appeals Section, City of Wolverhampton Council.

- 1 The In-Year Common Application Form (INCAF) will be used for the purpose of admitting pupils to Wolverhampton Schools.
- 2 If a Wolverhampton resident wishes to express a preference for a school within another LA they must contact the appropriate LA to determine the method of application for the school concerned.
- 3 Applicants should name all Wolverhampton schools (to a maximum of 5) and provide details of siblings, including any community, academy, voluntary aided, voluntary controlled schools or free schools.
- 4 Transfers will only be considered if the INCAF form is completed and has been signed by the parent(s)/carer(s) along with the Headteacher of the present/previous school. Admissions and Appeals Section, Civic Centre, Wolverhampton.
- 5 Before responding to the application the LA will take into account any information supplied by the present Headteacher, as well as steps taken to resolve any problems/concerns by the parent/carer and school (and assessed under the fair access criteria).
- 6 For applicants whose children have not been allocated their higher preferred school/s; the LA will notify them in writing, setting out the reasons why their application was not successful and how to access their rights of appeal.
- 7 Where the school is its own admission authority, the letter will state that the offer is being communicated on behalf of the school's governing body.
- 8 In-year waiting lists will be maintained until the end of the summer term. Parents will have to re-apply if they wish to remain on any waiting lists for the following academic year.
- 9 An available place should be allocated to an in-year applicant even if appeals are waiting to be heard.

### Appeal

Parents/Carers are only entitled to one appeal per year group, per school, per academic year unless a significant or material change of circumstance has occurred.

# 7

## Partnerships in Schools Today

### What is partnership?

Partnership is a trusting two-way process in which participants share the same goals and work together to achieve them. Partnerships only work where there is mutual respect, courtesy and co-operation.

### Schools and parents

The partnership between yourself as parent and the school plays an important role in the education of your child. It is through this partnership that your child will be able to benefit from the opportunities offered by schools and their admitting authorities.

### Home-school agreement

Every school is required to have a home-school agreement, which sets out the school's responsibilities, your responsibilities and what is expected of your child.

### Who is a parent?

Section 576 of the Education Act 1996 defines parents as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person

### Parental responsibility

You will be asked by your child's secondary school to provide details of all those with parental responsibility for your child. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order
- being appointed a guardian
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote a child's welfare)
- adopting a child
- in addition, a local authority can acquire parental responsibility if it is named in the court order for a child.

You will also be asked how you can be contacted in an emergency in case your child becomes ill or has an accident in school. Please remember that it is important that all these details are kept up-to-date and you must, therefore, notify the school of any changes, **most importantly changes of address.**

## Equal opportunities

Schools draw on the wealth of the many cultures represented in the city, and in this way prepare all pupils for life in a multi-cultural society. Activities undertaken by individual schools are complemented by city-wide events such as:

- the annual multi-faith service of celebration
- exhibitions, reflecting various cultural and religious festivals throughout the year.

Discrimination and prejudice are incompatible with effective educational practice and a commitment to equality of opportunity, irrespective of race, gender and disability, is a fundamental educational duty. By fostering mutual understanding, support and respect among young people, schools are able to promote equal opportunities to pupils and encourage harmonious relations in the local community.

## School attendance

It is essential that all children attend school regularly. Frequent or prolonged absence

does affect their attainment. If, however absence cannot be avoided, you should let the school know the reason why as soon as possible.

In this way you will help the Headteacher to reach a decision as to whether the absence should be authorised. Please remember that legally it is your responsibility to ensure that your child attends school regularly and that absences are kept to a minimum.

If you experience difficulties with your child's attendance you should always contact your child's school. The school will then work with

you to try and resolve any difficulties and implement appropriate levels of support. Schools can also assist you in accessing additional support where necessary.

## School-based complaints procedure

From time to time, you may feel that you have cause to make a complaint. If so, you should, in the first instance, raise your concerns with the school. There will be ways in which you, your child, and the school can work together to resolve the issue. If, however, you are not satisfied with the outcome of the discussion you may want to raise a formal complaint with the school.

Each school must, by law, have its own formal complaints procedure that should be published and available to parents. The procedure should have well-defined stages and show how the complaint will be dealt with.

A positive outcome is more likely to result from an understanding of, and commitment to, the partnership between schools and parents.



## Schools and pupils

### Secondary Curriculum

All secondary schools and academies provide broad and balanced programmes of study. For maintained schools these are established in line with the National Curriculum requirements set by Central Government. The curriculum offer strengthens links and continuity between primary and secondary schools.

Secondary schools and academies share a commitment to high quality, broad and balanced Key Stage 3 provision. Most secondary institutions offer a range of GCSEs and vocational qualification options to learners at 14+ (end of year). A small number make this offer at 13+ (end of year 8).

Schools also work with Colleges and Training organisations to support progression to further and higher education, and apprenticeships.

### Religious Education and Collective Worship

Religious Education is a compulsory subject in the National Curriculum. It is possible for you as parents to withdraw your child from Religious Education and collective worship without stating the reason, having notified the Headteacher of your decision. The programme in each Community school maintained by the Authority is based upon the Agreed Syllabus which is in keeping with statutory requirements.

Schools may seek advice upon the teaching of Religious Education and collective worship from the Standing Advisory Council for Religious Education (SACRE). Voluntary Aided church schools follow a syllabus agreed by their relevant Diocese.

### Examinations and assessment

Each school decides the public examinations for which pupils are to be entered. These are listed in the school's prospectus. The majority of pupils will take examinations in most subjects at the end of five years in the school, traditionally through the General Certificate of Secondary Education (GCSE), but also with a range of vocational qualifications appropriate to the individual.

Schools pay entry fees for examinations such as GCSE, GCE (A and AS level), and vocational qualifications but do not normally pay for resit, or for entry at the local college where this is by prior arrangement with the school. In addition to public examinations, all schools carry out continuous assessment throughout Key Stages 3 and 4.

Pupil's progress is tracked and monitored so that parents can have regular, up-to-date reports of their child's development and



progress. As part of the report to parents at the end of year 9 teacher assessment data is included.

## Behaviour Policies

Schools must maintain discipline and good conduct to secure an orderly environment so that teaching and learning can take place. All schools aim to develop a positive attitude and to promote a sense of self discipline and, therefore, an appropriate behaviour policy will have been developed by the school. Pupils can help reinforce behaviour policies in many ways: for instance, by active involvement in the development of anti-bullying and anti-harassment policies, or through class discussions. The behaviour policy should include a framework for disciplinary action, involving a series of sanctions. Whilst school staff may not use any form of corporal punishment, when necessary, reasonable force can be used to control or restrain pupils. Headteachers/Principals can exclude pupils for serious breaches of the school's discipline policy. Most exclusions are temporary in nature and last only for a few days. However, the Headteacher/Principal does have the power to exclude for up to 45 days in a school year and, on some occasions, may decide that a permanent exclusion is the appropriate sanction. The decision to exclude rests solely with the Headteacher/Principal.

If, for disciplinary reasons, your child is sent home from school, it is the duty of the Headteacher/Principal to notify you not only of the reasons for the exclusion, but also of your right to state your case to the Governing Body. If your child is permanently excluded you will be contacted by a member of the Behaviour and Attendance Team who have

statutory responsibility to place your child in appropriate educational provision by day 6 of the exclusion and will be able to provide further advice and information. A panel of Governors will meet to review the Headteacher/Principal's decision to permanently exclude your child by day fifteen of the exclusion. There is a process to appeal the decision should you not be satisfied with the outcome. Your allocated Behaviour and Attendance Officer will be able to advise you.

## In-year fair access protocol (hard to place pupils)

Potentially hard-to-place pupils are those for whom there is evidence that their needs may be met in a mainstream context but that the pupil's behaviour, emotional or social background make it unlikely that the mainstream school could meet their needs without some additional support. Hard-to-place pupils are identified and designated by the Fair Access Panel and the Admissions and Appeals Team.

All maintained schools and academies share a collective responsibility to ensure that these children are admitted to a suitable school as quickly as possible. However, there is often a balance to be struck between finding a place quickly, say in an undersubscribed school or one facing challenging circumstances, and finding a place that is appropriate for the child. It is also important that no school should be asked to take an excessive or unreasonable number of pupils that have been excluded from other schools.

To ensure that both the needs of the child and the needs of the school are taken into account, the Government expects that every Local Authority a protocol for sharing hard-to-

place secondary pupils, and that those protocols are agreed with schools.

All Wolverhampton maintained schools take part in the 'Fair Access Protocol' for Wolverhampton children even if their governors are responsible for their own admissions. The Protocol does therefore apply to all admissions of hard-to-place pupils and is sensitive to balancing the needs of the pupil and the school.

All schools have agreed to provide places in each year group, over and above the admission number, specifically reserved for, and only to be filled by, designated 'hard-to-place' pupils. Wherever possible, parental preference will be considered and followed as for normal transfers. However, parental preference will not override the Protocol if the preferred school is unable to take the pupil. A copy of the In-Year Fair Access Protocol is available at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

## Schools and the community

Links between schools and the wider community are varied: some enable members of the community to go into schools; others offer opportunities for pupils and students to work in the community on a voluntary basis. Such links, along with the support of the Adult Education Service, result in many constructive and supportive developments taking place across the City between schools and groups representing families, older people, the very young and the disabled.

These links include:

- Work related learning
- Shared use of facilities for educational and recreational use
- Exhibitions and assistance by visiting artists
- Promotion of performing arts
- Raising awareness of the multi-cultural society in which we live
- Secondary School/Primary School liaison
- Crime Prevention
- Out of School clubs/societies
- Nature Conservation Schemes
- Shared curriculum and teaching arrangements with other schools

## Preparation for further education and work

### Work Experience

Preparation for work is enhanced by the close links which schools and the Authority have with other organisations and employers. These links bring together education and training providers and the business community within the framework of the Education Business Partnership (EBP). This partnership supports schools in ensuring that students have opportunities for work experience and work based learning.

## Progression Post 16

Legislation requires all students to continue in education or training until at least their 18th birthday.

This means they must choose from:

- Full time education (school or college)
- An apprenticeship or traineeship
- Part time education or training combined with one of the following:
- Employment or self employment for 20 hours or more a week
- Volunteering for 20 or more hours a week

School 6th forms offer range of courses offering progression from key stage 4. This offer is made up from both GCE A level and vocational qualifications and prepares students for progression in Further Education, Higher Education or Employment.

Schools collaborate to provide a wide curriculum offer enabling student needs to be met where possible.

## Independent, Advice and Guidance

Secondary schools and academies are responsible for ensuring that pupils from Year 8 have access to independent advice and guidance to assist them in their career choices. Many pupils will access this support through a Connexions service provided on behalf of the Council. The Connexions service provides information advice, guidance and support for 13-19 years (up to 25 years for young people with learning difficulties and/or disabilities). It is there to help young people reach their full potential and in particular to support their progression into education, employment or training. The service is particularly targeted at vulnerable young people in the city. The service is primarily delivered through a cohort of Personal Advisers who work across sectors to provide support and guidance for young people in all settings.

Additionally Connexions also provides a wide range of information products for young people and their parents/carers which includes web based products and services.



## Special Educational Needs

### Support for young people with special educational needs

Many young people will have Special Educational Needs at some time during their school careers but in the majority of cases these needs can and will be met within the young person's own school.

All schools in the City follow the guidance as set out in the Special Educational Needs and Disability Code of Practice in order to identify young people considered to have Special Educational Needs. Further information is set out in the Authority's guidance, SEN Support and Education, Health and Care Plans.

All schools have a policy on Special Educational Needs and a designated Special Educational Needs Co-ordinator, usually referred to as the SENCo.

In addition all schools have a designated governor who takes responsibility for ensuring provision to meet the Special Educational Needs of the young people in the school is made.

All young people are supported in their learning through a differentiated curriculum and personalised learning but some young people will be given additional support if required through 'SEN Support' or, in a very few cases, a Education, Health and Care Plan. The Authority's guidance sets out the nature of support expected as part of a graduated approach. In addition the school's policy on

Special Educational Needs will set out the details of the nature of support in each individual school.

If you have concerns about the provision being made for your child, you should always discuss these with staff in your child's school who may include the class teacher, form tutor, SENCo and Headteacher. However, if you need further advice or guidance about Special Educational Needs you can contact the Information, Advice and Support Service who will be pleased to help (see page 124).

The Authority is committed to working in partnership with parents/carers and recognises your input as essential.



## Education, Health & Care plans

For a very few young people it will be necessary for the Authority to determine provision that is additional to or different from that provided by the resources normally available at a mainstream school through a Education, Health & Care Plan.

Parents/carers will have been involved in and consulted about assessment and any provision needed from the outset. A request for a Statutory Assessment may follow work that has been done through a graduated approach (assess, plan, do review) at 'SEN Support' and will usually have involved the support of the Multi-agency Support Team (MAST).

If your child has a Education, Health & Care Plan, s/he will not be included in the normal mainstream admission arrangements. Placement will be determined through the procedures for reviewing and amending the EHCP in consultation with parents/carers.

## Special educational provision for young people with Education, Health & Care plans

The Authority operates a continuum of provision to meet a continuum of need. This includes provision within your child's mainstream neighbourhood school, resource bases within a mainstream school and a number of day special schools. Any placement will depend upon the needs of the individual young person.

## Mainstream support

Many young people with an EHCP will remain in their neighbourhood mainstream school and the Authority will provide additional resources to enable the school to meet their needs. If your child needs support from specific specialist input it might be necessary to consider either a resource base or a special school.

## Resource bases

A resource base is an additional facility incorporated within a mainstream school. It operates flexibly so that the students in a resource base may have specific times when they are taught as a specific group but at other times they will be supported within the mainstream classes.

TYPES OF NEEDS MET	SCHOOL
<b>Speech, Language and Communication</b>	Aldersley High School
<b>Hearing Impairment</b>	St Matthias School
<b>Visual Impairment</b>	Smestow Academy

## Special Schools

The Authority has seven special schools that include provision for secondary aged pupils, each one dealing with specific types of need.

TYPES OF NEEDS MET	SCHOOL
<p><b>Specific Learning Difficulty (SpLD), Speech Language and Communication Needs (SLCN), Autism Spectrum Disorder (ASD), Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD)</b></p>	<p><b>Penn Fields School</b> Boundary Way, Penn WV4 4NT</p> <p><b>Tel:</b> 01902 558640      <b>Headteacher:</b> Ms L Thackaberry</p> <p style="text-align: right;"><b>Age Range:</b> 5 - 19</p>
<p><b>Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD)</b></p>	<p><b>Westcroft Sports &amp; Applied Learning College</b> Greenacres Avenue, Underhill WV10 8NZ</p> <p><b>Tel:</b> 01902 558350      <b>Headteacher:</b> Ms H Andrioli</p> <p style="text-align: right;"><b>Age Range:</b> 5 - 19</p>
<p><b>Profound &amp; Multiple Learning Difficulties (PMLD)/ Severe Learning Difficulties (SLD)</b></p>	<p><b>Green Park School</b> Green Park Avenue, Bilston WV14 6EH</p> <p><b>Tel:</b> 01902 556429      <b>Headteacher:</b> Mrs LC Dawney</p> <p style="text-align: right;"><b>Age Range:</b> 3 - 19</p>
<p><b>Autism Spectrum Disorder (ASD)</b></p>	<p><b>Tettenhall Wood School*</b> Regis Road, Tettenhall WV6 8XG</p> <p><b>Tel:</b> 01902 556519      <b>Headteacher:</b> Mrs S Whittington</p> <p style="text-align: right;"><b>Age Range:</b> 4 - 19</p>
<p><b>Physical Disabilities (PD) Profound &amp; Multiple Learning Difficulties (PMLD) Severe Learning Difficulties (SLD) Autism Spectrum Disorder (ASD)</b></p>	<p><b>Penn Hall School**</b> Vicarage Road, Penn WV4 5HP</p> <p><b>Tel:</b> 01902 558355      <b>Headteacher:</b> Mrs F Gillespie</p> <p style="text-align: right;"><b>Age Range:</b> 3 - 19</p>
<p><b>Social, Emotional Social &amp; Mental Health (SEMH), Physical Difficulties (PD), Moderate Learning Difficulties (MLD) Speech Language and Communication Needs (SLCN)</b></p>	<p><b>Northern House School</b> Cromer Gardens Whitmore Reans WV6 OUB</p> <p><b>Tel:</b> 01902 558149      <b>Executive Headteacher:</b> Mr A Price</p> <p style="text-align: right;"><b>Age Range:</b> 7 - 16</p>
<p><b>Specific Learning Difficulty (SpLD), Visual Impairment (VI), Hearing Impairment (HI), Speech Language and Communication Needs (SLCN), Autism Spectrum Disorder (ASD), Social, Emotional Social &amp; Mental Health (SEMH), (MLS) Severe Learning Difficulties (SLD) Moderate Learning Difficulties (MLD)</b></p>	<p><b>Wolverhampton Vocational Training Centre</b> Millfields Road, Wolverhampton WV4 6JP</p> <p><b>Tel:</b> 01902 552274      <b>Centre Manager:</b> Mr C Potter</p> <p style="text-align: right;"><b>Age Range:</b> 16 - 18</p>

## Transport

All parents/carers have a duty to ensure that their child attends school. However in a number of special circumstances the Authority may decide to help parents/carers of students with Special Educational Needs but in these cases an individual assessment of your child's transport requirements will be undertaken by The Travel Unit Team.

For further information regarding school transport please contact the Pupil Services Team. Telephone numbers are detailed on page 124 of this booklet.

## Equality of opportunity

Wolverhampton LA's Policy on Educational and Social Inclusion states that the Authority is committed to:

- Valuing the contribution of all individuals and groups in the community
- Recognising that diversity is an asset
- Ensuring that access and opportunities are equally available to everyone
- Taking steps to involve people who were previously excluded

## Expressing a preference

If your child has an Education, Health and Care Plan, s/he will not be included in the normal, mainstream transfer arrangements. Placement will be determined via the procedure for reviewing and amending the statement. The Authority always makes every effort to work with parents/carers to secure the school they prefer. Sometimes there may be a difference of opinion that cannot be resolved. In those circumstances an independent mediation service is available and/or an appeal may be made to the Special Educational Needs and Disability Tribunal (SENDIST).

If parents require information and advice about any aspect of Special Educational Needs support they can contact The Information Advice and Support Service. This neutral and confidential service provides a range of help and support aimed at helping parents to be actively involved in all discussions and decisions relating to their child's Special Educational Needs.

For further information contact the Parent Helpline 01902 556945 or visit the Information, Advice and Support Service website: [www.wolvesiass.org](http://www.wolvesiass.org)



# 9

## Support for Pupils and Students

### Travelling to school in Wolverhampton

Every local authority has a duty to promote the use of sustainable travel and transport on school journeys and to publish a strategy accordingly.

As part of the duty the local authority gathers information on the travel needs of children and young people. The authority also undertakes an audit of the local infrastructure and how it can best promote sustainable modes of transport to and from school.

In Wolverhampton we have produced maps giving us information on where children and young people live in relation to the school they currently attend for full time education.

We have produced a map for each school indicating the travelling times for walking, cycling and for travelling on the bus. We are also able to help parents to access information regarding contracted school buses.

A number of schools in Wolverhampton have signed up to the Schools Travelwise website and have created their own travel pages full of information. To find out which schools have signed up please go to [www.schooltravelwise.org.uk](http://www.schooltravelwise.org.uk)

Travel Plans are available by request at schools. As a result of Travel Planning all secondary schools in Wolverhampton now have a Travel Plan of which 11 now have covered cycle storage.

### Travel assistance to Secondary School

Free travel assistance is available for pupils of compulsory school age in certain circumstances.

The Education and Inspections Act 2006 placed a new duty on Local Authorities to determine whether provision of travel assistance for pupils of statutory school age is necessary to facilitate the attendance at a designated school.

You can access the travel assistance policy on our website:

<https://www.wolverhampton.gov.uk/education-and-schools/school-bus-pass>

Alternatively, the policy is available from:

#### **The Travel Unit Team**

Education Civic Centre St. Peter's Square  
Wolverhampton WV1 1RR

Tel: 01902 554154 / 554202

## Public transport travel options for school

### Transport for West Midlands

If your child wants to use public transport for their school journey there are a number of options across the West Midlands, from the bus, train or Metro.

Transport for West Midlands is the name that connects all public transport in the West Midlands metropolitan area: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton. To help your child plan their journey by public transport, there are a range of maps available online, detailing bus routes and frequencies, as well as rail stations and Metro stops.

These public transport maps are available at [www.tfwm.org.uk](http://www.tfwm.org.uk). You can also look up timetable information and plan journeys using this website.

## Meals

Well-balanced, tasty and popular two-course meals are available at all Wolverhampton secondary schools and academies.

Catering providers, menus and payment arrangements vary – settings either employ the Council’s Catering Services, private contractors or their own “in-house” staff. Prices are usually reviewed each year by the school or Academy. All settings offer a wide choice of delicious and nutritious hot and cold food and drinks, individually priced or available as ‘meal deals’. Many offer a ‘cashless catering system’, whereby students pay for meals from an account using Personal Identification Numbers (PINs) or biometric systems rather than cash at the point of sale. This offers anonymity for students and peace of mind for parents / carers.

In January 2015, new statutory nutritional standards were introduced for secondary school lunches. Menus provided at the majority of schools are independently analysed. More information is available on request from your child’s school.

If your child has special dietary needs (e.g. medically-authenticated food allergy or intolerance, diabetes, religious / cultural preferences, etc), please contact your child’s school.

Meals are provided free of charge for children of those parents / carers who meet the Government’s eligibility criteria – [www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals). Schools also receive valuable “Pupil Premium” funding for all children with a registered Free School Meals claim.

Under the Government's "Transitional Protection" arrangements, all children with an FSM claim registered at a school in England valid between 1 April 2018 and 31 March 2024 will remain eligible for free school meals until the end of the phase of education they are in as at March 2024 (e.g. primary – Year 6 – or secondary – Year 11), even if the claimant (parent / carer) has a change in circumstance. Transitional Protection does not apply to siblings who don't have a claim registered in their own name. To check if you have a current FSM claim or to apply, please contact your child's school in the first instance. For more information, please contact the Free School Meals team by email [freeschoolmeals@wolverhampton.gov.uk](mailto:freeschoolmeals@wolverhampton.gov.uk) or call 01902 554128.

### **School uniform/clothing**

The Local Authority does not have a scheme to assist parents in purchasing school uniforms and clothing.

### **Additional charges**

Please note: There are no charges or costs related to the admission of students. Contributions to school funds or to offsite educational visits are not mandatory.

### **School fees for Independent Schools**

The LA has no scheme to assist parents/carers with the payment of school fees for independent schools.



# Appendix 1

## Scheme for inter-LA co-ordination of secondary admissions at year of normal entry

### Background

A secondary co-ordinated admissions scheme is set out below (based on the DfE model).

The co-ordinated scheme has been agreed between all admission authorities in Wolverhampton.

The scheme has to have a means of deciding between potential offers from more than one secondary school in the LA area in which a parent resides (the home LA). The provisions of the scheme will be applied equally to applications for the LA's schools from parents living in other LAs -these applications will need to come via the LA in which area those parents reside.

### Co-ordinated scheme for Wolverhampton

This scheme, applies to all secondary schools maintained by Wolverhampton LA as detailed in this booklet.

The scheme is an 'inter-LA' scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin and Wolverhampton and Walsall LA's have agreed to co-ordinate applications for their schools. In so doing these partners aim to ensure that each child receives the best possible single offer of a place at a secondary school, based upon parents' preferences.

In brief terms:

- Parents must apply online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)
- Parents will only have to fill in one application form on which they will state their secondary school preferences and reasons for those preferences;
- Five preferences are invited;
- Initially, all preferences are treated as equal to other admission authorities as appropriate (i.e. Voluntary Aided and Academy schools in Wolverhampton, other participating LAs 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.

In this process the Admissions and Appeals Section will be operating the procedures on behalf of Wolverhampton LA as detailed on pages 45 - 48.

# Appendix 2

## Admission Arrangements 2024/2025 Step by step process

### Step by step process for 2024/2025 academic year

Applications are made online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

- 1 The online application form used for the purpose of admitting pupils into the first year of secondary education in the 2024/2025 academic year.
- 2 The form invites parents of Year 6 pupils resident in Wolverhampton to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by **31 October 2023**.
- 3 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, and/or any school outside Wolverhampton LA's area with the exception of **Thomas Telford (UTC) and any independent schools**.
- 4 In order to assess the application some schools may require additional information to that collected on the online application and therefore will require you to complete a **supplementary information form**.
- 5 **Parents who are applying for schools outside of Wolverhampton** are advised to contact the appropriate LA to determine whether the completion of any supplementary information or 'entrance examination registration' forms is required, their submission date and to whom they must be submitted.
- 6 You should be aware that where a supplementary information form or registration form is completed it will not be regarded as a valid application unless the LA has also received a completed online application showing an expressed preference for the school concerned.
- 7 **Parents should submit their online application no later than 23.59 hours on 31 October 2023**.
- 8 On receipt of the online application the LA will treat all preferences as being ranked equally in the first instance.
- 9 By **17 November 2023**, the School Admissions & Appeals Section will send other admission authorities and LAs details of applications for their schools. These details will not reveal the order of preference.

- 10 All admission authorities will apply their over-subscription admission criteria, including any selection tests. The Admissions and Appeals Section will then compare the potential offer lists and if more than one school can potentially be offered, they will allocate a place at the available school that the parent ranked highest on the application.
- 11 If the parent has ranked a preference for a school in another LA higher than a school in Wolverhampton and the LA concerned has advised the Admissions and Appeals Section that a place can be offered then a place will be offered at the out-of city school and a place for a Wolverhampton school will not be offered.
- 12 If the applicant is a Wolverhampton resident and the Admissions and Appeals Section is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school or Academy that has a place available.
- 13 On **1 March 2024** the Admissions and Appeals Section will write to every applicant resident in Wolverhampton telling them of their allocated school place. Letters will be sent by 2nd class post.
  - Applicants will be able to view their allocation at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)
  - Where the school in question is its own admitting authority, or in one of the other participating LAs, the letter will state that the offer is being communicated on behalf of the school's Governing Body.
- 14 Parents will be required to respond to any offers made within 10 school days.
- 15 For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Section will notify parents accordingly, setting out the reasons and advising of the right of Appeal, how to lodge an appeal and to whom.
- 16 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.
- 17 For inclusion on any waiting list for a Wolverhampton School, please see page 48.

**APPLICATIONS RECEIVED AFTER 31 OCTOBER 2023 (including changes of preference, changes to the order of preferences or additional preferences)**

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

Therefore, applications received after the closing date and before 30 November 2023 will only be incorporated into the initial allocation process if the late submission is for a valid reason, ie, parents/carers can demonstrate a material change of circumstances.

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 **30 November 2023** will only be considered after all other applications and the notification may be sent shortly after **1 March 2024**.

Applications for non-Wolverhampton schools received after **31 October 2023** (including changes of preference, changes to the order of preference or additional preferences) will be referred to the relevant local authority for assessment in accordance with their scheme and its provision for late applications.

**Material changes of circumstances**

**(Local Authorities should not allow preferences to be changed without a genuine reason for doing so).** 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 online application.**

If the applicant's 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.

## Waiting lists

If the applicant has not been allocated their first preference, the application will automatically be placed on the 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 admission 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 2024, after which the Authority will cleanse each term to confirm parent wishes to remain on the list.

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.

## Appeal

The authority will notify in writing those **parents/carers who are Wolverhampton residents** and who have not been allocated their higher preferred school(s) how to access their rights of appeal and to whom they should write. Parents are only entitled to one appeal per year group, per school, per academic year.

## Repeat applications

Please note that in respect of each child the Authority will only consider one application per school, per year group, per academic year. Repeat applications will only be considered where there are material changes of circumstances.

N.B. Parents of a child with an Education, Health and Care Plan must contact either the Authority's SEN Statutory Assessment and Review Team or the Local Authority that issued the statement if they wish to transfer to a school that is not named in Part 4 of the child's statement.

**N.B. There is no charge or cost related to the admission of a child to a Wolverhampton maintained school or academy.**



# Appendix 2a

## Academy and Community Schools Admission Arrangements 2024/2025

If your child was born between 1/9/2012 and 31/8/2013, they will commence secondary education in September 2024 and you should apply for a secondary school place before 31 October 2023. Late applications may be incorporated into the process as detailed in the scheme for inter-LA Co-ordination (Appendix 1).

Parents whose child has an Education, Health and Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process.

### Completing the preference form (CAF1)

Please refer to page 25 'Key Steps for Parents' before completing your online application.

### Admission criteria for oversubscribed Secondary Community Schools

- **Criterion 1: Children and Young people in care** (as defined by Section 22 of the Children Act 1989) and previous Children and Young people in care, will be given priority or provided with accommodation by that authority.
- **Criterion 2: Medical/Social**  
Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school (see paragraph on Medical/Social Claims on pages 50 - 51).

- **Criterion 3: Siblings**

Whether siblings attend the school and will still be attending the school in September 2024 (see page 51 for the definition of a sibling for admission purposes).

- **Criterion 4: Children whose parent/carer is a member of staff employed at the school**

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage. This criteria applies to all permanent staff members, and excludes staff employed on a casual/temporary contract.

- **Criterion 5: Distance**

How close the child lives (see definition of child's home address on page 51) 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.

### **NB - Tie Breaker**

If there is 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.

### **How are Community School applications prioritised?**

The following Academies also use the same criteria as community schools; Coppice, The Khalsa Academy, Moseley Park.

Provided that the number of requests for places at your preferred community school does not exceed the school's admission limit, a place could potentially be allocated. However, if the number of requests is greater than the school's admission limit, applications will be prioritised in accordance with the Authority's admission criteria for over-subscribed Community schools.

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

**NB** - For Community schools places are not allocated on 'specialist school' basis.

### **Special educational needs**

The admission of children with an Education and Health Care Plan (EHCP) will be agreed between the LA'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 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.

### **Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are 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) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Special educational needs**

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. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## Medical/Social Claims

If you believe there are specific reasons, medical or social, for claiming priority for your child to attend a particular school these special factors must be indicated on the form. Evidence (e.g. a letter from a registered health professional such as a doctor or 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 your child's needs.**

This is necessary because you would be asking the Authority to assess your child as having a stronger case than many other children, even some who live closer to the school in question than you do. The information provided will be used to prioritise your 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.**

## Definition of a Sibling for Admission Purposes

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)
- 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 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

## Child's home address

Parents are asked to provide their child's home address, i.e. the normal place of residence on weekdays and nights.

**Please note that a childminder's address 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 Day on 1 March 2024 (or nearest working day) and the start of the academic year in September 2024 will be considered. The address must be the child's 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.

#### Acceptable proof of address includes:

- copy of a council tax bill or;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a 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.

**In the event that the family moves between the application and the date of allocation it is the parent's responsibility to inform the Authority's Admissions Officer as soon as possible of the change of address and before 26 February 2024. Any changes received after 26 February 2024 will not be considered until after 1 March 2024.**

#### 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.

#### 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.

## 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 2024, after which the Authority will cleanse each term to confirm parent wishes to remain on the list.

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.

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.

# Appendix 2b

## Voluntary Aided Schools / Academies / Free School Admission Arrangements 2024/2025

### Central Learning Partnership Trust Admissions Policy 2024-2025

#### AMETHYST ACADEMIES TRUST Admissions Policy 2024/25

Amethyst Academies Trust serves a multi-ethnic community reflecting a wide range of social and economic backgrounds.

#### Mission Statement

Amethyst Academies Trust will work in partnership with its family of schools, parents and sponsors to become a beacon for learning within the community. We will aim to extend the potential of every student through an enriched programme of academic, social technological and recreational experiences in order to prepare pupils for the challenges of adult life.

#### Places

Amethyst Academies Trust operates within Wolverhampton's Scheme for Co-ordinated Admission Arrangements for Secondary Admissions. The scheme aims to ensure that each child receives the best possible single offer of a place at a secondary school, based on parents' preferences. This means that:

1. Parents only fill in ONE application form, stating their preferred choices and reasons for them.
2. Five preferences are invited
3. Initially, ALL preferences are treated as equal, and sent out to other admission authorities as appropriate.

4. All children whose statement of educational need (SEN) or Education, Health and Care (EHC) plan names one of the schools in the Trust will be admitted.
5. If Amethyst Academies Trust is full the over-subscription criteria outlined within this policy will be applied (where appropriate).

The Amethyst Academies Trust Board will offer:

- Aldersley High School - 210 places in Year 7 2024/2025
- Moreton School - 210 places in year 7 2024/2025
- Amethyst Sixth Form 300 places each academic year

#### Over Subscription Criteria

A child with an Educational Health and Care Plan (EHCP) which names the academy/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 following oversubscription criteria will be applied in order of priority.

In order of priority, places will be offered based on:

- a. **Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are 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) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### Supporting evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school within the Trust 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 Admitting 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.

### b. Child or family's acute medical/ social needs

In exceptional circumstances, there is discretion to admit children on the grounds of their own or their family's acute medical or social needs for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, and therefore whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

### c. Children who have older siblings currently attending an Amethyst Academies Trust School at the date of admission.

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 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information

**d. Children of Staff Members**

Each individual school may at its discretion admit children of members of staff in what the school considers to be appropriate circumstances, where: a) Where the member of staff has been employed at the school for two or more years at the time at which the application of admission to the school is made and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This criteria is intended to cover all staff within the Trust with the exception of staff on casual/temporary contracts.

**e. Proximity to each school:**

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 City of Wolverhampton Councils 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.

## Definition of Home Address

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 (1 March 2024 and 19 April 2024 respectively) and the start of the academic year in September 2024 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.

## Tie Breaker

If there is 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.

## Change of Address

It is expected that the applicant and pupil will still be resident at the same address when the child starts school. Evidence may be required



to confirm the applicant is still living at the application address on National Offer Day and when starting at the offered school. Places may be withdrawn if address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded. In addition, applicants who retain ownership of a previous address cannot use a temporary address for applications.

## Fair Access Protocol

Each Amethyst Academies Trust school in common with all other schools in Wolverhampton will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol

## In-Year admissions and Appeals

Amethyst Academies Trust operates within Wolverhampton's Scheme for Co-ordinated Admission Arrangements for Secondary Admissions.

## 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 2024.**

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.

## Late Application

Late applications will be considered in line with Wolverhampton's co-ordinated arrangements.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## HEATH PARK SCHOOL

Central Learning Partnership Trust (CLPT) is a Multi Academy Trust and the Directors of the MAT are its admission authority. The Directors apply the regulations on admissions fairly and equally to all those who wish to attend. All schools will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at [www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions)

The City of Wolverhampton Council (CWC) will administer the admission arrangements on behalf of Central Learning Partnership Trust.

**This policy relates to the admission of pupils to Heath Park School only.**

**Moseley Park School and Coppice School** have separate admissions policies.

### For Year 7 2024/25:

Heath Park has a published admission number (PAN) of **200**.

**How parents can apply to be admitted to our schools**

### Year 7 Admissions

The admissions arrangements outlined in this section apply to children starting year 7 in 2024/2025. The admissions process for Heath Park School is part of the Wolverhampton Local Authority co-ordinated admissions scheme.

The closing date for admissions will be 23:59 on 31 October 2023. Allocations results will be notified on 1 March 2024 by the applicants' home Local Authority (LA).

**All applicants must:**

1. Complete the Common Application Form by applying online to the **Local Authority where they reside:**

Parents who would like their child to be admitted should ensure they complete all the necessary application forms and provided any additional information required.

## Admission Criteria for Heath Park School for Year 7 Admission

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

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

### 1. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are 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) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 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. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## 2. 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 the school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

## 3. Children with a sibling already attending the school at the time of admission.

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 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

**4. Pupils from feeder primary schools within the Trust (Normal Year of entry for Year 7 only).**

Primaries currently in the Trust (September 2021) are D'Eyncourt Primary School and Woden Primary School. Pupils must be attending one of the feeder schools named above at the time of the application and confirmation of the place offered.

**5. Children who live closest to our schools**

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 CWC software, with those living closest to the school receiving the highest priority. 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.

**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. 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.

**Acceptable proof of address includes:**

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

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 City of Wolverhampton Council (and the home Local Authority if this is not the same) 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.

In the event that the family moves between the application and date of allocation, it is the parent's responsibility to inform the City of Wolverhampton Council School Admissions Team (and the home Local Authority if this is not the same) as soon as possible of these circumstances.

## Additional Arrangements and Information

### 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 (11 February) 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 City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

### Special Educational Needs

The admission of children with an Education and Health Care Plan (EHCP) will be agreed between the home 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 an 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.

### Tie Breaker for Oversubscription

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.

### In Year Fair Access Protocol

The Directors of the CLPT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

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

## Multiple Births

If twins or children from multiple birth are tied for the final place, they will all be admitted and the school will operate over PAN.

## Response to Allocation

Parents/Carers must respond to an allocation of a school place within 2 weeks of the notification of the availability of a school place. Response should be made to the school you have been allocated a place. In the absence of a response, the offer may be revoked and the place may be allocated to someone else

## Waiting Lists

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list, unless offered a higher preference school. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

The Admitting Authority will maintain the waiting list until 31 December 2024.

Parents and carers will be asked to confirm on a termly basis their wish for their child to remain on the waiting list in order for the list to be kept up to date.

## In-Year Admissions

The admissions arrangements outlined in this section apply to in-year admissions for this and subsequent academic years.

An In-year admission is any entry to school

other than at the normal point in Year 7, for example, transferring school due to a move of house or personal reasons. With the exception of a child with an Education, Health and Care Plan (EHCP) requests for places in Year 7 after the normal round of admissions or request for places in other Year Groups should be made directly to CWC at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

*All applicants must:*

1. Complete the In Year Transfer Form and return it direct to the School Admissions Team, CWC

## Admission Appeals

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

## Fraudulent or Misleading Applications

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

## 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.

## Financial Implications

There is no charge or cost related to the admission of a child to the Central Learning Partnership Trust.

## HIGHFIELDS

### Admissions Policy 2024-2025

Highfields School is an Academy and the Governing Body is its own admission authority. Applications for entry are made direct to The City of Wolverhampton Council as part of the co-ordinated scheme. This school will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at [www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions)

### Ethos and Values

Highfields is proud of its diverse and inclusive school community and is committed to ensuring opportunity and success for all. We value the abilities and achievements of all students and have high expectations of everyone. Highfields believes that all students, regardless of need, have an entitlement and right to access a high quality education delivered through a balanced, relevant and personalised curriculum.

### Admissions

If the number of applications received exceeds the places available, allocations are made in order of the admission criteria detailed in this policy.

Highfields School has a published admission number (PAN) of 252 for entry to Year 7; however, the Trust Board has agreed to admit, over PAN, 280 students for September 2024.

How parents can apply for their child(ren) to be admitted to Highfields School.

### Year 7 Admissions

The admissions arrangements outline in this section apply to children starting Year 7 for the first time in 2023/2024. The City of Wolverhampton Council will co-ordinate

Admissions on behalf of Highfields Governing Body. The closing date for admissions will be 31 October 2023. Allocations results will be notified on 1 March 2024.

All applicants must:

Complete the Online Application Form via [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

### In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Year 7, for example, transferring school due to a move of house or personal reasons. Requests for places in Year 7 after the normal round of admissions or request for places in other year groups should be made directly to City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEND), all applications must be considered under the City of Wolverhampton Council's co-ordination of admissions.

Applications should be made via the in-year transfer form, available from the City of Wolverhampton Council at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

### Admission Criteria for Highfields School for Year 7 and In-year admissions

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEND) which names the school will be admitted.

In the event the school is oversubscribed, places will be allocated following the oversubscription criteria below, in order of priority.

## 1. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are 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) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 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. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## 2. Medical/Social

Whether there are specific medical or social circumstances that 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.



### 3. Children with a sibling already attending the school at the time of admission.

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 2024). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

### 4. Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 5. Children who live closest to Highfields School

The distance from the applicant's home and school is taken in a straight line between Highfields School and the child's home address. The distance is measured using the Local Authority's software, with those living closest to the school receiving the highest priority.

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.

## 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. 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.

### **Tie Breaker**

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.

### **Admission Appeals**

In the event that an applicant is denied a place at the school, the parents/carers will have the right to appeal to an Independent appeal panel. Information relating to this can be found at

[www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

### **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. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

### **Multiple Births**

We understand that parents/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### **Waiting Lists**

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list at the parent's request. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

**Waiting lists will be maintained until 31 December 2024.**

### **Data Protection**

All information supplied will be processed and held by City of Wolverhampton Council. Information may be shared with other admission authorities and Government Departments where there is a Legal Requirement to do so.

## ORMISTON NEW ACADEMY ADMISSIONS POLICY

### 1. Policy statement and principles

#### 1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from September 2024 – August 2025. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on our website, letters and adverts. Arrangements for visits outside these dates can be made through the academy office by calling 01902623111.
- 1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the

admission arrangements which require consultation.

- 1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

#### 1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
- Changes in legislation and / or government guidance
  - As a result of any other significant change or event
  - As the result of a decision of an Adjudicator
  - In the event that the policy is determined not to be effective
- 1.2.2. If there are urgent concerns these should be raised to Vice Principal Behaviour, Safeguarding and Welfare in the first instance for them to determine whether a review of the policy is required in advance of the review date.

### 2. Academy admissions

#### 2.1. The academy admits students between the ages of 11-18. The main intakes are:

- Secondary
- Sixth form

#### 2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

#### 2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

**2.4. Distance**

2.4.1. This is the straight line distance between the academy main gate and the child’s home address (front door).

2.4.2. This is the straight line distance between the academy main gate and the child’s home address (front door). The measurement between home and Academy will be determined by a straight-line measurement from the designated seed point of the home address to the designated seed point of the Academy using the same system as Wolverhampton authority’s computerised system. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

**2.5. Dual address**

2.5.1. Where a child lives at two different addresses, the ‘home’ address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

**2.6. Siblings**

2.6.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent’s marriage
- An adopted or foster child living in the same household under the terms of the resident’s order
- Another child living in the same household where the adult has parental responsibility

2.6.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

**2.7. Eligibility criteria**

2.7.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has
  - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
  - Refugee status

## 2.8. Waiting list

- 2.8.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.
- 2.8.2. The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.9. Withdrawal of a place

- 2.9.1. The academy will only withdraw an offer of a place if:
- The place was offered in error
  - Acceptance of the place was not received in a reasonable period of time
  - The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

- 2.9.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.10. Determining arrangements and consultation

- 2.10.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.
- 2.10.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.
- 2.10.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.10.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.10.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## **2.11. Admission of children outside their normal age group**

2.11.1. Parents 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. If parents wish to do this they must make contact with the academy at the earliest opportunity to avoid any delays in the application process.

2.11.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.11.3. The panel will have to be satisfied

that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.11.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## **2.12. Complaints about admissions arrangements**

2.12.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.12.2. Complaints about the appeals panel can be made to the Secretary of State.

## **3. Secondary admissions**

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Senior Pastoral Leader KS3 and Transition on 01902 623

### 3.1. Number of spaces (PAN)

- 3.1.1. The academy has an agreed admission number of 210 per year.

### 3.2. Application process

- 3.2.1. Applications for the 2024-2025 academic year begins 1st September 2023.
- 3.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) / academy's form and submit this directly to the LA / academy by the deadline, 31 October. Details of applying for a secondary school place in Wolverhampton can be found at <http://www.wolverhampton.gov.uk/admissions>.
- 3.2.3. Late applications will not be considered until all other applications have been reviewed.
- 3.2.4. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.3. Selection criteria

- 3.3.1. If the number of applications is less than the number of spaces then all children will be offered places.

### 3.4. Oversubscription criteria

- 3.4.1. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent

will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

- 3.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
- Medical/social whether there are specific medical or social circumstances that can be met only by the child's attendance at the Academy.
  - Children having a sibling at the preferred school at the time of admission, including the 6th form.
  - Children prioritised by distance measured in a straight line from a child's home\*\* to the academy's main entrance (as determined by

the Principal).

- Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

*\*\*Measured from the Ordnance Survey address point for the property.*

### **3.5. In-year admissions**

- 3.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from [detail how these can be obtained].
- 3.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.
- 3.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA

(these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### **3.6. Unsuccessful applications**

- 3.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 3.6.2. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

## **4. Sixth form admissions**

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact Mr Weston, Head of Sixth Form ([mweston@onewa.co.uk](mailto:mweston@onewa.co.uk))

### **4.1. Number of spaces**

- 4.1.1. The academy has agreed published admission number of up to 75 external applicants per year.

### **4.2. Application process**

- 4.2.1. Applications for the 2024 academic year begins December 2023.
- 4.2.2. To apply you need to complete the academy's form and submit this directly to the academy by the deadline 31st March 2023. Application forms can be found on



the academy website, To apply you need to complete the academy's form and submit this directly to the academy by the deadline 31st March 2023. Application forms can be found on the academy website, <http://www.onewa.co.uk/sixth-form/how-to-apply/> and need to be returned to Mr Weston. Late applications will only be considered where there is a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

#### 4.3. Selection criteria

- 4.3.1. All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry, which are:
- 4.3.2. Entry to AS/A2 programmes of study is considered with an entry requirement of level 6 in the subject the student wishes to study plus 5 GCSE grades (grades A\*-C or 9-4) in appropriate subjects
- 4.3.3. Some of our specialist advanced courses do have higher entry requirements and students are encouraged to discuss these requirements with subject staff at our Open Evening.

#### 4.4. Oversubscription criteria

- 4.4.1. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out

below:

- 4.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
- Children having a sibling at the preferred school at the time of admission, including the 6th form.
  - Children prioritised by distance measured in a straight line from a child's home\*\* to the academy's main entrance (as determined by the Principal).
  - Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

*\*\*Measured from the Ordnance Survey address point for the property.*

#### **4.5. In-year admissions**

- 4.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.
- 4.5.2. In-year admissions forms can be obtained from Mr Weston, Head of Sixth Form (mweston@onewa.co.uk)
- 4.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

#### **4.6. Unsuccessful applications**

- 4.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

## ORMISTON SWB ACADEMY Admissions policy 2024-2025

### 1. Policy statement and principles

#### 1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from September 2022 to August 2023. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised via the local press and Academy website. Arrangements for visits outside these dates can be made through the academy Reception by call 01902 493797.
- 1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission

arrangements which require consultation.

- 1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

#### 1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
  - Changes in legislation and / or government guidance
  - As a result of any other significant change or event
  - As the result of a decision of an Adjudicator
  - In the event that the policy is determined not to be effective
- 1.2.2. If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## 2. Academy admissions

- 2.1. The academy admits students between the ages of 11-19. The main intakes are;
  - Secondary
  - Sixth form
- 2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

## 2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

## 2.4. Distance

2.4.1. This is the straight line distance between the academy main gate and the child's home address (front door). Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

## 2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

## 2.6. Siblings

2.6.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order

- Another child living in the same household where the adult has parental responsibility

2.6.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

## 2.7. Eligibility criteria

2.7.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
  - 'Exceptional' or 'Indefinite Leave to Remain' in this country
  - Refugee status

## 2.8. Waiting list

2.8.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.8.2. The academy will maintain a waiting list until 31 December following the main academy intake September. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in

which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.9. Withdrawal of a place

- 2.9.1. The academy will only withdraw an offer of a place if:
- The place was offered in error
  - Acceptance of the place was not received in a reasonable period of time
  - The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh
- 2.9.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.10. Determining arrangements and consultation

- 2.10.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.
- 2.10.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the

consultation process. Any significant changes proposed by the academy must be approved by OAT.

- 2.10.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.
- 2.10.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.
- 2.10.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.
- ## 2.11. Admission of children outside their normal age group
- 2.11.1. Parents 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. If parents wish to do this they must contact, in the first instance, to City of Wolverhampton

Council Admissions Team, contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

- 2.11.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:
- Academic ability
  - Social and emotional development
  - Views of the parents and principal; and
  - Any additional relevant information available
- 2.11.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whist being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.
- 2.11.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## **2.12. Complaints about admissions arrangements**

- 2.12.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.
- 2.12.2. Complaints about the appeals panel can be made to the Secretary of State.

## **3. Secondary admissions**

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact City of Wolverhampton Council Admissions Team.

### **3.1. Number of spaces (PAN)**

- 3.1.1. The academy has an agreed admission number of 200 per year.

### **3.2. Application process**

- 3.2.1. Applications for the 2023-2024 academic year begins when the home LA sends out application information to parents/carers.
- 3.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) / academy's form and submit this directly to the LA / academy by the deadline, 31 October. The form for Wolverhampton residents can be accessed via; <http://www.wolverhampton.gov.uk/admissions>
- 3.2.3. Late applications will not be considered until all other

applications have been reviewed.

- 3.2.4. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.3. Selection criteria

- 3.3.1. If the number of applications is less than the number of spaces then all children will be offered places. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

- 3.3.2. 1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to

be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

- 3.3.3. 2. Criterion 2: Medical/Social Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.
- 3.3.4. 3. Criterion 3: Siblings Whether siblings attend the school and will still be attending the school in September (see page 5 for the definition of a sibling for admission purposes).
- 3.3.5. 4. Criterion 4: Distance How close the child lives (see definition of child's home address on page 5) to the school requested, with those living closest to the school getting the highest priority. The measurement between home and school will be determined by the straightline measurement from the home address to the preferred school carried out by the LA's software.
- 3.3.6. Tie Breaker. If there is 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. If the number of applications is less than the number of spaces then all children will be offered places.

### 3.4. Oversubscription criteria

3.4.1. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

5.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

### 3.5. In-year admissions

3.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from the Local Authority.

3.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has

been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

3.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### 3.6. Unsuccessful applications

3.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

3.6.2. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.



## 4. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact Jane Bayley, Associate Assistant Principal, 01902 493797.

### 4.1. Number of spaces

- 4.1.1. The academy has agreed published admission number of up to 100 external applicants per year.

### 4.2. Application process

- 4.2.1. Applications for the 2023-2024 academic year begins September 2022.
- 4.2.2. To apply you need to complete the Academy's application form and submit this directly to the academy during the Academic year preceding 2021. The academy will contact the student applying directly about the outcome of their application by on a rolling basis.
- 4.2.3. Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

### 4.3. Selection criteria

- 4.3.1. Level 3 Academic Entry Requirements – In order to follow an academic Level 3 programme of study you should have achieved the minimum GCSE grade required by the academy to study for the individual subjects of your choice. To see the minimum grades requirement please go to our website.

### 4.4. Oversubscription criteria

- 4.4.1. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:
  - 4.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
  - 4.4.1.2. Tie Breaker. If there is 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.

### 4.5. In-year admissions

- 4.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding

whether a place can be offered.

- 4.5.2. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

#### **4.6. Unsuccessful applications**

- 4.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

## OUR LADY AND ST CHAD CATHOLIC ACADEMY

### Admission Arrangements for the academic year 2024/2025

Our Lady and St Chad Catholic Academy is part of the St Francis and St Clare Catholic Multi Academy Company.

The admissions authority for the school is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Our Lady and St Chad Catholic Academy.

The admissions process for Our Lady and St Chad Catholic Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady and St Chad Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live, naming Our Lady and St Chad Catholic Academy on the application form. Applications need to be made by 31st October 2023. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the

term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its admission number at 210 pupils to be admitted to Year 7 in the school year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order

of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Our Lady and St Chad Catholic Academy. at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2024/2025.

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see note 3).
2. Baptised Catholic children (see Note 2 below) who currently attend a Catholic Feeder Academy/School (See note 5 below)
3. Baptised Catholic children (see Note 2 below) who live in one of the six parishes of the Catholic feeder Academies/Schools.
4. Baptised Catholic children (see Note 2 below) who currently attend another SFSC Mac School.
5. Baptised Catholic children (see Note 2 below) of a member of staff who has been employed at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the St Francis and St Clare Catholic MAC.

6. Other Baptised Catholic children. (see Note 2 below)
7. Non-Catholic children (see Note 2 below) who are looked after or previously looked after (see note 3 below)
8. Non-Catholic children (see Note 2 below) who currently attend a Catholic Feeder Academy/School. (see Note 5 below)
9. Non-Catholic children(see Note 2 below) who currently attend another SFSC Mac School.
10. Non-Catholic children (see Note 2 below) of a member of staff who has been based at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the St Francis and St Clare Catholic MAC.
11. Other non-Catholic children.

## Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## Note 2

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

(SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state case as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for

this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### Note 5

The 6 designated feeder Academies/Schools for Our Lady and St Chad Catholic Academy are:

1. St Mary's Catholic Primary Academy
2. Corpus Christi Catholic Primary Academy
3. Holy Rosary Catholic Primary Academy
4. Holy Trinity Catholic Primary School
5. St Anthony's Catholic Primary School
6. St Patrick's Catholic Primary School

The 6 parishes of the feeder Academies/Schools are:

1. Our Lady of Perpetual Succour, Cannock Road, Wolverhampton
2. St Anthony of Padua, Fordhouses, Wolverhampton
3. St Patrick's, Wolverhampton Road, Wolverhampton
4. Corpus Christi, Ashmore Park, Wolverhampton
5. St Joseph, Willenhall Road, Wolverhampton
6. Holy Trinity, Wolverhampton

The academies making up St Francis and St Clare Catholic MAC are:

1. Our Lady and St Chad Catholic Academy
2. St Edmunds Catholic Academy
3. St Mary's Catholic Primary Academy
4. Corpus Christi Catholic Primary Academy
5. Holy Rosary Catholic Primary Academy
6. St Michaels
7. SS Mary and John's
8. St Peter and Paul's
9. St Teresa's
10. St Anthony's
11. St Patricks
12. St Christopher's

## Note 6

The measurement between home and school will be determined by the straight-line measurement from the designated point of the

home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications 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 the school 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 Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the school's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## **Applications for children to be admitted into a class outside of their normal age group**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. 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. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application

outlining the reasons why they wish for their child to be considered 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.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before 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 the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Year 7 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.

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: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

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

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will

be considered 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 later 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 school 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

### 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.

You are encouraged to ensure that your application is received on time.

## Change in Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 31st October 2023. Changes made after the closing date but before 30th November 2023 will be incorporated into the initial allocation process if the request is for a good and valid



reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 30th November 2023 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at Our Lady and St Chad Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the end of the academic year 2025 and will then be discarded.

Parents who wish for their child to remain on a waiting list beyond this date will be required to submit a fresh in-year application at the beginning of the next academic year.”

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. 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.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a

named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2024 will be re-ranked to take into account that they will no longer be attending that feeder school from 1st September 2024. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2024.

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

## In Year Fair Access Protocol

The Local Governing Body is Our Lady and St Chad Catholic Academy committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number.

## Applications other than the normal intake to year 7 (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://olsc.org.uk/policy/admissions/>

Our Lady and St Chad Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the Local Governing Body. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school.

Applications can be submitted through the local authority via [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Admission to the Sixth Form

The school operates a sixth form for a total of 160 pupils. 80 places overall will be available in Year 12. Whilst the admission number is 10], if fewer than 70 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 80.

Applications for the Sixth Form should be made directly to the school using the application form available from the school <https://sixthform.olsc.org.uk/>. or from the school's website. Completed application forms must be returned to the school by 10th January 2024.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are 8 Grade 9 – 4 GCSEs

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, i.e. where there are fewer than 80 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Our Lady and St Chad Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that 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. This is not an oversubscription criteria.

### Oversubscription criteria for sixth form

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see note 3).
2. Baptised Catholic children (see Note 2 below) who live in one of the six parishes of the Catholic feeder Academies/Schools.
3. Baptised Catholic children (see Note 2 below) of a member of staff who has been employed at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the St Francis and St Clare Catholic MAC.
4. Other Baptised Catholic children. (see Note 2 below)
5. Non-Catholic children (see Note 2 below) who are looked after or previously looked after (see note 3 below)
6. Non-Catholic children (see Note 2 below) of a member of staff who has been based at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the St Francis and St Clare Catholic MAC.
7. Other non-Catholic children.

### 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. 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 of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school 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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## SMESTOW ACADEMY Admissions Policy 2024-2025

Smestow Academy is a mixed 11-18 Academy with 675 pupils. The school's admission policy is in accordance with the guidelines below:

### Entry into Year 7 September 2024

Pupils will be admitted without reference to ability, aptitude, race or religion. The Published Admission Number in 2024 will be 150

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

#### 1. Children in Public Care (looked after children) and previously looked after children

Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

#### 2. Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school in Years 8 – 11 in September of the relevant year. Siblings of Sixth Form students DO NOT qualify for a sibling claim.

Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents
- Half brother or sister sharing one common parent
- Step brother or sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order)

#### 3. Where there are essential medical or social grounds for admitting the child

Definition: relevant medical or social grounds that show that attendance at the school is essential and supported in writing by a medical practitioner or social worker. Requests for such consideration will be subject to verification by Governing Body.

#### 4. Children of Staff employed at The Academy

Where a member of staff (\*\*) has been employed at The Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage / or the member of staff has been seconded to support another school within the Matrix Academy Trust.

\*\* All full time teaching staff

All full time support staff – (defined as those on a 37 hour week and above contract)

The definition does not include contract staff. If service has been 'in house' and is

subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

**5. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line.**

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or guardian or leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Waiting List Policy (Year 7 Intake)**

Until 31st August 2024 parents may enquire about their child's position on the Waiting List by contacting the Admissions and Appeal Team on 01902 551122. From 1st September 2024 the waiting list will be maintained by the school and parents should make enquiries by contacting Smestow Academy Admissions on 01902 558222.

From 1st September 2024, parents wishing their child/ren to be placed on the Waiting List should contact Smestow Academy Admissions in writing to make their requests.

### **Siblings**

Siblings of Sixth Form students DO NOT qualify for a sibling claim.

### **In-Year Admissions**

The school manages its own mid-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Smestow Admissions using the mid-year admissions form on Smestow Academy's website.

Parents will be notified of the outcome of their application within 15 school days of receipt of a completed mid-year application form.

### **Appeals**

Appeals in respect of Year 7 intake for September 2024 should be lodged by Friday 14th April 2024.

### **Entry Requirements for Year 12 – Entry in September 2024**

The maximum sixth form capacity for Year 12 external candidates for September 2024 is 10. This number may be exceeded if demand for available courses can be met.

#### **Minimum entry requirements for Year 12**

Students will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at Smestow Academy.

For vocational courses, grade 4 in 5 different subjects with each course having its own particle requirements. At A Level a grade 5 in English and Maths with 5 passes as grade 4 and above, with each A level having its own specific requirements. Students refused a place in year 12 are entitled to appeal to an independent appeal panel.

### **Late Applications (Year 6 – Year 7 transfer)**

A late application is an application form received after the published closing date. Late applications will normally be considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place at the school.

When places are offered, applications received by the closing date and valid late applications (see below) will be considered first.

### **Late applications received before the notification date (before places are offered):**

Applications received by the closing date and valid late applications (see below) will take priority when places are offered.

Valid late applications can only be considered if the application form is received within four weeks of the closing date.

### **Explanation of valid late applications:**

There are limited circumstances when a late application may be categorised as a valid late application and considered together with those applications that were received by the closing date.

Subject to verification by the Director of Children's Services, City of Wolverhampton Council, a late application may be considered as a valid late application where:

- The family were unable to complete an application form before the closing date because they moved into the City of Wolverhampton 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):**

Where the school is over-subscribed an application for a place which is received after places have been offered will be added to the school's waiting list in admission criteria order.

## ST EDMUND'S CATHOLIC ACADEMY

### Admissions Policy for the academic year 2024-2025

St Edmund's Catholic Academy is part of the St Francis and St Clare Catholic Multi Academy Company. The admissions authority for the academy is the Board of Directors of the St Francis and St Clare Catholic Multi Academy Company who has responsibility for admissions to this academy. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Edmund's Catholic Academy.

The admissions process for St Edmund's Catholic Academy is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at St Edmund's Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Edmund's Catholic Academy on the application form. Applications need to be made by 31st October 2023. A Supplementary Information Form (SIF) must also be completed and returned directly to the academy by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2024, or the next working day, by the local authority on behalf of the academy.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental

responsibility for a child and any person who has care of a child.

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic academy, we aim to provide a Catholic education for all our pupils. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the academy's activity. It is essential that the Catholic character of the academy's education be fully supported by all families in the academy. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the academy. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the academy in accordance with the admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this academy. The Local Governing Body has set its admission number at 200 pupils to be admitted to Year 7 in the academy year which begins in September 2024. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give



priority firstly to children who will have a brother or sister (see Note 4 below) attending St Edmund's Catholic Academy at the time of admission and then secondly to children living closest to the academy determined by the shortest distance (see Note 7 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> or in the admissions section of the academy's website and will be applied to the admission arrangements for the academic year 2024/2025.

## Oversubscription Criteria for Years 7 – 11

- 1 Baptised Catholic students (see Note 2 below) who are looked after or previously looked after.(see Note 3 below)
- 2 Baptised Catholic students (see Note 2 below) who currently attend a Catholic feeder academy/school (See Note 5 below)
- 3 Baptised Catholic students (see Note 2 below) who live in one of the seven parishes (see Note 6 below) of the Catholic feeder academies/schools.
- 4 Baptised Catholic students (see Note 2 below) of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with St Francis & St Clare Catholic MAC.
- 5 Other Baptised Catholic students (see Note 2 below).

6 Non- Catholic students who are looked after or previously looked after (see Note 3 below)

7 Non-Catholic students who currently attend a Catholic feeder academy/school. (See Note 5 below)

8 Non-Catholic students of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with St Francis & St Clare Catholic MAC.

9 Other non-Catholic students

### 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. This is not an oversubscription criteria.

### Note 2

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

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the academy. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this academy. For the

purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the academy in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 3

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the academy. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the academy in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

### Note 5

The named feeder academies/schools for St Edmund’s Catholic Academy are:

SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John’s Catholic Primary Academy, St Michael’s Catholic Primary Academy & Nursery and St Teresa’s Catholic Primary Academy – all in Wolverhampton; St Bernadette’s Catholic Primary School, Wombourne and St Christopher’s Catholic Primary School, Codsall in Staffordshire.

### Note 6

The named parishes of the feeder academies/schools for St Edmund’s Catholic Academy are:

Blessed Carlo Acutis, Wolverhampton & Wombourne (formerly SS Peter & Paul’s, Wolverhampton, St. Michael’s, Penn and St Bernadette’s, Wombourne) SS Mary & John’s, Wolverhampton, St. Teresa’s, Parkfields, St. Thomas of Canterbury, Tettenhall, and St. Christopher’s, Codsall.

## Note 7

The measurement between home and academy will be determined by the straight-line measurement from the designated point of the home address to the designated point of the academy using a computerised system.

In a very small number of cases, where the academy is oversubscribed, it may not be possible to decide between the applications 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 the 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 Published Admission Number for the child's year group to be exceeded, the Local Governing Body will randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the academy's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

However, where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the academy's Supplementary Information Form, provided that the child resides at that address for any part of the school week. If no

Supplementary Information Form is provided then the address will be that provided on the Local Authority's Common Application Form.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

If a place in the academy is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

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

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. 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. Parents must then submit a

formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered 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.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before 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 the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the academy, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Year 7 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.

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: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## Appeals

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the academy should make that appeal request in writing to the Chair of the Local Governing Body at the academy address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

## Repeat Applications

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

## Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered 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 later 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 academy 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

### 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.

You are encouraged to ensure that your application is received on time.

## Change in Preference

Requests to change the preferences after an application has been submitted must be made in writing to the local authority. Parents may change their preference on their child's application up to the closing date of 31st

October 2023. Changes made after the closing date but before 30th November 2023 will be incorporated into the initial allocation process if the request is for a good and valid reason, i.e. parents can demonstrate a material change of circumstances, for example a change of address. Any change in preferences made after 30th November 2023 or where the parents cannot demonstrate a material change of circumstances will be treated as a late application and will only be considered after all applications that were received on time which may affect a child's chances of being offered a preferred school/academy.

## Waiting List

In addition to their right to appeal, children who have not been offered a place at St Edmund's Catholic Academy but were

offered a school/academy that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to St Edmund's Catholic Academy for their child's name to remain on the waiting list until the end of the academic year 2025 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. 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.

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

may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder school/academy (see Note 5 above) who have not been offered a place in the academy by the beginning of the Autumn term 2024 will be re-ranked to take into account that they will no longer be attending that feeder school/academy from 1st September 2024. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2024.

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

### **In Year Fair Access Protocol**

The Local Governing Body of St Edmund's Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number.

### **Applications other than the normal intake to year 7 (in-year admissions)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the academy at any other time other than the normal intake is available on the academy's website at [www.stedmundscloud.co.uk/in-year-applications/](http://www.stedmundscloud.co.uk/in-year-applications/)

St Edmund's Catholic Academy is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this academy, an application must be submitted to the local authority who will then forward that application to the academy for consideration by the Local Governing Body. The academy will inform the local authority of the outcome of the application who will then inform the parents on behalf of the academy. Applications can be submitted through the local authority via the local authority's website at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

## Admission to the Sixth Form

The academy operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 1, if fewer than 99 of the academy's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the academy using the application form available from the academy office or from the academy's website. Completed application forms must be returned to the academy by Friday 5th January 2024.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are 5 grade 4s including English and Mathematics. (4.0 APS).

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 100 pupils in the year group, the academy will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 3 below) attending St Edmund's Catholic Academy at the time of admission and then secondly to children living closest to the academy determined by the shortest distance (see Note 4 below)

Please note that 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. This is not an oversubscription criteria. (see note 1 below)

## Oversubscription Criteria for Sixth Form

- A** Students who are looked after or previously looked after (see Note 2 below)
- B** Other students

### Note 1

Students with an Education, Health and Care (EHC) Plan who names the academy and that meets the minimum academic entry requirements as well as satisfying the minimum entrance requirements to the courses for which they are applying MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## Note 2

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the academy.

A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## Note 3

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two students share one common parent
- A step-brother or step-sister, where two students are related by a parent’s marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered students

The students must be living permanently in the same household

## Note 4

The measurement between home and academy will be determined by the straight-line measurement from the designated point of the home address to the designated point of the academy using a computerised system.

There is no charge or cost related to the admission of a child to St Edmund’s Catholic Academy.

## 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. 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 of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a



Certificate of Baptism or Certificate of Reception before applications for school 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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

## ST PETER'S COLLEGIATE ACADEMY

### Arrangements for Admission of Pupils into Year 7 in September 2024-2025

As an academy, St Peter's Collegiate Academy is its own admission authority. We will comply with the provisions outlined in the Schools Admission Code and the School Appeals Code available here: [www.gov.uk/guidance/academy-admissions](http://www.gov.uk/guidance/academy-admissions)

The purpose of this policy is to ensure that all places are offered and allocated in an open and fair way, in accordance with the Equality Act 2010, Schools Admissions Code 2021, School Admissions Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

### Ethos and values

St Peter's Collegiate Academy is a Church of England academy that exists primarily to meet the needs of Church of England parents who wish for their children to be educated by a system, which introduces the student to an understanding of life based on the Christian faith as taught by the Church of England. As a comprehensive school, the academy admits children residing in Wolverhampton and its environs without reference to ability or aptitude.

### Admissions

If St Peter's Collegiate Academy receives applications in excess of the places available, the academy will allocate places in the order of admission criteria detailed in this policy.

St Peter's Collegiate Academy has a published admission number (PAN) of 220 for admission into Year 7 for September 2024.

**How parents can apply for their child(ren) to be admitted into St Peter's Collegiate Academy.**

### Year 7 admissions

The arrangements for admission into Year 7 detailed in this section apply to children starting Year 7 for the first time in 2024/25. Admissions will be coordinated by the City of Wolverhampton Council on behalf of St Peter's Collegiate Academy.

*The closing date for applications is **31 October 2023.***

*Allocation results will be issued on **01 March 2024.***

### In-year admissions

An in-year admission is any admission to St Peter's Collegiate Academy that is not at the normal point in Year 7 including transferring from another school. Requests for a place at St Peter's Collegiate Academy for Year 7 after the normal admissions application has closed and all other in-year admissions for older pupils must be made directly with the City of Wolverhampton Council:

[www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools)

Applications must be made using the in-year transfer form:

<https://www.wolverhampton.gov.uk/sites/default/files/2020-10/In-Year%20Transfer%20Form.pdf>

If your child has an Education, Health and Care Plan (EHCP) or statement of Special Educational Needs (SEND) your application will be considered under the City of Wolverhampton's co-ordination of admissions.

## Admissions criteria for St Peter's Collegiate Academy: Year 7 and in-year admissions.

Any child who is a Looked After Child or Previously Looked After or with an Education, Health and Care Plan for whom St Peter's Collegiate Academy is named as the most appropriate place to meet those needs, takes priority and will automatically receive a place. This will affect the number of places available to non-statemented children.

If more than 220 applications are received, places will be offered in accordance with the following categories:

### Foundation Places

The academy has designated up to 120 places to be offered to students, at least one of whose parents (see Note 1) is a faithful and regular worshipper (see Note 2) of a church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England.

Written evidence of applicants' commitment to their place of worship (in the form of St Peter's Collegiate Academy's Supporting Evidence Form (SEF) available here <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions/school-admissions-applications>) will be required at the time of application. If a SEF is not completed, the application will be considered as an Open place.

If there are more than 120 applicants for Foundation places, the places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after Children and children who ceased to be Looked After because they were adopted (or became subject to a child arrangement order or special

guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Collegiate Academy (see Note 3)
3. Children who have a sibling in the academy at the time of application and at the time of admission (see Note 4)
4. All other children, at least one of whose parents (see note 1) is a, faithful and regular worshipper (see note 2) at a Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England.

### Tie Break

If two or more applicants still have equal right to a place under these criteria, then the academy will use as a tie-break the distance from the home address (see Note 5) as measured by the Local Authority's software. The distance is measured in miles and is taken in a straight line from the applicant's home address to the mid-point of the academy's address. If applicants with equal rights should live in the same block of flats, a place or places will be allocated by lot.

### Unfilled Foundation Places

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

## Open Places

The academy has designated at least 100 places each year as Open places, to be offered to students who do not qualify for a Foundation place, but whose parents have chosen St Peter's Collegiate Academy. There is no requirement to complete a Supporting Evidence Form. If there are more applicants than the available number of Open places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children and children who ceased to be Looked After because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Collegiate Academy (see Note 3)
3. Children who will have a sibling in the academy at the time of application and at the time of admission (see Note 4)
4. Children who have attended one of the following primary schools:
  - Christ Church Junior School
  - Dunstall Hill Primary School
  - St Andrew's Church of England Primary School
  - St Bartholomew's Church of England Primary School
  - St Benedict Biscop CE Primary School

- St Jude's Church of England Primary Academy
- St Luke's Church of England Primary School
- St Michael's Church of England Primary School
- Trinity Church of England Primary Academy
- Uplands Junior School
- West Park Primary School
- Woodthorne Primary School

5. Children of members of staff, who have been employed by St Peter's Collegiate Academy for two or more years at the time at which the application for admission to the school is made
6. All other children.

## Tie-Break

If two or more applicants still have equal right to a place under these criteria, then the academy will use as a tie-break the distance from the home address (see Note 5) as measured by the Local Authority's software. The distance is measured in miles and calculated from an applicant's home address to the main front gate of the school. If applicants with equal rights should live in the same block of flats, a place or places will be allocated by lot.

## NOTES

### 1. Parents

For admission purposes a parent is defined as the 'Prime Carer'.

### 2. Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for a period of one year prior to application.

Parents applying for a place on faith grounds must complete the Supporting Evidence Form which can be obtained from The Admissions Officer:

**St Peter's Collegiate Academy,  
Compton Park, Compton Road West,  
Wolverhampton, WV3 9DU.**

*Tel:* 01902 558 600

*Email:*

[admissions@stpetersacademy.org.uk](mailto:admissions@stpetersacademy.org.uk)

Alternatively this can be obtained from the Local Authority but should be returned direct to the School Admissions Officer, signed by an appropriate church leader.

### 3. Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s) submitted in writing, e.g. doctor, social worker, educational psychologist, priest or church leader. Applicants should be able to demonstrate why St Peter's Collegiate Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

### 4. Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### 5. Home Address

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 for the majority of the school week.

Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for allocating a school place.

## Admission Appeals

If a child is denied a place at St Peter's Collegiate Academy, the parents/carers have the right to appeal to an independent appeals panel. Information regarding appeals can be found here:

[www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals](http://www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals)

## Multiple Births

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child[ren] the place[s] is/are to be allocated. In this situation a place or places will be allocated by lot.

## Withdrawing Offer Places

St Peter's Collegiate Academy will investigate any allegations of false accommodation addresses while applying for admission to the

academy. These will be fully investigated and if found to be true allocated places may be withdrawn as appropriate. 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 for the majority of the school week.

## Waiting lists

If a place cannot be offered to a child at the time of application their name will automatically be placed onto a waiting list. Both waiting list and late applicants will be treated equally and will be placed on the same waiting list. Places will be allocated using the criteria detailed in this policy.

Waiting lists will be maintained until 31 December 2023 for admission into Year 7. Waiting lists for in-year admissions will be maintained until 31 August 2024 after which a new application via an In Year Common Application Form will be required.

## Data protection

All information supplied for admission will be submitted and stored by the City of Wolverhampton Council. This information may be shared with other admission authorities and Government departments where there is a Legal requirement to do so.

## ST REGIS CHURCH OF ENGLAND ACADEMY

### Policy to be followed on deciding admissions - 2024

#### Vision

At St Regis Church of England Academy, we believe that everyone is unique and created in God's image. We enable all to achieve their God-given potential: to grow, learn and aspire; to transform their lives and the lives of others; and to journey in faith without limits within a unified, respectful and harmonious community.

#### Ethos Statement

St Regis Church of England Academy in Tettenhall is a fully inclusive Voluntary Aided Church of England comprehensive school and welcomes children and families from all faiths and backgrounds and those of no faith. The vision and values of St Regis Church of England Academy are built on the Church of England's vision for education; Deeply Christian, serving the common good and for every member of the school community to flourish. The School has a welcoming, caring and supportive environment where young people are encouraged to achieve their full potential. We ask all parents applying for a place here to respect our inclusive Christian ethos and its importance to the school community. We expect all students to participate in the worshipping life of the school.

There are no fees or charges related to the admission to the school and contributions to school funds or to off-site visits are not mandatory. Pupils are not required to complete an entrance exam.

The Governors will offer 150 places, each academic year, for entry into Year 7 under the following categories

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#### Category A Foundation Places

40 For practising Church of England families

**Application:** Complete Local Authority Common Application Form and St Regis Church of England Academy supplementary form.

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#### Category B Governors Places

30 For practising members of other Christian denominations

**Application:** Complete Local Authority Common Application Form and St Regis Church of England Academy supplementary form.

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#### Category C Faith Community Places

20 For practising members of other recognized world religions

**Application:** Complete Local Authority Common Application Form and St Regis Church of England Academy supplementary form.

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#### Category D Open Places

60 For families of any faith or none seeking a values based education.

**Application:** Complete Local Authority Common Application Form and St Regis Church of England Academy supplementary form.

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To fully meet the criteria, applicants for a place under Category A, B, or C must show in Question 2 on the Supporting

Information Form, the family commitment to their place of worship.

#### Admissions Criteria

In accordance with the statutory 'School Admissions Code', Governors will offer places

to children in receipt of a Statement of Special Educational Needs, where St Regis Church of England Academy is named in the schedule. This will reduce the number of places available to non-statemented children.

### **Fraudulent or Misleading applications for admission to schools**

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

### **Oversubscription Clauses – Categories A, B and C**

For each category above, if there are more applications, which fully meet each criterion, than there are places available, then places will be allocated according to the following oversubscription criteria. These are stated in order of priority. In the event that two or more applicants have equal rights to a place under an oversubscription clause, then the subsequent oversubscription clause will apply. See Glossary of Terms for explanations and definitions.

- i. Looked After Children (as defined by Section 22 of the Children Act 1988). Priority will be given to a child who is in the care of a Local Authority or provided with accommodation by that authority or a child who has been adopted (or is subject to a residence order or special guardianship) immediately following being in the care of a Local Authority. This must be confirmed at the time the application is made.
- ii. Children whose families provide evidence at the time the application is made, of particular educational, social or medical needs that can be met especially well within the caring

Christian environment of The King's School.

- iii. The strength of the family's commitment to their place of worship as measured by the number of years, frequency of attendance and the involvement in activities associated with that place of worship.
- iv. Children currently attending a Church of England school.
- v. Children who, at the time of admission, have a sibling attending the school in September 2020
- vi. whose usual weekday place of residence is nearest the school. The measurement between home and school will be determined by the straight line measurement from the home address to the school, carried out by the local authority software.

If there are more qualifying applications received than places available, all unsuccessful applications under the above categories A B and C will be considered under Category D, Open Places.

If there are fewer qualifying applications received than places available in the above categories, then any unfilled places will become additional

Open Places under Category D below.

### **Oversubscription Clauses – Category D**

In the case of oversubscription places will be allocated to families on the basis of the following order of priorities, to children:

- i. Looked After Children (as defined by Section 22 of the Children Act 1988).



Priority will be given to a child who is in the care of a Local Authority or provided with accommodation by that authority or a child who has been adopted (or is subject to a residence order or special guardianship) immediately following being in the care of a Local Authority. This must be confirmed at the time the application is made.

- ii. whose families provide evidence at the time the application is made, of particular educational, social or medical needs that can be met especially well within the caring Christian environment of St Regis Church of England Academy.
- iii. Children who, at the time of admission, have a sibling attending the school in September 2020
- iv. currently attending a Church of England School.
- v. whose usual weekday place of residence is nearest the school. The measurement between home and school will be determined by the straight line measurement from the home address to the school, carried out by the local authority software.

## Glossary of Terms

### Recognised Faith Community.

A 'recognised faith community' is one that is in membership with Churches Together in Wolverhampton, Churches Together In Britain and Ireland, the Wolverhampton NET Churches affiliated to the Evangelical Alliance or Wolverhampton Inter Faith Council or equivalent for their local area.

### Looked After Children.

A looked after child is a child who is looked after by the local authority as defined in Section 22 of the Children's

Act 1989. Evidence, e.g. evidence from the Placement Authority, must be provided with the Supporting Information Form.

### Strength of Commitment.

Strength of Commitment is measured by the following priorities;-

- i. The number of years the family has been worshipping at their place of worship
- ii. The frequency of worship
- iii. Involvement in the activities associated with the place of worship

### Family.

The 'family' means the family unit as presented to the Governors in the Supporting Information Form.

### Siblings.

For admissions purposes, a brother or sister or 'sibling' is a child who permanently resides at the same address as the child for whom a place is being sought and is one of the following

- Brother/sister
- Half brother/sister i.e. share one common parent
- Stepbrother/sister i.e. related by parent's marriage
- Any 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]

Governors recognise that other family circumstances may exist and they will give consideration to other children/family groups as declared on the Supporting Information Form.

**Multiple Births.**

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child[ren] the place[s] is/are to be allocated. In this situation a place or places will be allocated by lot.

**Usual Place of Residence.**

This is determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used for the application.

## THE ROYAL SCHOOL WOLVERHAMPTON

### Admissions Policy for 2024/25 Entry

*“Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens”*

The Royal School Wolverhampton is an independent Free School, serving the local and wider community. As an all-through, co-educational, non-denominational day and boarding school, it will admit pupils from across the city, aged 4-19, and build on its high aspirations and track record of providing outstanding, non-selective education for children with a wide range of needs.

The Royal School will offer a broad and balanced, knowledge-rich, strongly academic, whilst personalised curriculum across the Primary and Secondary phases, structured to meet pupils' differing educational needs. We will ensure high levels of literacy and numeracy, with an emphasis on those subjects seen to provide the most successful foundation for entry to the top universities and future careers, including science, technology, engineering and mathematics (STEM).

Key to our success, is developing the whole person through a rich and varied programme of activity both within and outside the classroom, which raises aspiration, builds leadership skills, confidence and resilience, and improves both academic and personal outcomes for all pupils.

All pupils will be educated to the highest standards, enabling them to make successful and confident transitions to university, further education and the work place, and to lead

fulfilling lives in a rapidly changing and multi lingual world.

### 1. General information

The Governing body of The Royal School will be responsible for the admissions arrangements which include the overall procedure and administration of the oversubscription criteria. Parents living both within and beyond the Wolverhampton Local Authority can apply to the School through their own Local Authority indicating a preference for The Royal School on the CAF1. Applications for Day places in Primary and Secondary at The Royal School for the academic year 2024/2025 will be part of Wolverhampton's coordinated admissions arrangements.

Families living within the Wolverhampton LA must complete the CAF, indicating The Royal School in a ranked preference and return the form to the LA. Applicants must include The Royal School on the CAF to enable the school to consider your application.

Families living outside the Wolverhampton LA, must complete the appropriate CAF issued by your 'Home' LA and return it to them accordingly, indicating a ranked preference for The Royal School. Applicants must include The Royal on the Home LA CAF to be considered.

After completing the LA CAF, families must complete The Royal School Supplementary form which must be downloaded from the LA website. The supplementary form must then be sent directly to Admissions at The Royal School.

Applications for Boarding places in Years 7 and 9, must be made directly to the School for 2024/2025 entry. They should be made on

The Royal School Secondary Application Form and The Royal School Boarding Form, available on the School website, with completed applications sent to Admissions, The Royal School Wolverhampton, Penn Road, Wolverhampton West Midlands, WV3 0EG.

Applications for the Sixth Form (Year 12), for both day and boarding places, will also be made directly to the School for 2024/2025. They should be made on The Royal School Application Forms, available from the School website, with completed applications sent to Admissions, The Royal School Wolverhampton, Penn Road, Wolverhampton West Midlands, WV3 0EG.

Boarding places will only be available from Year 7 onwards, with boarding applicants needing to be assessed for boarding suitability prior to offers being made (see Annex 1 for further details). Boarding covers both full year and annual weekday boarding. Information on boarding fees is available on the school's website. Boarding places cannot be altered to day places upon entry.

Applicants will be required to produce proof (Council Tax or utility bill) of the stated home address (permanent residence) used on the admissions form at the time of application, and must notify the School of any subsequent change of address.

The child's permanent residence is where they live normally, including weekends and during school holidays, as well as, during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents

must inform the School 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.

The distance between a pupil's home and The Royal School will be determined by a straight line measurement from the child's designated home address to a central point within The Royal School, using co-ordinates taken from the Local Land and Property Gazetteer, as calculated through Wolverhampton Council's Geographical Information System (GIS).

A further list of definitions of terms used in the oversubscription criteria (i.e. where there are more applications than places available) is provided at the end of this document.

## 2. Summary of key dates for 2024 entry

### Day places:

**Reception** - Local Authority Application window open from 10 November, 2023, to 15 January, 2024, with offers made on 16 April, 2024.

**Year 7** - Local Authority Application window open from 8 September, 2023, to 31 October, 2023, with offers made on 1 March, 2024.

**Year 12** - Applications to arrive by 30 January, 2024. (Late applications will be considered for admission where places are still available, although subject choices may be limited where courses are full), with offers made on 1 March, 2024.

Offers (based on indicative grades) will be conditional upon entry requirements being achieved and confirmed once GCSE grades are known in August.

### Infill Years Applications (for all years other than Reception, Year 7 and Year 12):

Local Authority Applications for both primary and secondary years, other than the key points of entry, should be received by 30 January, 2024, with conditional offers made for primary places on the 16 April, 2024, and offers made for secondary on 1 March, 2024.

Applications will be considered after this date subject to the availability of places. (See also Section 7 of the Admissions Policy)

### Boarding applications\*:

- Year 7 to arrive at the school by 30 September, 2023, to enable the School to assess for suitability to board and inform parents of the outcome before the closing date for day pupil Year 7 applications.
- Years 9 and 12 to arrive at the school by 30 December, 2023, to enable RSW to assess for suitability to board and inform parents by day pupil closing date.

*\*For any late boarding only applications, please see Section 8*

## 3. Multi –phase admissions arrangements which apply to the normal points of entry.

For 2024/25, The Royal School will have the following admission numbers for external applicants:

### Day Places

Reception =	90
Year 7 =	33
Year 12 =	100

### Boarding places

Year 7 =	4
Year 9 =	6
Year 12 =	25

## 4. Admissions arrangements for day places for 2024-25

If undersubscribed, The Royal School will admit all applicants for day places, subject to those entering Year 12 meeting the minimum academic entry requirements.

Across key points of entry, where fewer than the expected number of pupils within the school progress automatically to the next year of their education, additional external pupils will be admitted until the respective year groups reach their capacity (108 in Year 7, excluding boarders, and 125 in Year 12)

For specific arrangements for the Sixth Form and the Sixth Form PAN, please see Sections 5 and 5.1 If oversubscribed, the following criteria for the different phases of entry will apply in order

### 4.1 Oversubscription criteria and procedures, for entry for day places

The Royal School will admit any pupils with an Education, Health and Care plan naming the School.

Priority will then be given to those children who meet the criteria set out below, in descending order until all places are filled:

- 1 Looked after children and all previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, as well as children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order (see definition 1).

2.1 50% of all places (rounded up to the next whole child) will be allocated to those children whose permanent address (see definition 3) is within a 2 or 3 mile radius of the school, depending on their age (i.e. 2 miles for applicants under the age of 8, and 3 miles for those aged between 8 and 16, as illustrated in the LA's map, attached as Annex 2).

2.2 Within the above, priority will be given to up to 20% of children (rounded up to the next whole child) who meet any of the following criteria:

- a) Children eligible for free school meals and children who have been registered as eligible for free school meals (see definition 2) at any point in the past six years;
  - b) Children whose parent is serving in the regular UK armed forces or was serving in the past three years;
  - c) Children who are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS) because their parent(s) died on active service with the UK armed forces;
3. Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission;
4. Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage;

5. The remaining places will be allocated to children whose permanent address (definition 3) is outside the two or three mile radius of the school, using an independently verified random draw, if the number of applications exceeds the number of available places.

6. Other children.

*NB: Neither of the distance related criteria (categories 2.1 or 5) will apply to applicants to the Sixth Form.*

#### **4.2 Tie breaks**

If two or more children are tied for a final place in category 2, priority will be given to children who live closest to the school on the two or three mile rule, using the distance approach set out under Section 1 (general notes).

An independently verified random draw will also be used as a further tie-break in Category 2 to decide who has the highest priority for admission if the distance between a child's home and RSW is equidistant in any individual case.

#### **Twins/multiple births**

If twins or children from multiple births are tied for the final place, they will all be admitted and the School will operate over PAN

### **5. Academic entry and progression procedures for Year 12 (All places)**

In 2024/25, The Royal School will operate a Year 12 of up to 125 students (the Year 12 'capacity'), including day and boarding places.

As an all-through school, all pupils on roll in Year 11 who wish to continue in Year 12 may do so without further application, provided they meet the academic entry requirements set out below.

While the PAN for day pupils is 100, and for boarders is 25, if fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external day students will be admitted until Year 12 meets its capacity of 125.

Both internal and external students wishing to enter the Sixth Form in 2024/25 will be expected to have met the same minimum academic entry requirements. These are that:

- Students must have achieved at least six grade 5 grades at GCSE, including English and mathematics.

In addition to the Sixth Form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying.

Students will normally be expected to have achieved grade 6 or above in those subjects to be studied at A Level in Year 12. If students meet the academic entry criteria for Year 12 but have not achieved the specified grades in their chosen subjects, they will be offered alternative courses, if available, for which they have met the standard.

Course requirements may vary from year to year and will be published annually in the Sixth Form prospectus and on the School's website.

Parents and prospective students for Year 12 will be encouraged to visit the school and meet senior staff to discuss the implications of

options they are considering and to ensure they are clear about the entrance requirement for courses. This visit will not form any part of the decision-making process and admissions procedure.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

### **5.1 Oversubscription criteria for day places in Year 12**

When there are more external applicants who satisfy the minimum academic entry requirements than places, priority will be given in accordance with the oversubscription criteria, as set out under Section 4.1 (excluding categories 2.1 and 5), and on Tie – breaks as in Section 4.2

### **5.2 Procedures for existing boarders and over subscription criteria for external boarding places in Year 12**

Boarding pupils from the UK who are already in Year 11 and who wish to continue to board may do so without further application, subject to meeting the minimum entry requirements as set out above (Section 5).

Where there are more external applicants that satisfy the minimum academic entry requirements than places, pupils assessed as suitable to board (Section 6.2) will be eligible to be considered for admission.

Places for those suitable to board who have met the minimum academic entry requirements will be considered for admission in accordance with the oversubscription criteria applied to all boarding places (Section 6.3) as set out below.

## 6. Boarding

### 6.1 Admission and progression arrangements for entry into Years 7, 9 and 12 (and for in year admissions across Years 7 to 13).

Boarding pupils who are already on roll and will continue to board may do so without further application.

### 6.2 Boarding suitability assessment for external candidates

- Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, The Royal School will assess all pupils for boarding suitability. A child must be deemed 'suitable for boarding' before he or she is admitted. Detail on the assessment for suitability process can be found in Annex 1 to this policy
- For a boarding place in Years 7 to 11, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Secondary Application Form and returned to The Admissions Officer at The Royal School.
- For a boarding place in Years 12 to 13, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Sixth Form Application Form and returned to The Admissions Officer at The Royal School.
- Students who are accepted to board cannot later change to become a day student.

Dates for external applications are as set out in the Key Dates section of the policy. See also the section on late applications (Section 8).

### 6.3 Oversubscription criteria

All pupils with an Education, Health and Care plan naming the school will be admitted.

Where the school is undersubscribed by applicants deemed suitable for boarding, The Royal School will admit all suitable applicants.

Where the number of applications for admission is greater than the published admission number, applications deemed suitable for boarding will be considered against the criteria set out below, in order:

- (1) Looked after children and previously looked after children (see definition 1).
- (2) Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defense financial assistance with the cost of boarding school fees.
- (3) Children with a boarding need. The School will consider that a candidate has a boarding need as below:
  - a. Children identified by their local authority as being at risk or with an unstable home environment
  - b. Children of former members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;
  - c. Children of serving members of the UK Armed Forces
  - d. Children of parents with whom they normally reside in the UK but whose work dictates that they spend much of the year overseas or working away from home



- (4) Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission.
- (5) Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage
- (6) Other children

*NB evidence required to establish eligibility under categories 2 and 3 above, will be clarified on the boarding application form.*

#### **6.4 Tie breaks for boarding places**

If two or more children are tied for the last place within any of the criteria priority will be given to those applicants with a UK home address where that address is furthest from the school. For those without a UK home address, including those UK citizens with a permanent overseas address applying for a place, priority will be given again for those furthest from the school.

An independently verified random draw will be used as a further tie-break as needed.

If twins or children from multiple births are tied for the final place, they will all be admitted and the school will operate over PAN.

### **7. Infill and In Year Applications across all year groups**

Infill and in year applications to year groups outside the normal year of entry (years of entry are: day places in Reception, Years 7 and 12; boarding places in Y7, 9 and 12) must be

made to the Local Authority.

Places will be offered dependent on available vacancies up to DfE published admissions number for each individual school year. In the event of there being more applications than places available at the application dates specified within Section 2 of this policy, the relevant age-related oversubscription criteria outlined above will be applied.

In year applications across all year groups will be considered beyond these dates, where places are still available, and must be made in writing to the school.

### **8. Late applications**

All applications received by the Local Authority and The Royal School after the deadline will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **9. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, The Royal School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head and any supporting evidence provided by the parent/guardian/carer.

All requests for such an admission should be submitted to the Local Authority by the relevant application closing date and must include recent professional evidence of the child's circumstances which make education outside the age group necessary.

## 10. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age 6. However, places cannot be deferred until the next academic year.

## 11. Waiting lists

The Royal School will operate a separate waiting list for day and boarding places for each year group.

- Where in any year more applications for places are received than there are places available, a waiting list will operate until at least 31 December of each school year of admission.
- This will be maintained by The Royal School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the relevant oversubscription criteria.
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 12. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

- Appellants should contact Wolverhampton City Council's, Office of the Chief Executive, Democratic Support Unit at the Civic Centre for information on how to appeal.
- Information on the timetable for the appeals process is as set out below under Section 12.2, and will also be provided on The Royal School website.

## Acceptance and Appeals timetable

### 12.1 Acceptance of a conditional offer

**Primary admissions-** normal admissions round 16 April 2024 (national offer day) Offers and refusals will be issued to parents  
Within 10 school days Parents are required to accept a conditional offer

**Secondary admissions-** normal admission round 1 March 2024 (national offer day) Offers and refusals will be issued to parents  
Within 10 school days Parents are required to accept a conditional offer

### 12.2 Appeals timeline

Appeals with respect to both primary and secondary admissions must be submitted within 20 school days of a confirmed rejection. The appeal will be held within 40 school days of that letter, but in any case before the start of the school year.

Post 16 appeals will be heard during September, 2024 and within 30 school days of confirmation of the examination results.

Appeals for an in year place will be heard within 30 school days of the appeal being received.

## THOMAS TELFORD UNIVERSITY TECHNICAL COLLEGE

### Admissions Policy for September 2024

Thomas Telford UTC is committed to an open and inclusive environment. This is reflected within our admissions arrangements.

Applications for entry into Year 7 are made direct to the home local authority as part of the co-ordinated scheme. This UTC will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at

<https://www.gov.uk/guidance/academy-admissions> The UTC will also comply with the requirements of the schools admissions code with regards to fair access.

The UTC seeks to attract students who:

- Wish to pursue an education with an emphasis on science, technology, engineering, art and mathematics (STEAM).
- Are inspired to work with companies specialising in construction, design and innovation.

Thomas Telford UTC offers:

- A broad and balanced curriculum.
- Opportunities for students to innovate, design and build.
- Strong emphasis on STEAM subjects.
- Targeted careers guidance.
- First class employer engagement.
- Work related learning.
- Superb IT facilities.
- Strong partnership with the University of Wolverhampton.

Age students are admitted at

- 11 years of age for Key Stage 3 (KS3)
- 16 years of age for Post 16 courses (KS5)

The Published Admission Number (PAN)

- The Pupil Admission Number (PAN) for Year 7 is 150
- The Pupil Admission Number (PAN) for Year 12 is 150

Thomas Telford UTC will consider all applications for places. Where fewer than 150 applications are received, the UTC will offer places to all those who have applied.

## Procedures for Admission

### Year 7 Admissions

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities, parents are required to complete an online application form provided by their home local authority. This form must be completed and submitted by 31 October 2023. Please note that Thomas Telford UTC must be named as one of the five preferences if you wish to be considered for a place.

The City of Wolverhampton Council will liaise with other neighbouring local authorities in line with the National Co-ordinated Admissions arrangement during the process. Parents/carers need to be aware that the naming of Thomas Telford UTC and the ranking on the local authority's online form are taken into consideration by the local authorities and, as a consequence, by the UTC. If Thomas Telford UTC is not named on the local authority online form, a place will not be offered.

Those who are offered a place at the UTC will be informed on Friday 1 March 2024 by the applicant's home local authority.

Those not offered admission will be informed on Friday 1 March 2024 and will have been offered a place at an alternative school by the home local authority.

If there are more than 150 applicants into Year 7 they will be tested using a NFER (National Foundation of Education Research) Non-Verbal Reasoning Test (NVR) and placed into five ability bands with the same number of places in each band. Bands will be ordered 1 to 5 with 5 being the highest. All children will be placed in one of the bands and an equal number of children will be taken from each. No child can fail this test and therefore any requests to re-sit the assessment will be refused.

If the number of applicants sitting the NVR test is not a multiple of 5 then those extra 1, 2, 3 or 4 children will go into bands 1, 2, 3 or 4 respectively. If students achieve the same score on the border of two bands they will all go into the lower band. These are the only circumstances where the bands may be of unequal size.

A date and time will be set for the prospective student to attend the NVR test. If you have not received notification of the test by 20 November 2023, please contact UTC Admissions.

There will also be a 'Mop Up' testing date at a time to be arranged for any student who, for any reason, did not attend their first date and who requests a further date within that time scale. Any student not sitting the test at all will be considered for a place but only after all students who did attend testing have been

considered. If places become available for students who have not taken the test, those applicants will be required to attend a further testing session to establish their band of ability to determine the allocation of places. The test results will be used to ensure that the UTC admits children of all abilities.

## Oversubscription Criterion

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

**Within each Band, priority for places will be allocated to:**

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. This may reduce the number of places available from each band.

Remaining places are allocated as detailed below

- i. Children in Public Care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject of an adoption, child arrangements, 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. Looked after children previously in state care outside of England and have ceased to be in care as a result of being adopted are also included in this group.
- ii. Thereafter the remainder of the 30 places in each band will be allocated to

Children who live closest to Thomas Telford UTC. The distance from the applicant's home and the UTC is taken in a straight line between Thomas Telford UTC and the child's home address. The distance is measured using appropriate software, with those living closest to the school receiving the highest priority. Maintaining an equal allocation of places in the five ability bands will always be the determining factor when applying the oversubscription criteria.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, for example children who live an equal distance from the UTC then the available spaces will be randomly selected by drawing lots.

The applicant's home address is where the applicant lives as the only or principal residence. If the applicant resides equally between both parents, the principal home address will be considered as being the address at which the applicant is registered whilst attending the current school and the address of the parent who is in receipt of any benefits for the applicant, or where this is not applicable the address at which the child is registered with their GP.

Preference is not given in favour of siblings or those with medical conditions.

## Operation of Waiting List

If the UTC is oversubscribed, unsuccessful applicants will be placed on the Waiting List (if requested). If places arise, those on the Waiting List will be offered a place using the UTC's Admissions Criteria outlined previously. If places within one band are exhausted then

places will be allocated from the band above. If places are exhausted in band 1 then we would allocate from band 2. The waiting list will be retained until the end of the academic year. If applicants wish to remain on a waiting list into the next academic year they would need to re-apply.

## Admission to Year 10

From the academic year 2023/24 Year 10 ceases to be a point of entry.

## Admission to Post 16 Provision

If fewer than 150 of Thomas Telford UTC's own Year 11 students transfer into Year 12, additional external students shall be admitted until Year 12 meets its capacity of 150.

We will accept applications for Year 12 to the UTC at any time during the previous academic year up to 31st March. The UTC will conduct its own admissions arrangements for applications into Year 12. Full details of the UTC's application process and web links to the Code and Protocols are available on the UTC's website.

The minimum academic entrance requirement for Year 12 are as follows:

Students wishing to follow level 3 courses and qualifications must achieve at least 5 grade 4-9 qualifications at GCSE, including English Language and Mathematics.

Students wishing to follow level 2 courses and qualifications must achieve at least 5 grade 1-9 qualifications at GCSE including English Language and Mathematics.

Students who are awarded a place at the UTC may have to achieve specific requirements in addition to their general entry requirements above to follow particular courses (for

example, students will need a grade 6 in Mathematics GCSE to follow A Level Mathematics). The UTC will aim to find appropriate courses for students who meet the general entry requirements above but who do not meet the requirements for their first choice of subjects.

The UTC will publish these criteria in relation to minimum academic entrance requirements for admission to the UTC's Post-16 provision in its prospectus and on its website. Both internal and external students wishing to enter the Post 16 stage at the UTC must meet these minimum published UTC academic entry requirements.

All students meeting the minimum academic entry requirements whose statement of SEN or EHCP names the UTC will be admitted.

## In-Year Applications

An In-year admission is any entry to school other than at the normal point in Year 7, for example, transferring school due to a move of house or personal reasons. Requests for places in Year 7 after the normal round of admissions or request for places in other year groups should be made directly to Thomas Telford UTC, the form can be requested from the school or found on the website [www.thomastelfordutc.com/page/admissions/y7](http://www.thomastelfordutc.com/page/admissions/y7)

In-year applications will only be considered if places become available. In the first instance these will go to those on the waiting list using the over subscription criteria above. Otherwise all applications will be considered and applicants will be required to sit the NVR test to ascertain their ability band.

Applications should be made via the in-year transfer form, available from the school or found on the website

[www.thomastelfordutc.com/page/admissions/y7](http://www.thomastelfordutc.com/page/admissions/y7)

## Admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. When such a request is made, the trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

Such applications should be made via Thomas Telford UTC, [admissions@thomastelfordutc.com](mailto:admissions@thomastelfordutc.com)

In year applicants and out of year applicants who have been unsuccessful have the right of appeal (see below).

## The Appeals Process

The UTC will establish and maintain an Independent Appeals Panel and appoint an Independent Clerk. There will be a right of appeal to the Appeals Panel for all external applicants refused admission to the UTC and internal students refused transfer to the UTC's Post 16 provision, compliant with the School Admission Appeals Code. The Appeals Panel will be independent of the UTC and will be composed of three members, including: at least one lay member who has no personal experience in the management of any school or provision of education in any school (except as a governor or volunteer), at least one person with experience in education. One person will act as Chair of the Panel.

Parents/carers wishing to appeal against an admission decision should send their appeal to the Clerk of the Appeal Panel, whose

address is available on the UTC's website. Parents/carers will have 20 school days to lodge an appeal after notification of a place not being offered at the UTC. The notification will indicate the reasons for refusal of a place and of the right of appeal. Appeals will be heard within 40 school days of the deadline for lodging appeals. This will be 30 days from the appeal being lodged for in-year admissions. Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice. The Panel will consider the case put forward by the parents/carers and the UTC. They will consider the admission arrangements for the UTC and the reason why the child wants to attend the UTC. The Clerk to the Appeal Panel will, if possible, inform parents/carers of the Appeal Panel's decision on the day of the hearing. The decision will also be sent to the parents/carers in writing within 5 school days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

### Further Admissions Information

Thomas Telford UTC is committed to fair and equal treatment of all individuals regardless of disability. The UTC will welcome applications from children with disabilities and has been designed and built to have provision and accessibility for people with disabilities so that they may be integrated fully into UTC life.

Residency of applicants must be established and proved at the time of application for a place. The UTC's ruling on residence, as defined by the Funding Agreement is final. Any offer of a place that is fraudulently obtained will be withdrawn.

## Thomas Telford UTC Year 7 Application Timeline

### 2023

#### **14 September, 21 September & 3 October**

Information Evenings at the UTC  
*(Dates subject to change)*

#### **31 October**

Closing date for application forms to be submitted

#### **25/26 November**

Non-verbal Reasoning Testing  
*(notification and date/time of test should be received by 22 November – if not contact the UTC)*

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### 2024

#### **1 March**

Allocation day

#### **15 March**

Deadline for return of Acceptance Form and Waiting List

#### **31 March**

Deadline to lodge an appeal

## WEDNESFIELD ACADEMY Admissions Policy 2024-2025

Wednesfield Academy is a mixed 11-18 Academy with 1050 pupils. The school's admission policy is in accordance with the guidelines below:

### Entry into Year 7 September 2024

Pupils will be admitted without reference to ability, aptitude, race or religion. The Published Admission Number in 2024 will be 180

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

#### 1. Children in Public Care (looked after children) and previously looked after children.

Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

#### 2. Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school in Years 8 – 11 in September of the relevant year. Siblings of Sixth Form students DO NOT qualify for a sibling claim.

Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents
- Half brother or sister sharing one common parent
- Step brother or sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order)

#### 3. Where there are essential medical or social grounds for admitting the child.

Definition: relevant medical or social grounds that show that attendance at the school is essential and supported in writing by a medical practitioner or social worker. Requests for such consideration will be subject to verification by Governing Body.

#### 4. Children of Staff employed at The Academy.

Where a member of staff (\*\*) has been employed at The Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage / or the member of staff has been seconded to support another school within the Matrix Academy Trust.

\*\* All full time teaching staff

All full time support staff – (defined as those on a 37 hour week and above contract)

The definition does not include contract staff. If service has been 'in house' and is



subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

**5. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line.**

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or guardian or leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

**Waiting List Policy (Year 7 Intake)**

Until 31st August 2023 parents may enquire about their child's position on the Waiting List by contacting the Admissions and Appeal Team on 01902 551122. From 1st September 2023 the waiting list will be maintained by the school and parents should make enquiries by contacting Wednesfield High Academy Admissions on 01902 558222.

From 1st September 2024, parents wishing their child/ren to be placed on the Waiting List should contact Wednesfield Academy Admissions in writing to make their requests.

**Siblings**

Siblings of Sixth Form students DO NOT qualify for a sibling claim.

**In-Year Admissions**

The school manages its own mid-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Wednesfield Admissions using the mid-year admissions form on Wednesfield Academy's website.

Parents will be notified of the outcome of their application within 15 school days of receipt of a completed mid-year application form.

**Appeals**

Appeals in respect of Year 7 intake for September 2024 should be lodged by Friday 14th April 2024.

**Entry Requirements for Year 12 – Entry in September 2024**

The maximum sixth form capacity for Year 12 external candidates for September 2024 is 10. This number may be exceeded if demand for available courses can be met.

**Minimum entry requirements for Year 12**

Students will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at Wednesfield Academy.

For vocational courses, grade 4 in 5 different subjects with each course having its own particle requirements. At A Level a grade 5 in English and Maths with 5 passes as grade 4 and above, with each A level having its own specific requirements. Students refused a

place in year 12 are entitled to appeal to an independent appeal panel.

### **Late Applications (Year 6 – Year 7 transfer)**

A late application is an application form received after the published closing date. Late applications will normally be considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place at the school.

When places are offered, applications received by the closing date and valid late applications (see below) will be considered first.

### **Late applications received before the notification date (before places are offered):**

Applications received by the closing date and valid late applications (see below) will take priority when places are offered.

Valid late applications can only be considered if the application form is received within four weeks of the closing date.

### **Explanation of valid late applications:**

There are limited circumstances when a late application may be categorised as a valid late application and considered together with those applications that were received by the closing date.

Subject to verification by the Director of Children's Services, City of Wolverhampton Council, a late application may be considered as a valid late application where:

- The family were unable to complete an application form before the closing date because they moved into the City of Wolverhampton 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):**

Where the school is over-subscribed an application for a place which is received after places have been offered will be added to the school's waiting list in admission criteria order.

## WOLVERHAMPTON GIRLS' HIGH SCHOOL

### Admissions Arrangements for Year 7 – for the School Year 2024-2025

Wolverhampton Girls' High School is a selective grammar school for girls from 11 to 18 years with Academy Status.

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

The Governing Body of the school is responsible for the admissions arrangements<sup>1</sup>.

All parents/carers living both within and beyond the City of Wolverhampton may apply for their daughter(s) to be admitted to the school.

#### Admission of Pupils to Year 7

For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools.

Parents/carers will be offered their highest available preference of school for which their daughter meets the criteria by their home Local Authority on 1 March 2024.

Admission to Year 7 is determined by the performance of candidates in an entrance test, taking into account the priority categories for the allocation of places. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The required standard is deemed to be those students

scoring within 2% of the last automatic place and Pupil Premium students securing at least the qualifying score.

The entrance test is open to girls who will be no older than 11 years of age on 31st August 2024.

#### Application Procedures

Parents/carers who wish their daughter to be considered for a place in Year 7 from 1st September 2024 must register her for the entrance test by completing and returning the Registration Form to the school by the specified date. This is available to collect from the school or alternatively is published electronically on the Wolverhampton Girls' High School website.

Parents/carers must also complete a Local Authority Preference Form (also known as the Common Application Form). The parents/carers of children resident in Wolverhampton should visit their City of Wolverhampton Council's website to obtain the Secondary Composite Prospectus and Local Authority Preference Form. The parents/carers of children not resident in Wolverhampton must obtain a composite prospectus and Local Authority Preference Form from the Local Authority in whose area they live. This must also be completed and submitted by the specified date to their home Local Authority, following the guidelines given in the composite prospectus, and ensuring that Wolverhampton Girls' High School is named as one of their preferred schools. If Wolverhampton Girls' High School is not named on the Local Authority Preference

<sup>1</sup> Admissions arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

Form, no offer of a place will be made, even if the child has taken the entrance test.

## Admission Number

The number of intended admission for the year commencing **1st September 2024** will be **180**.

## Entrance Test

Admission to Year 7 of the school on 1st September 2024 will be determined on the performance of all candidates in an entrance test and by taking into account the priority categories for the allocation of places.

Arrangements for taking the test will be announced by the Governing Body in the local press during the Spring Term 2023.

Where a candidate is ill on the day of testing, arrangements will be made for the test to be taken on an alternative date. In such cases the candidate will need to provide a medical note within 5 days of the test date. Any other exceptional circumstances for non-attendance should be notified in writing to the school prior to the test. The school cannot make allowance for test performance which may have been adversely affected by illness or by any other exceptional circumstance.

## Out of Cohort Candidates

Parents/carers who wish their daughter to be considered for entry to Year 7 in September 2024, where she was born either before 1st September 2012 or after 31st August 2013, should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee which will assess the request.

## Allocation of Places /Oversubscription Criteria

The school makes the arrangements for girls to sit the entrance test and for it to be marked independently. In order to inform their choice of schools for their daughter, parents/carers are sent a notification letter (October 2023) containing information about their daughter's performance in the entrance test.

At the point of the test registration, parents/carers are asked to confirm if their daughter qualifies for Pupil Premium. Where this is the case, proof will be requested by the school as outlined on the school website and must be provided by the parent/carer for their daughter to be treated as a Pupil Premium candidate, before their daughter sits the test.

A qualifying score will be set that is expected to be lower than the score required for other girls to gain a place for use in Stage One of the Allocations process.

On National Offer day, offers are made through the Co-ordinated Local Authorities Admissions Scheme. In advance of this date, data is provided to the Local Authority to enable it to make these offers.

Where more than 180 applications are received, the allocation of places will be completed in the following ways:

### Stage 1 – Allocation of places to Looked After Children and Pupil Premium students

1. The school sets a qualifying score. This is set in October 2023 and communicated to parents/carers through the notification letter. Students who satisfy the criteria outlined in points 2 or 3 below will receive an automatic offer of a place where the entry criteria are met.

2. A “Looked After Child<sup>2</sup>”, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order, will be offered a place if they have achieved a score equal to or exceeding the qualifying score.
3. The first twenty five “Pupil Premium” students, as at the time of taking the test, whose test scores are ranked highest in the merit order, and have achieved a test score equal to or exceeding the qualifying score, will be offered a place. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website.
4. Remaining Pupil Premium students will be slotted back into the full order of merit for consideration under the subsequent stage of the process.

### Stage 2 – Allocations of remaining places in order of merit

The scores are put into a table in merit order according to the performance of each girl in the Entrance Test. This table is sent to the Local Authority. Following the allocation of places under Stage 1 of this process, the

remaining places are allocated in strict order of merit in accordance with girls’ scores in the test.

Before 1st September 2024, parents/carers of successful applicants will be required to provide evidence of the date of birth of their daughter in the form of a short form birth certificate or other documentation acceptable to the School.

### Joint Lowest Last Place Score – Stage 1

In the event that more than one candidate obtains the last score for the twenty five Pupil Premium places a tie break process will be followed. Priority will be allocated to:

Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>3</sup> to the school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents/carers have shared responsibility for the girl and the girl lives with both parents/carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/carers may be requested to supply documentary evidence to support the address used for the application.

<sup>2</sup> A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

<sup>3</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.

## Joint Lowest Last Place Score – Stage 2

In the event that more than one candidate obtains the last score a tie break process will be followed. Priority will be allocated in the following order:

1. A “Looked After Child<sup>4</sup>”, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order (in the event that the score falls below the Qualifying Score and so has not secured an automatic place).
2. A Pupil Premium student, as at the time of taking the test. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website (in the event that the score falls above the Qualifying Score and has not been allocated a place at Stage 1).
3. A Pupil Premium student, as at the time of taking the test. Proof of “Pupil Premium” status will be required in line with the requirements requested by the school and outlined on the school website (in the event that the score falls below the Qualifying Score and so has not secured an automatic place).
4. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address to the school using computerised software. For applications from the same

block of flats that have the same designated point, the allocation will be decided by lot. Where parents/carers have shared responsibility for the girl and the girl lives with both parents/carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/carers may be requested to supply documentary evidence to support the address used for the application.

5. Twins, triplets, multiple births – in this situation, in the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

## Late Applications

It is essential that the Registration Form for the entrance test is received by the specified date. In exceptional circumstances, late applications must be submitted to the school with supporting evidence to provide the reasons for the late application. This will be considered and if accepted provision will be made for the child to sit the test at an alternative date.

Candidates who make a late application to their home local authority after the deadline date of 31st October 2023 and subsequently take the test late are considered a late applicant. Such candidates will be inserted into the order of merit following the initial allocation of places on 1st March 2024.

<sup>4</sup> A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

## Waiting List

Following completion of the annual co-ordinated admissions procedure, should places then become available, girls will normally only be considered for admission if their standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage (March 2024). On 1st March 2024, the School will establish the lowest score to gain an automatic place at the School. From here the School will then calculate that any scores falling within 2% of the girl with the lowest score to have been offered an automatic place, are of the required standard. These candidates will make up the waiting list.

A candidate's position on the waiting list will be determined solely in accordance with the oversubscription criteria, outlined under Stages 1 and 2, allocation of places. Where places become vacant they will be allocated to candidates on the waiting list in accordance with this criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

The waiting list will be automatically generated after initial offers have been notified and maintained until the end of the Autumn Term 2024. Following this date, a waiting list will be held in line with the arrangements outlined in the In Year Admissions section of these arrangements.

## Appeals

In the event of a place not being offered, parents/carers have the right to appeal to an independent appeal panel. The intention to do so must be indicated in writing to the school by the date specified. Parents/carers will then

be sent the necessary forms. Once an appeal has been lodged, parents/carers will receive information about the appeal process, including details as to when and where the appeal will be held.

## Equality Act 2010

Parents/carers who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admissions procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.

## WOLVERHAMPTON GIRLS' HIGH SCHOOL

### In Year Admissions Arrangements for the school year 2024-2025

In addition to the published Admissions Policy for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure for admission to the school by way of transfer from other schools at other points during the academic year and at ages greater than 11 years.

### Application Procedures

Parents/Carers considering making an application to join Wolverhampton Girls' High School, other than at the normal transfer stage, should submit an in-year application. The school will respond in writing within 15 school days of receiving the in-year application to advise the Parent/Carer of the next testing date. Following completion of the

test, the Parent/Carer will be advised of the outcome within 15 school days. They will either be advised whether a place can be offered where there is a space and the child is assessed to be of the academic standard i.e. of the academic ability range of the cohort in question, or of the right to appeal where the school is at capacity and/or the child is not of the required academic standard. Where the school is at capacity but the child is assessed to be of the academic standard, they will be placed on the waiting list.

## Number on Roll

The admission number for Years 7, 8, 9 and 10 is 180 and it is expected that there will be no more than 145 places in Year 11.

## Out of Cohort

Parents/carers who wish their daughter to be considered for entry to Year 8 and above via the In Year Transfer Request system, where she is either ahead of her cohort or behind her cohort, should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee which will assess the request. Parents/carers should note that a student can only request to take an In Year Transfer Test to join a specific school year group (For example Year 8 or Year 9) once. Therefore, if she is of school age Year 7 and applying to join the school's Year 8 cohort, a student would not be able to take an In Year Test the following year when of school age Year 8 for entry into the school's Year 8 cohort.

## Allocation of Places

Following receipt of an in-year application, the school will make arrangements to test

whether the child is of the required academic standard, i.e. of the academic ability range of the cohort in question. A place will only be offered if the testing process reveals this to be the case. Where fewer places are available than the number of children who meet the required academic standard, places will be allocated to the child or children who achieved the highest scores in accordance with the oversubscription criteria below. If no place is offered, Parents/Carers will be informed of their right to appeal and the opportunity to go on the waiting list (where eligible to do so).

## Waiting List

The school operates a waiting list for candidates who are interested in joining the school and the year group in question is full. When a candidate has sat the test, where no places are available she will be placed on the waiting list, if the candidate's results are of the academic ability of the year group in question.

To be eligible to go on the waiting list, a candidate's test scores must be judged to be within the ability range of the year group in question. A rank position to indicate at what position within the year group the candidate would fit within the ability range will be allocated. Candidates will then be ranked on the waiting list in merit order of their year group rank position.

At the end of each half term, the school will review the waiting list and where a vacancy has become available a place will be offered to the candidate at highest position on the waiting list to commence studies at the school at the start of the next half term.

Names will be held on the waiting list for the duration of an academic year. Where places do not become available the parent/carer



would need to apply again for the following school year. In such circumstances the candidate would need to be tested again to assess eligibility to go on the waiting list for the year group in question.

## Oversubscription Criteria

In the event that more than one applicant obtains an equally high standard, meaning they share a rank position in the tests, priority will be allocated in the order of the points set out below:

1. A "Looked After Child"<sup>5</sup>, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. A Pupil Premium student as at the time of taking the test. Proof of "Pupil Premium" status will be required in line with the requirements outlined on the school website and requested by the school.
3. The student(s) living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>6</sup> to the designated school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents/carers have shared responsibility for the girl and the girl lives with both

parents/carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time.

Parents/carers may be requested to supply documentary evidence to support the address used for the application.

4. Twins, triplets, multiple births – in this situation, in the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

No pupil will be offered the opportunity to attend more than one testing date in any one academic year.

## Equality Act 2010

Parents/carers who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admissions procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.

<sup>5</sup> A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

<sup>6</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.

## WOLVERHAMPTON GIRLS' HIGH SCHOOL

### Admissions Arrangements to the Sixth Form for school year 2024-2025

In addition to the published admissions arrangements for the transfer of pupils at age 11, the Governing Body of Wolverhampton Girls' High School wishes to highlight the following agreed procedure with respect to the admission of students to the Sixth Form.

The admission number for students new to the School in Year 12 in September 2024 is 30.

#### Entry Requirements

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the Sixth Form. These are that students will usually be expected to have achieved a minimum of 6 GCSEs at grades 6 (or B where legacy GCSE) or above, a grade 6 or above in Mathematics and English Language and a minimum average points score of 6.5 from her best 6 subjects. In addition to the Sixth Form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the School's prospectus and on its website. Subjects which are not GCSEs but deemed to be equivalent to

GCSEs are not accepted. The Admissions Committee reserves the right to make the final decision on the application of the entry requirements.

#### Application Procedures

Internal students in the current Year 11 are viewed as automatic applicants to the Sixth Form and will be admitted subject to meeting the entry requirements. There are a variety of opportunities for these students to receive advice and guidance from both students and staff at the school, including attendance at a meeting with a senior member of staff to discuss option choices.

Each external student wishing to join the Sixth Form must apply in writing by completing an application form. She will then be invited to come into school for a meeting with a senior member of staff who will provide advice on options and entry requirements for particular courses.

#### Allocation of places /Oversubscription Criteria

Initially, conditional offers of admission to Year 12 will be made and these will be confirmed following the publication of GCSE results. When there are more external applicants than places available that satisfy all aspects of the academic entry requirements, priority will be given in the following order:

1. A "Looked After Child"<sup>7</sup>, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Other students who would then be ranked in order of merit based on their average total GCSE points score.

## Joint Lowest Last Place Score

In the event that more than one candidate obtains the last score a tie break process will be followed. Priority will be allocated in the following order:

1. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address<sup>8</sup> to the school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents/carers have shared responsibility for the girl and the girl lives with both parents/carers for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents/carers may be requested to supply documentary evidence to support the address used for the application.
2. In the event that there is a tie between sisters who live at the same address, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

## Waiting List

A waiting list will be compiled of applicants who meet the academic requirements for admission to Year 12 but who, in accordance with the admission criteria, cannot be accommodated. Those on the waiting list will be ranked in accordance with the oversubscription criteria set out above.

Once admitted to the Sixth Form, each student will enter into an agreement with the school. That agreement will outline what students can expect from the school and what the school will expect from each student.

If no place is offered, parents/carers and students will be informed of their right to appeal.

## In-Year Admissions

Parents/Carers who wish their daughter to be considered for an In-Year place should see the details outlined within the In-Year Admissions Arrangements for the school year 2024-25.

<sup>7</sup> A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

<sup>8</sup> The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence as a result of parental/carer or guardian home ownership, leasing or other private arrangement.

# Appendix 3

## Other Local Authorities

Local Authorities (LAs) are required to co-ordinate secondary transfers for all maintained (i.e. non-fee paying) schools. The following LAs:

- Birmingham LA
- Dudley LA
- Sandwell LA
- Staffordshire LA
- Walsall LA
- Wolverhampton LA
- Telford and Wrekin LA
- Shropshire LA

have agreed to co-ordinate applications for their schools.

There is also a general agreement amongst all Midlands LAs to co-operate in this regard.

### What are the main features of a co-ordinated admissions scheme?

- 1 The aim of the scheme is to ensure, as far as is possible, that your child receives the best possible single offer of a place at a secondary school, based on your preferences.
- 2 The scheme is easier and fairer for parents, pupils and schools because it ensures that some parents do not hold several offers, whilst others have no offer at all.
- 3 You will only have to complete one application form on which you will state your secondary school preferences.
- 4 Your preferences can be for secondary schools inside or outside your home LA (i.e. the LA in which you and your child live).
- 5 You will be informed of the outcome of your application by your Home LA which will make an offer of a single place for your child. You can view this online if you apply via the online application system.  
A formal offer will be posted to you on 1 March 2024.
- 6 If you are not satisfied with the offer you will be given guidance about any steps you can take.

## What do you need to do?

### Stage 1

Your application form and information booklet will be supplied by your Home LA. If you have not received any information by mid-September 2021 please contact your Home LA.

### Stage 2

If you want to apply for schools outside of your Home LA you are strongly advised to contact those schools' LAs for their information booklets.

### Stage 3

You are strongly advised to find out about your preferred schools by attending open evenings and looking at prospectuses.

### Stage 4

You must list all your preferred schools on your application form even if they are outside your Home LA. Do not include Thomas Telford (CTC) & fee paying schools.

### Stage 5

You may need to provide additional information and/or complete 'Supporting Evidence Forms' for some schools. Each LA's information booklet will provide more detail.

### Stage 6

Your completed application form must be returned by the closing date and according to the instructions given on the form.

### Stage 7

When you have completed all these stages your Home LA will arrange for each of your preferences to be considered by the relevant admitting authority for each school.

## Who Can You Contact for More Information?

### **Birmingham City Council**

Children, Information and Advice Service

**Tel:** 0121 303 1888 (option 4)

**Email:** [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)

**Letter:** School Admissions &  
Pupil Placement Service,  
PO Box 16513  
B2 2FF

### **Staffordshire County Council**

School Admission & Transport Service

**Tel:** 01785 278642

**Web:** [staffordshire.gov.uk/admissions](http://staffordshire.gov.uk/admissions)

**Email:** [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

**Letter:** Schools Admissions and Transport  
Service, Staffordshire County Council,  
2 Staffordshire Place, Stafford  
ST16 2DH

### **Dudley Metropolitan Borough Council**

Directorate of Children's Services

School Admissions Service

**Tel:** 0300 555 2345

**Web:** [dudley.gov.uk](http://dudley.gov.uk)

**Email:** [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

**Letter:** School Admissions Service  
The Council House, Priory Road  
Dudley DY1 1HF

### **Walsall Council**

**Tel:** 01922 652978

**Email:** [school.admissions.advice@walsall.gov.uk](mailto:school.admissions.advice@walsall.gov.uk)

**Letter:** Parent Support Advisor, Walsall MBC,  
2nd Floor Civic Centre, Darwall Street,  
Walsall WS11TP

### **City of Wolverhampton Council**

**Tel:** Admissions and Appeals  
01902 551122

**Email:** [school.admissions@wolverhampton.gov.uk](mailto:school.admissions@wolverhampton.gov.uk)

**Letter:** Education & Enterprise  
Pupil & Student Services  
Admissions & Transfers  
Civic Centre, St Peter's Square  
Wolverhampton WV1 1RR

### **Telford & Wrekin Council**

**Email:** [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

**Letter:** Telford & Wrekin Council,  
Darby House, Telford TF3 4JA

### **Shropshire County Council**

**Tel:** School Admissions 03456 789008

**Email:** [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

**Letter:** School Admissions Team,  
Learning & Skills, Shirehall,  
Abbey Foregate, Shrewsbury SY2 6ND

### **Sandwell Metropolitan Borough Council**

Admissions Service

**Tel:** 0121 569 6765

**Email:** [annual\\_admissions@sandwell.gov.uk](mailto:annual_admissions@sandwell.gov.uk)

**Letter:** Sandwell Council House,  
Freeth Street, Oldbury B69 3DE

# Appendix 4

## School Terms and Holiday Dates

### Autumn Term 2024

September 2024					October 2024					November 2024					December 2024						
<b>Mo</b>	2	9	16	23	30	<b>Mo</b>	7	14	21	28	<b>Mo</b>	4	11	18	25	<b>Mo</b>	2	9	16	23	30
<b>Tu</b>	3	10	17	24	<b>Tu</b>	1	8	15	22	29	<b>Tu</b>	5	12	19	26	<b>Tu</b>	3	10	17	24	31
<b>We</b>	4	11	18	25	<b>We</b>	2	9	16	23	30	<b>We</b>	6	13	20	27	<b>We</b>	4	11	18	25	
<b>Th</b>	5	12	19	26	<b>Th</b>	3	10	17	24	31	<b>Th</b>	7	14	21	28	<b>Th</b>	5	12	19	26	
<b>Fr</b>	6	13	20	27	<b>Fr</b>	4	11	18	25	<b>Fr</b>	1	8	15	22	29	<b>Fr</b>	6	13	20	27	
<b>Sa</b>	7	14	21	28	<b>Sa</b>	5	12	19	26	<b>Sa</b>	2	9	16	23	30	<b>Sa</b>	7	14	21	28	
<b>Su</b>	1	8	15	22	29	<b>Su</b>	6	13	20	27	<b>Su</b>	3	10	17	24	<b>Su</b>	1	8	15	22	29

Term Time: Monday 2 September 2024 to Friday 25 October 2024

Half term: Monday 28 October 2024 to Friday 1 November 2024

Term Time: Monday 4 November 2024 to Friday 20 December 2024

### Spring Term 2025

January 2025					February 2025					March 2025				
<b>Mo</b>	6	13	20	27	<b>Mo</b>	3	10	17	24	3	10	17	24	31
<b>Tu</b>	7	14	21	28	<b>Tu</b>	4	11	18	25	4	11	18	25	
<b>We</b>	1	8	15	22	29	<b>We</b>	5	12	19	26	5	12	19	26
<b>Th</b>	2	9	16	23	30	<b>Th</b>	6	13	20	27	6	13	20	27
<b>Fr</b>	3	10	17	24	31	<b>Fr</b>	7	14	21	28	7	14	21	28
<b>Sa</b>	4	11	18	25	<b>Sa</b>	1	8	15	22	1	8	15	22	29
<b>Su</b>	5	12	19	26	<b>Su</b>	2	9	16	23	2	9	16	23	30

Term Time: Monday 6 January 2025 to Friday 14 February 2025

Half term: Monday 17 February 2025 to Friday 21 February 2025

Term Time: Monday 24 February 2025 to Friday 11 April 2025

### Summer Term 2025

April 2025					
<b>Mo</b>	7	14	21	28	
<b>Tu</b>	1	8	15	22	29
<b>We</b>	2	9	16	23	30
<b>Th</b>	3	10	17	24	
<b>Fr</b>	4	11	18	25	
<b>Sa</b>	5	12	19	26	
<b>Su</b>	6	13	20	27	

### Summer Term 2025

May 2025					June 2025					July 2025					August 2025					
<b>Mo</b>	5	12	19	26	<b>Mo</b>	2	9	16	23	30	7	14	21	28	<b>Mo</b>	4	11	18	25	
<b>Tu</b>	6	13	20	27	<b>Tu</b>	3	10	17	24	1	8	15	22	29	<b>Tu</b>	5	12	19	26	
<b>We</b>	7	14	21	28	<b>We</b>	4	11	18	25	2	9	16	23	30	<b>We</b>	6	13	20	27	
<b>Th</b>	1	8	15	22	29	<b>Th</b>	5	12	19	26	3	10	17	24	31	<b>Th</b>	7	14	21	28
<b>Fr</b>	2	9	16	23	30	<b>Fr</b>	6	13	20	27	4	11	18	25	<b>Fr</b>	1	8	15	22	29
<b>Sa</b>	3	10	17	24	31	<b>Sa</b>	7	14	21	28	5	12	19	26	<b>Sa</b>	2	9	16	23	30
<b>Su</b>	4	11	18	25	<b>Su</b>	1	8	15	22	29	6	13	20	27	<b>Su</b>	3	10	17	24	31

Term Time: Monday 28 April 2025 to Friday 23 May 2025

Half term: Monday 26 May 2025 to Friday 30 May 2025

Term Time: Monday 2 June 2025 to Monday 21 July 2025

These Term Dates are published by City of Wolverhampton Council following consultation. However, the dates are subject to change by schools, and it is recommended that you check school websites for any changes and INSET days.

# Appendix 5

## Where to find out more

Education Psychology Service	.01902 550609 / 555934
Behaviour and Attendance Support	.01902 550621
Multi Agency Support Teams	01902 551953 / 555973 / 551499 / 555946 / 552630 / 556040 / 556952 / 555258
Pupil Services & Transport (Bus passes)	.01902 551122 / 554202 / 554154
Free School Meals	.01902 551122 / 554128
Admissions and Appeals	.01902 551122
Exclusions from School	.01902 555924
Special Educational Needs	.01902 555873 / 555986
Statutory Assessment & Review Team	.551498 / 555961
Wolverhampton Information Advice and Support Service	.01902 556945
City of Wolverhampton Council Website	. <a href="http://www.wolverhampton.gov.uk">www.wolverhampton.gov.uk</a>
School Choice Advice Service	.01902 550941
School Meals Development Officer	.01902 554283

### OTHER AGENCIES

Central Library, Snow Hill	.01902 552025
Wolverhampton Connexions Centre	
119 Salop Street, Wolverhampton	.01902 773040
and 30 Church Street Bilston	.01902 408811
Local Government Ombudsman	.03000 610614
Schools Adjudicator	.08700 012468
Department for Education	.0370 0002288 / <a href="http://www.gov.uk/contact-dfe">www.gov.uk/contact-dfe</a>
Catering Service Support	.01902 555227









You can get this information in large print, braille, audio  
or in another language by calling 01902 551155

**wolverhampton.gov.uk 01902 551155**

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City of Wolverhampton Council, Civic Centre, St. Peter's Square,  
Wolverhampton WV1 1SH