



## Admissions Policy

### ***We walk by faith and not by sight: 2 Corinthians 5:7***

This document has been taken from the Sandwell Local Authority Admission Team's Policy and Procedures. At St Paul's C of E Academy, we do not make any changes to the Local Authority's Admission Policy.

Admission numbers for St Paul's C of E Academy 2017/2018 is 30 per year group.

#### **Admissions priorities for places in oversubscribed community and controlled primary school's academic year 2017/2018**

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.
3. (a) Children having a brother or sister at the preferred school (not nursery) at the time of admission.  
(b) For admissions to infant schools, children having a brother or sister at the preferred school or at a linked junior school at the time of admission.  
(c) For admissions to junior schools, children having a brother or sister at the preferred school or at a linked infant school (not nursery) at the time of admission.
4. For admissions to junior schools, children being on roll at the linked infant school at the time of admission.

5. Children accepted on denominational grounds<sup>1</sup>, supported by the church. Applications based on this criterion must be accompanied by a completed declaration form (ASU75/VC) signed by a priest, minister or community leader to signify attendance at church on at least one occasion per month.
6. Children prioritised by distance measured in a straight line from a child's home<sup>2</sup> to the school's main entrance (as determined by the Principal).
7. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school with priority being given to those living closest to the school.

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

### **Additional Policy Statements**

The following additional policy statements are included in the local authority admission Arrangements and adopted by the Governing Board of St. Paul's C of E Academy.

#### **a. Late applications**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made. When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances detailed above then it will be processed after consideration of all on time and accepted late applications.

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<sup>1</sup> Applicable only to schools that are designated by the Secretary of State as having a religious character.

<sup>2</sup> Measured from the Ordnance Survey address point for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school building with priority being given to those living closest to the preferred school.

**b. Waiting lists**

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above). Any preferences which cannot be met following the application of the admission priorities together with any late requests which have been made and which the local authority does not consider as being late for a good reason will be put on a waiting list which will be ranked in accordance with the published admission priorities. Waiting lists will be maintained until the end of the autumn term preceding the year of entry and will then be discarded. Places will only be offered from the waiting list in the event that the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

**c. Further applications in the same academic year**

The local authority will only consider more than one application in the same community or

controlled school in the same academic year if one or more of the following significant changes apply:

- i. The child becomes looked after by the local authority;
- ii. The child has a medical condition which was not present when the previous application was considered;
- iii. The child's brother or sister has been admitted to the school for which the application has
- iv. been made and was not there at the time of the last application;
- v. The applicant has changed address since the previous application was considered and the
- vi. applicant now lives closer to the school for which the application was made;
- vii. A vacancy arises in the relevant year group.

**d. Changing or adding new preferences**

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However if the closing date has passed it will not be possible unless they meet the criteria to be considered as a "late" application (in section a above).

**e. Twins and multiple births**

Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

**f. Tie breaker**

In the event that two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

## Definitions used in admissions administration

### **Brother and sister**

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents\*;
- (b) a half brother or half sister, where two children share one common parent\*;
- (c) a step brother or step sister, where two children are related by a parent's marriage\*;
- (d) adopted or fostered children\*, (\*and living at the same address);
- (e) children of unmarried parents and living at the same address.

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school (not including nursery);

### **Children in Public Care**

A child in public care means 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 section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

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

### **Home address**

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list:

- Proof of Housing benefit
- Council tax
- Tenancy agreement
- Utility bills (gas, water, electricity)<sup>3</sup>
- TV licence
- Telephone bill (not mobile)
- DWP benefit notification letters
- Electoral register

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<sup>3</sup> Only 1 utility bill will be accepted

### **Armed Forces Children**

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Parents are advised to contact the Admission Team on 0121 569 6765 for further information.

### **Nursery Admission Priorities**

Admissions priorities for entry into nursery classes in community and controlled classes in community and controlled infant and primary schools 2017/2018

Where the number of applicants exceeds the number of places available then priority will be given to:

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with a sibling who will be attending the school (or, in the case of an infant school, a linked junior school) at the time of admission
3. Children prioritised by distance measured in a straight line from the child's home to the preferred school's main entrance (as determined by the Governing Board)

In the event of oversubscription in any category priority will be given to children on the basis of the distance between the home address and the main entrance to the school (as determined by the Governing Body) with priority being given to those living closest to the school. All distances will be calculated as the crow flies.

Notes:

1. In the event of refusal to allocate a place on the basis of capacity there is no right of appeal.
2. The Principal will decide when children are to be admitted.

How to contact the Sandwell School Admissions Team

Email:

Annual Admissions: [annual\\_schooladmissions@sandwell.gov.uk](mailto:annual_schooladmissions@sandwell.gov.uk)

Mid-Year Admissions: [midyear\\_admissions@sandwell.gov.uk](mailto:midyear_admissions@sandwell.gov.uk)

Appeals: [schoolappeals\\_admissions@sandwell.gov.uk](mailto:schoolappeals_admissions@sandwell.gov.uk)

Postal Address:

School Admissions Service PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX

Tel: 0121 569 6765