

Determined Scheme for Inter - Local Authority co-ordination of secondary admissions at normal year of entry 2016/17

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

In brief terms:

- Parents whose child has a Statement of Special Educational Needs for an Education and Health Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process.
- Parents will only have to fill in one application form, on which they will state their secondary school preferences and reasons for those preferences. Applications are made via an online system (paper forms are only available on request);
- Five preferences are invited;
- Initially, all preferences are treated as equal, and sent out as equal to other admission authorities as appropriate (i.e. voluntary aided and academy schools in Wolverhampton, and other participating 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 follows:

Step-by-Step Process for 2016/17 Academic Year

1. Applications should be made by using the online application system. Hard copies of The Common Application Form (CAF1) will only be made available upon request.
2. The online system/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 2015.
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, or academies, and/or any school outside Wolverhampton LA’s area with the exception of Thomas Telford (CTC) and any independent schools.
4. In order to assess the application some schools may require additional information to that collected on the preference form and therefore will require parents to complete a “supplementary information” form. Similarly, if applicants are required to sit school tests they will be required to complete an “entrance examination registration” form. These forms will be made available on the Wolverhampton City Council website.

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

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. Parents should be aware that where a supplementary information or examination registration form is completed it will not be regarded as a valid application unless the LA has also received a completed preference form showing an expressed preference for the school concerned.
7. Parents should submit their online application no later than 23:59 hours 31 October 2015. If the hard copy CAF1 is being used, parents should send the form, by the closing date directly to the School Admissions & Transfers Section. The closing date for hard copy applications is 31 October 2015.
8. On receipt of the application the Authority will treat all preferences as being ranked equally in the first instance.
9. By 17 November 2015, the admissions and appeals team will send other admission authorities and LA's details of applicants for their schools. These details will not reveal the order of preference.
10. All admission authorities will apply their over-subscription admission criteria (where appropriate), including any selection tests and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists and if more than one school place can potentially be offered, they will allocate a place at the available school that the parent ranked highest on their application.
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 team 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 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 Academy and Voluntary Aided schools in this case would be made following consultation with the governing body concerned.
13. On Tuesday 1 March 2016, parents who applied online will be able to view their child's allocation at www.wolverhampton.gov.uk/admissions. The admissions and appeals team will also write (by second class post) to every applicant resident in Wolverhampton to inform them of their child's allocated school place.
 - Where the school in question is its own admission authority or in one of the other participating LAs, the letter will state that the offer is being communicated on behalf of that LA or school's governing body.

- Where a successful applicant for a Wolverhampton school is resident in another LA, that LA (i.e. the home LA) will make the allocation on behalf of the relevant Wolverhampton admission authority.
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 team 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. Parents will be automatically included on any waiting list for a Wolverhampton school that is ranked higher than the allocated school.

Applications Received After 31 OCTOBER 2015 (NB this includes changes of preference, changes to the order of preferences or additional preferences)

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

Applications received after the closing date and before 31 December 2015 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 31 December 2015 will only be considered after all other applications and the notification may be sent shortly after 1 March 2016, the national offer day.

Material Changes of Circumstances

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

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

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 2016.

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.

Appeal

The LA will notify in writing those parents who are Wolverhampton residents and 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 unless there is a material change of circumstances.

Fraudulent or Misleading applications for admissions to schools

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

Parents can alert the LA of any potential fraudulent applications by contacting the admissions and appeals team. Contact details are published in the composite prospectuses.

Financial Implications for Parents

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

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

	Year 7 allocation activities
By end June 2015	Gather information re Yr 6 cohort;
July/Sept/Oct 2015	Secondary schools hold open evenings
1 September 2015	
Sept/Oct 2015	Primary schools monitor applications made and chase up late applicants
31 October 2015	Closing Date
October/November 2015	LA enters data and rankings. For community schools checks siblings and addresses, identifies medical & social factors, measures distances etc.
17 November 2015	LA sends/receives unranked preferences for schools to/from other LAs
By 13 January 2016	VA schools and Academies submit final lists of applicants in ranked order
January 2016	LA inputs the results of applicants to other admission authorities.
By 23 January 2016	1st Cycle: LA prepares potential offers and swaps this with other LAs
By 23 January 2016	LA inputs potential offers made by other LAs, compares them to parental rankings and provisionally allocates places.
13 February 2016	2ndCycle: LA inputs provisional allocations from other LAs, compares them to rankings, adjusts other allocations accordingly and finalises allocation of places. This information is swapped with other admission authorities as appropriate.
From 14 February 2016	LA produces offer letters for Wolverhampton residents checking against database for address errors, etc.
1 March 2016	Allocation day: Online applicants can view allocations online. LA sends letters by second class post to all Wolverhampton applicants offering a place in one school.
Mar to July 2016	Ongoing allocations
Apr to July 2016	Appeals Season
1 Sept 2016 onwards	Any further applications become in-year applications.

Determined Scheme for Inter – Local Authority co-ordination of Primary Admissions at the normal year of entry 2016/2017

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

In brief terms:

- Parents whose child has a Statement of Special Educational Needs for an Education and Health Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process.
- Parents will only have to fill in one application form, on which they will state their secondary school preferences and reasons for those preferences. Applications are made via an online system (paper forms are only available on request);
- Five preferences are invited;
- Initially, all preferences are treated as equal, and sent out as equal to other admission authorities as appropriate (i.e. voluntary aided and academy schools in Wolverhampton, and other participating 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 School Admissions and Transfers Section will be operating the procedures on behalf of Wolverhampton LA as follows:

Step-by-Step Process for 2016/17 Academic Year

Applications should be made using the online application system. Hard copies of The Common Application Form (CAF1) will only be made available upon request.

In respect of those pupils transferring from infant (Year 2) to junior (Year 3) education at the age of 7 plus in the academic year 2016/2017. The timetable followed will be the same as that for entry into Reception.

1. The online system invites parents of pupils resident in Wolverhampton to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by **15 January 2016**.
2. Parents should name all schools (to a Maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside Wolverhampton LA’s area.
3. In order to assess the application for Voluntary Aided schools parents are required to provide additional information to that collected on the preference form and should complete a “supplementary information form”. For Wolverhampton schools these forms will be made available on the Wolverhampton City Council website and they should be returned to the relevant school or schools by the specified date. In the case of Voluntary

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

Controlled schools the supplementary information form must be returned to the Local Authority. Please note if the school is over-subscribed the additional information gathered will be used to determine the allocation of school places.

4. Parents who are applying for schools outside of Wolverhampton are advised to contact the appropriate LA to determine whether any Supplementary Information Forms are required, their submission date and to whom they must be submitted.
5. Parents should be aware that where a Supplementary Information Form is completed it will not be regarded as a valid application unless the LA has also received a completed application showing an expressed preference for the school concerned.
6. Parents should submit their online application by 23:59 15 January 2016 or if completing a hard copy send the form direct to admissions and appeals team. The closing date for applications is 15 January 2016. Any Wolverhampton school that receives an application form in error must ensure that it is sent to the LA as a matter of urgency irrespective of whether the parent is a Wolverhampton resident.
7. On receipt of the complete applications the LA will treat all preferences as being ranked equally in the first instance.
8. By 13 February 2016, the admissions and appeals team will send other admission authorities and LA's details of applicants for their schools. These details will not reveal the order of preference.
9. All Own Admitting Authority (OAA) schools will apply their over-subscription criteria (where applicable), and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists. If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.
10. 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 except where parents have indicated on the CAF form that they do not wish their child to attend a faith school. Allocations to OAA schools in this case would be made following consultation with the governing body concerned.
11. On 18 April 2016 – Parents who made their applications online will be able to view their allocation via the online admissions facility. The admissions and appeals team will also write to every applicant resident in Wolverhampton telling them of their allocated school place. Letters will be sent by 2nd class post.
 - Where the school in question is its own admission authority, or in one of the other participating LAs, the letter will state that the offer is being communicated on behalf of that LA or school's governing body.
 - Where a successful applicant for a Wolverhampton school is resident in another LA, that LA (i.e. the home LA) will make the allocation on behalf of the relevant Wolverhampton admission authority.
12. Parents will be required to respond to any offers made within 10 school days.

13. 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.
14. 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.
15. Applicants will automatically be placed on a waiting list for any preferred Wolverhampton schools that are ranked higher than the allocated school.
16. Parents can request that the date their child is admitted to the school is deferred until the start of the term following the child's fifth birthday. However, in this Authority children commence full time education in September prior to their fifth birthday. If parents choose to defer entry they should do so in writing to the Head teacher who will ensure that the child's place is safeguarded.

Applications Received After 15 January 2016 (NB this includes changes of preference, changes to the order of preferences or additional preferences)

Applications for Wolverhampton maintained schools received after the closing date will be treated as late. Therefore, applications received after the closing date and before 11 February 2016 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), or the request is for a school that has not reached its admission limit.

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.

Late applications without written reasons for the late application or received after 11 February 2016 will only be considered after all other applications and the notification may be sent shortly after the national allocation day.

Material Changes of Circumstances

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

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the Admissions and Appeals Section 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 a waiting list for the preferred Wolverhampton school(s) 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 their 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 reallocate those places from the waiting list even if this is before appeals have been heard.

The LA will maintain the waiting lists until 31 December 2016.

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.

Appeal

The LA will notify in writing those parents who are Wolverhampton residents and who have not been allocated their higher preferred school(s) of 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 unless there is a material change of circumstances.

Fraudulent or Misleading applications for admissions to schools

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

Parents can alert the LA of any potential fraudulent applications by contacting the admissions and appeals team. Contact details are published in the composite prospectuses.

Financial Implications for Parents

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

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

	Reception year and Year 2 to 3 allocation timetable
1 September 2015	Online application is made live
October/November/December 2015	Infant/primary schools monitor receipt of common application forms received (by checking DNR forms) and chase up late applicants
15 January 2016	Closing Date: All common application forms to be received by primary school or LA
By 2 February 2016	LA enters data and rankings. Checks siblings and addresses, identifies medical & social factors, copy documentation, measures distance, etc. LA sends/receives unranked preferences and additional info to/from other admission authorities.
11 February 2016	The final date for late applications.
13 February 2016	LA sends/receives unranked preferences and additional info to/from other admission authorities
By 24 February 2016	VA schools/L A's submit final lists of applicants in ranked order. LA obtains information re SEN & LAC children from relevant teams
By 16 March 2016	LA inputs results of applicants to other admission authorities, compares them to rankings, adjusts other allocations accordingly and provisionally allocates places.
16 March 2016	First data exchange with co-ordinating LA's
23 March 2016	Second data exchange with co-ordinating LA's
30 March 2016	Final data exchange with co-ordinating LA's
From 1 April 2016	LA produces offer letters for Wolverhampton residents checking against the data base for address errors, etc.
18 April 2016	Allocation day: LA sends letters to all Reception Year and Yr 2 to 3 applications Wolverhampton pupils offering a place in one school.
After 18 April 2016	LA sends offer letters in respect of applications designated as late within the terms of the scheme
May, to August 2016	Appeals Season

Community Secondary Schools

Determined Admission Arrangements – 2016/2017

Children born between 1/9/2004 and 31/8/2005 will commence secondary education in September 2015. Parents must apply for a secondary school place before 31 October 2015.

Parents whose child has a Statement of Special Educational Needs or an Education and Health Care Plan follow separate admission procedures through the Statutory Assessment or Annual Review process

Admission Criteria for Over-subscribed Secondary Community Schools.

Criterion 1:

- **Looked After Children (as defined by Section 22 of the Children Act 1989) and previously looked after children.**

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 order) immediately following being in the care of a Local 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

Please note that only in very exceptional cases are places allocated in respect of child's/parent's medical/social grounds.

Criterion 3:

- **Siblings**

Whether siblings attend the school and will still be attending the school in September 2016.

Criterion 4:

- **Distance**

How close the child lives 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 straight line measurement from the home address to the preferred school carried out by the LA's software.

Tie Breaker

NB 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.

How Are Community School Applications Prioritised?

Provided that the number of requests for places at the 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 LA's admission criteria for over-subscribed community schools.

NB Special Educational Needs

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

Supporting Evidence

Looked After Children/Previously Looked After Children

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 been immediately 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.

Medical/Social Claims

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 LA 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.

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)
- 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 2016). 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 usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Day on 1 March 2016 and the start of the academic year in September 2016 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.

In the event that the family moves between the application and date of allocation it is the parent(s), carer(s) or guardian(s)' responsibility to inform the Authority's Admissions Officer as soon as possible of these circumstances.

- 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.

Children living in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Material Changes of Circumstances

In claiming material changes of circumstances that necessitates a change of preferences, the applicant, at the time of application, must supply documentary evidence to confirm the changes – see change of address above. An impending change of circumstances should not delay the submission of the application for a school place.

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 the admissions and appeals team as this may affect the outcome of the application.

What can applicants do if their preference is not successful?

Waiting List

If the applicant has not been allocated their first preference the application will automatically be placed on a waiting list.

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 their 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 reallocate those places from the waiting list even if this is before appeals have been heard.

The LA will maintain the waiting lists until **31 December 2016**.

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.

Appeal

The LA will notify in writing those parents who are Wolverhampton residents and who have not been allocated their higher preferred school(s) how to access their right of appeal and in the case of academies to whom you should write. Please note that you are only entitled to one appeal, per year-group, per school, per academic year unless there is a material change of circumstances.

Fraudulent or Misleading applications for admissions to schools

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

Parents can alert the LA of any potential fraudulent applications by contacting the School Admissions and Transfers section. Contact details are published in the composite prospectuses.

Financial Implications for Parents

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

Sixth Form Admission Arrangements for Academy and Community Schools

Applications for admission to Sixth form will be dealt with by the school in accordance with the school's published admission arrangements
Each school which admits pupils into Year 12 is required to publish in the school prospectus the minimum requirements for entry into sixth form.

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

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

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

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

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

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

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

Community & Voluntary Controlled Primary Schools – Determined Admission Arrangements – 2016/2017

If your child was born between 01/09/2011 and 31/08/2012 you must apply for a primary school place before 15 January 2015.

Admission Criteria for Over-subscribed Community and Voluntary Controlled schools

Criterion 1:

- **Looked After Children (as defined by Section 22 of the Children Act 1989) and previously looked after children.**

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 child arrangements order or special guardianship order) immediately following being in the care of a Local 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

Please note that only in very exceptional cases are places allocated in respect of child's/parent's medical/social grounds.

Criterion 3:

- **Siblings**

Whether siblings attend the school (or the associated Infant/Junior School) and will still be attending the school in September 2015.

Criterion 4:

- **Religious Reasons**

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

Criterion 5:

- **Distance**

How close the child lives 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 straight line measurement from the home address to the preferred school carried out by the LA's software.

Tiebreaker

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.

Special Educational Needs

The admission of children with a Statement of Special Educational Needs (SEN) or an Education and Health Care Plan (EHCP) will be agreed between the 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 Statements of SEN or a n 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.

What is a Sibling?

For admission purposes in respect of community and voluntary controlled schools in Wolverhampton, 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 2016). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Supporting Evidence

▪ Looked After Children

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 preference form.

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

▪ Medical/Social Claims

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 preference 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

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

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.

▪ **Religious Claims (for voluntary controlled schools)**

A Supplementary Information Form will be provided for you and your faith leader to complete, to enable you to demonstrate your child and family's current strong religious connections. This will only be taken into consideration if the preferred school is the nearest Church of England school (voluntary controlled or voluntary aided) to the child's home address.

Child's Home Address

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

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between the offer Day on 16 April 2016 and the start of the academic year in September 2015 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 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 date of allocation it is the parent(s), carer(s) or guardian(s)' responsibility to inform the LA's Admissions Officer as soon as possible of these circumstances

▪ **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.

Children living in the same block of flats will be offered the available spaces randomly selected by drawing lots

Material Changes of Circumstances

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 see change of address above. An impending change of circumstances should not delay the submission an application for a school place.

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 the admissions and appeals team as this may affect the outcome of the application.

Summer Born Children

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year. Any parent wishing to make such a request must put the request in writing to the Admissions and Appeals section.

Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher of the school concerned will also be sought as part of the decision making process.

What can I do if my preference is not successful?

Waiting List

If the applicant has not been allocated their first preference the application will automatically be placed on a waiting list.

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 their 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 reallocate 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 2016.

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 and its provision for waiting lists.

Appeal

The authority will notify in writing those parents who are Wolverhampton residents who have not been allocated their first preference school of how to access their rights of appeal. Please note that you are only entitled to one appeal, per year group, per school, per academic year unless there is a material change of circumstances.

Community Schools & Voluntary Controlled Schools Proposed Admission Arrangements - Year 2 to Year 3 (Infant to Junior) Transfers 2016/2017

Parents whose child has a Statement of Special Educational Needs follow separate admission procedures through the Statutory Assessment or Annual Review process

Completing the Preference Form – Closing date - 15 January 2016

The law gives parents the right to express a preference for the school they would most like their child to attend and to give reasons for that preference. Applications will be made using the online application system (hard copy forms will be available upon request).

If a child attends an Infant School, and wishes to transfer to a school other than the corresponding junior school parents should complete an online application before 15 January 2016.

If a child attends a Primary School, which caters for pupils up to 11 years of age, it is not necessary for him/her to transfer to a different school. In most cases parents will wish their child to continue at the same school. If that is the parents wish, then they do not need to make an application. However, if they wish to transfer their child to another school, they have the right to express a preference for the school that they would most like their child to attend and should make an application by 15 January 2016.

Further information is available in the “Introducing Primary Education Booklet” 2016/2017 available from the admissions and appeals team.

How Are Community and Voluntary Controlled School Applications Ranked?

Provided that the number of requests for places at the preferred community or voluntary controlled school does not exceed the school’s published admission number, a place could potentially be allocated.

If the number of requests is greater than the school’s published admission number, applications will be prioritised in accordance with the Authority’s admission criteria for over-subscribed community and voluntary controlled schools. Priority will be given to children as follows:

Over-subscription Criteria for Year 2 to Year 3 Transfers (CAF3)

Criterion 1:

- **Looked After Children (as defined by Section 22 of the Children Act 1989) and previously looked after children.**
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 child arrangements order or special guardianship order) immediately following being in the care of a Local Authority.

Criterion 2:

- **Children who are attending the corresponding Infant School**

Criterion 3:

- **Medical/Social**

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

Please note that only in very exceptional cases are places allocated in respect of child's/parent's medical/social grounds.

Criterion 4:

- **Siblings**

Whether siblings attend the associated Infant/Junior School and will still be attending the school in September 2016.

Criterion 5:

- **Religious Reasons**

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

Criterion 6:

- **Distance**

How close the child lives 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 straight-line measurement from the designated home address to the designated school using a computerised software system.

What is a Sibling?

For admission purposes in respect of community and voluntary controlled schools in Wolverhampton, 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 2016). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Supporting Evidence

▪ **Looked After Children/Previously Looked After Children**

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 preference 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.

▪ **Medical/Social Claims**

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.

▪ **Religious Claims (for voluntary controlled schools)**

A Supporting Evidence form will be provided for parents and your faith leader to complete, to enable them to demonstrate your child and family's current strong religious connections. This will only be taken into consideration if the preferred school is the nearest Church of England school (voluntary controlled or voluntary aided) to the child's home address.

Child's Home Address

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

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between Offer Day on 18 April 2016 and the start of the academic year in September 2016 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.

This report is PUBLIC
[NOT PROTECTIVELY MARKED]

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 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 date of allocation it is the parent(s), carer(s) or guardian(s)' responsibility to inform the Local Authority's Admissions Officer as soon as possible of these circumstances.

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.

Children living in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Material Changes of Circumstances

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

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

What can I do if my preference is not successful?

Waiting List

If the applicant has not been allocated their first preference the application will automatically be placed on a waiting list.

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 their 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 reallocate those places from the waiting list even if this is before appeals have been heard.

The LA will maintain the waiting lists until 31 December 2016.

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 and its provision for waiting lists.

Appeal

The LA will notify in writing those parents who are Wolverhampton residents who have not been allocated their first preference school of how to access their rights of appeal. Please note that you are only entitled to one appeal, per year group, per school, per academic year unless there is a material change of circumstances.