

Determined Scheme for coordinated admitted for all Walsall Secondary and Primary Admissions for 2017/18.

Secondary Admissions

Walsall Council is working in partnership in an inter-Local Authority coordinated admission scheme with a number of neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

Parents should complete an online application. This will enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2017) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The online application may be used to apply for a place at any secondary school in or outside the borough.

Parents who name Queen Mary's Grammar School, Queen Mary's High School, Sheffield Community Academy, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sport's Place at Sheffield Community Academy on the online form must also complete the school's own Registration Form.

Parents who name Aldridge School, Blue Coat CE Academy, Walsall Academy, Shire Oak Academy, St Francis of Assisi Catholic School or St Thomas More Catholic Business and Enterprise College on the online form must also complete the school's own supplementary information form.

Online applications must be submitted by the national closing date of **31 October 2016**.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools which are their own Admission Authority will be informed of all applications naming their school, but not the rankings. These schools will inform the Admissions and Pupil Place Planning Team of the order in which all applicants meet their admission criteria.

By 14 November 2016, Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall secondary schools.

By 2 January 2017, Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be

transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 16 January 2017, the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 6 February 2017, the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Council will allocate a place at the nearest alternative secondary school with vacant places following consultation with the governing body.

On the National Notification Date, 1 March 2017 (or the next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. Walsall Council will, on behalf of the relevant Admission Authorities, write to all parents resident in Walsall who did not request email notification at the time of application, informing them of the outcome of their applications. These letters and emails will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 14 March 2017, parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer by this date will be presumed to have accepted the place offered to their child.

Primary Admissions

Walsall Council is working in an inter-Local Authority coordinated admission scheme in partnership with a number of neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

Parents should complete an online application. This will enable Walsall parents of Nursery children to name up to 3 primary schools and parents of Year 2 children (for junior schools) to name up to 3 junior schools, rank them in order of preference and give reasons for their preference. The online form may be used to apply for a place at any primary/junior school in or outside the borough.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must apply online if they want their child to join a reception class in a Walsall primary school or in another local authority's area.

Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall primary school.

Online applications must be submitted on the Walsall Council website by the closing date of **15 January 2017**.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools that are their own Admission Authority will be provided with a list of information in respect of all applications naming their school, but not the rankings, together with copies of any supporting documentation. These schools will use the information provided to apply their admission criteria and will then inform the Admissions and Pupil Place Planning Team of the order in which all applications meet their admission criteria.

The following primary schools are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools	Academies
Manor Primary	Blue Coat CE (A) Infant	St Anne's Catholic Primary	All Saint's Academy
Pheasey Park Farm Primary	Blue Coat CE (A) Junior	St Bernadette's Catholic Primary	Birchills CE Primary Community School
			Bloxwich Academy
	Cooper and Jordan CE(VA) Primary	St Francis Catholic Primary	Croft Academy
		St Joseph's Catholic Primary	Edgar Stammers Primary School
		St Mary of the Angels Catholic Primary	Goldsmith Primary Academy
		St Mary's the Mount Catholic Primary	Jubilee Academy Mossley
		St Patrick's Catholic Primary	Park Hall Infant Academy
		St Peter's Catholic Primary	Park Hall Junior Academy
		St Thomas of Canterbury Catholic Primary	Reedwood E-Act Academy
			Rough Hay Primary
			Ryders Hayes School
			The Charles Cuddy Walker Academy
			Woodlands Primary School

Where a child meets the admission criteria of more than one of the schools named on the online application form then Walsall Council will allocate a place at the highest

ranked of those schools. Admission Authorities will be advised of the pupils to be offered places.

By 23 January 2017, Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall primary schools.

By 13 February 2017, Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 4 March 2017, the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 27 March 2017, the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Council will allocate a place at the nearest alternative primary school with vacant places.

On the National Notification Date, 16 April 2017 (or next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. Walsall Council will, on behalf of the relevant Admission Authorities, write to all parents resident in Walsall who did not request email notification at the time of application, informing them of the outcome of their applications. These letters and emails will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 28 April 2017, parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer letter by this date will be presumed to have accepted the place offered to their child.

LATE APPLICATION POLICY

The online portal will close for secondary applications after 31 October 2016. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications.

Any request to change the name or ranking of a school made after the Closing Date will be processed as a late application.

The online portal will close for primary applications after 15 January 2017. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the closing date will be processed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

Applications received after the closing date will be passed to the appropriate Admission Authority for consideration under its Late Application Policy. Each Admission Authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Walsall community and voluntary controlled schools is shown below.

Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on-time but only where there are exceptional circumstances.

- Where the family were unable to submit their online application to Walsall Council on time because they moved into the Borough of Walsall after the Closing Date;
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented them from submitting their online application;
- When a single parent has been ill for some time

In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Director of Children's Services

This applies to applications for secondary schools received between 1 November 2016 and 29 November 2016. For primary schools, this applies to applications received between 16 January 2017 and 13 February 2017.

Late Applications received more than 4 weeks after the Closing Date

Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

This applies to applications for secondary schools received between 30 November 2016 and 28 February 2017. For primary schools, this applies to applications received between 14 February 2017 and 15 April 2017.

Applications Received After the Notification Date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Council at the nearest alternative Walsall school with vacant places and the child's name will be added to the waiting list for schools listed as preferences in admission criteria order.

WAITING LIST POLICY

Waiting Lists for all Walsall schools will be maintained by Walsall Council. Parents may enquire about their child's position on any Waiting list by telephoning the School Admissions Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and the end of the summer term 2017.

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

Waiting lists are kept of all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on the Walsall Preference Form then the child's name will only be placed on the waiting list for the school that was ranked 1st.
- If a child is offered a place at their first choice school the child's name will not be added to any waiting list kept for their other ranked schools.

After 1 March 2017 (or next working day) for secondary transfers or 16 April 2017 (or next working day) for primary admissions a parent may contact the School Admissions Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's waiting list in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

DEFERRED ENTRY POLICY

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception Local Authorities from September in the year before children reach their fifth birthday.

If parents prefer their child to start later than 1 September 2017 they have the option of deferring the child's entry until later in the 2016/17 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception Local Authorities.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought.

The effect of this is that the place is held for that child and is not available to be offered to another child.