



# **Admissions arrangements policy for Old Park Primary School 2027/28**

Table of Contents	
Old Park Primary School- Published admission number	3
Admissions priorities 2027/28	4
Oversubscription criteria	4
Additional arrangements for year of entry admissions	5
1. Late applications	5
2. Waiting lists	6
3. Further applications in the same academic year	6
4. Changing or adding new preferences	6
5. Twins and multiple births	7
6. Tie breaker	7
7. Deferred and Delayed entry	7
a) Deferred entry	7
The Process	8
Decision	9
Attendance at an early years setting	10
Review	10
8. In Year Admissions	11
Definitions used in admissions administration	11

## **Old Park Primary School- Published admission number**

Old Park Primary School has a Published Admission Number of 60 for children who reach the age of 5 during the ensuing school year. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time by a committee of the Governing Body.

## Admissions priorities 2027/28

### Oversubscription criteria

If the number of applications exceeds the number of places available the following criteria will be used:-

1. 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 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. 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.
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. Children having a brother or sister attending the preferred school (not nursery) at the time of admission.
4. Children of staff where:-
  - a) The member of staff has been employed for a minimum of 2 years at the date of application or
  - b) The member of staff has been recruited to fill a vacant post at the school for which there is a demonstratable shortage

In both cases the member of staff must sit within the following staff groups:

- Senior Leadership;
  - Teachers;
  - Teaching and Family Support;
  - Site;
  - Administration
5. Children prioritised by distance measured in a straight line from a child's home to the centre point of the school site.

In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point of the school site with priority being given to those living closest to the school.

NB. Children with 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 arrangements for year of entry admissions**

The following additional policy statements are applicable for admissions.

### **1. 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 above, then it will be processed after consideration of all on time and accepted late applications.

Sandwell keep waiting lists for Reception places until 31<sup>st</sup> December of each year, at which date the waiting list will be passed onto the school to maintain and monitor.

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, (including late applications), will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

## **2. Waiting lists**

Waiting lists shall be held for the academic year. If your child remains on the waiting list at the end of an academic year, the parents and/or carers of the child will be asked to confirm their continued interest in a school place. Any children who no longer require a school place will be removed from the waiting list.

## **3. Further applications in the same academic year**

More than one application in the same academic year will only be accepted if one or more of the following significant changes apply:

- (a) The child becomes looked after by the local authority;
- (b) The child has a medical condition which was not present when the previous application was considered;
- (c) A member of staff would like to move their child/ren to Old Park Primary School after becoming eligible (as detailed in the oversubscribed criteria);
- (d) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;
- (e) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;
- (f) A vacancy arises in the relevant year group.

## **4. Changing or adding new preferences**

Once a parent/carers has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to e-mail the Sandwell School Admissions Service at: [annual\\_schooladmissions@sandwell.gov.uk](mailto:annual_schooladmissions@sandwell.gov.uk)

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a “late” application (in 1 above). Any changes made to an application after the closing date will deem the application “late”.

#### **5. Twins and multiple births**

Special conditions will apply if 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.

#### **6. Tie breaker**

If two or more applicants tie for last place during the allocation process, the final place shall be decided by a random number generator, independently overseen by Sandwell’s Democratic Services Unit.

#### **7. Deferred and Delayed entry**

##### **a) Deferred entry**

Parents may seek to defer their child’s entry into Reception until the term following their fifth birthday. If a parent wishes to do this, they must request this at the time of application.

A Parent cannot defer entry beyond the beginning of the final term of the school year for which the application was made.

A Child reaches compulsory school age on the prescribed day following their fifth birthday or on their fifth birthday if it falls on a prescribed day. The prescribed days are

- 31<sup>st</sup> December;
- 31<sup>st</sup> March;
- 31<sup>st</sup> August

##### **b) Delayed entry**

The School Admission Code of 2021 states that parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the 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 1.

\*born between 1 April and 31 August

Under the School Standards and Framework Act 1998, children do not have to undertake full time education until the start of the term following their fifth birthday. In Sandwell children are offered admission at the beginning of the Autumn Term (September) following their fourth birthday. If parents/carers wish to defer entry until later in that academic year or until the child is 5, they must include a letter with their application form making the request.

Parents/carers sometimes request that the admission of their child is delayed for an academic year due to developmental issues. The Local Authority, as the admission authority, will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- a) the parent's/carer's views, information about the child's academic, social and emotional development, and, where relevant their medical history and the views of a medical professional. In addition, the Local Authority will consider whether the child has 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; and
- b) the views of the Head Teacher of the school concerned.

Delayed entry beyond one academic year will not be supported.

## **The Process**

Parents/carers must apply for a school place through the normal admission procedures and must submit an application form by 15 January. A request to delay entry will be made by the parent in writing, outlining reasons for the request, to the School Admissions Team by no later than 15 January in the year of the child's scheduled entry to reception class. The request should include:

- any evidence from a health or social care professional who is involved in the care or treatment of the child, e.g. speech and language therapist, occupational therapist, social worker, paediatrician;
- a report from the Early Years setting regarding the child's current level of functioning with evidence of the child's attainments against the ages and stages of development from the Early Years Foundation Stage, the child's social functioning with the peer group and their views on the request;



- whether the child's premature birth has caused health problems or developmental delays that mean the child would benefit from a delayed school start; and
- what a nursery setting can provide the child that a reception class would not.

## Decision

A panel will be convened by the Team Manager of School Admissions to consider the request. The panel may include:

- Education Improvement Advisor - SEN
- Team Manager School Admissions
- Senior Leader Specialist Inclusion Service
- Early Years Lead
- Head Teacher(s) of the preferred school(s)
- A healthcare professional (where required)
- The parent / carer of the child (and a personal representative)

The Team Manager School Admissions will co-ordinate the work of the panel. The panel will consider:

- the parent's/carers' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head Teacher of the school concerned;
- the impact of any decision on the child, parents /carers and the school;

The panel will reach a decision prior to the allocation of school places on 16 April.

In line with the School Admissions Code September 2021, it is the admission authority's decision on which year group a child should be admitted to, but it is the parent who has taken the decision to delay their child's start at school. It is the admission authority's decision about which school year, reception or year 1, the child is admitted on the basis of

the circumstances of the case and in the best interests of the child concerned.

Once a decision has been made, Sandwell Local Authority will formally notify the parent / carer, clearly setting out the reasons for the decision.

If the parent / carer challenges the decision, they will be given a right of appeal to the Director of Children and Education. A right of appeal to an independent panel is only given if a school is not offered for the relevant year.

## **Attendance at an early years setting**

If it is decided that it is in the best interests of the child to delay entry, the child will be entitled to a 15 hours funded placement in a nursery setting within a school until they commence full time education. If the child is in a private Day Care Setting, they will be eligible to transfer to a school nursery setting but will not be able to remain at the Day Care Setting.

## **Review**

Where it is agreed that the child should start school outside of their chronological age group, the parents / carers will be requested to apply for a school place again through the normal admission procedures the following year.

A review will take place at the start of Year 5 with a view to consideration of secondary school. The review will be conducted by members of the panel above, a representative of the primary school and a representative from a secondary school.

If the school feels that the child is ready to be taught alongside peers of the same chronological age, consideration should be given to moving them to year 6 providing there is room.

The review will be conducted prior to the allocation of secondary school places. Which school the child attends, will not form part of the panel's decision. Parents should be mindful that this policy does not apply to Foundation Schools, Voluntary Aided Schools or Academies.

The school and or parents/carers can request a review sooner if it is felt that the child has progressed sufficiently to be taught alongside peers. Consideration will always be given to the admission limit of the year group concerned.

## **8. In Year Admissions**

An application can be made for a school place for a child at any time outside of the normal admissions round. Where a school place is available, the place will be offered in accordance with the admission priorities stated above.

### **Waiting Lists**

Any preferences which cannot be met following the application of the admission priorities, will be placed on a waiting list which will be ranked in accordance with the published admission priorities until the end of the academic year.

Waiting lists shall be held for the academic year. If your child remains on the waiting list at the end of an academic year, the parents and/or carers of the child will be asked to confirm their continued interest in a school place. Any children who no longer require a school place will be removed from the waiting list.

## **Definitions used in admissions administration**

### **1. Brother and sister (Sibling)**

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\*;
- (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 school;

### **2. 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).

### **3. 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;

- Council tax bill
- Tenancy agreement
- Solicitor's letter confirming completion of purchase of a residential property

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

### **4. 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. Please contact the

School Admissions Service on 0121 569 6765 for further information.