



# Introducing Secondary Education

Secondary Education  
in Wolverhampton  
2019/2020



## How to contact us

Enquiries about school admissions should be made to:

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

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

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

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

The information in this booklet is for parents/carers of pupils due to transfer from primary to secondary school in September 2019; for parents/carers applying for secondary school places after the normal intake in September 2019, and for all other in-year transfers to secondary schools.

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

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

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

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

If you wish to speak to someone in person, please visit our offices at the Civic Centre between 8.30am and 5pm Monday to Thursday and from 8.30am and 4.30pm on Friday.

Other services provided by City of Wolverhampton Council are also available to support you and your child, please see page 102.



## **HOME ADDRESS**

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note that any fraudulent use of an address to gain a place at an oversubscribed school will result in the place being withdrawn.

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

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# 1

## Introduction



### Dear Parents / Carers

The move into secondary education is an important time for young people, and their parents / carers.

The information in this booklet is to help you understand the school admissions process, to make an informed decision when applying for a school place and to act as a guide to secondary education.

You can express preferences for up to **five different schools**. Although you may have a strong desire to get your child into a particular school, there is no guarantee that your application will be successful. Please consider this information when making your application and ensure that you use all the preferences available to you.

Please use the information contained in this booklet to help you decide which schools to express preferences for.

I wish your child every success in their secondary education.

**Meredith Teasdale**  
*Director of Education*



# 2

## Foreword

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

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

can be found on pages 6 - 18. These details include the size and type of each school, and the admission statistics for the previous academic year - 2018/2019.

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

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



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

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

# 3

## School directory *as at 1 September 2018*

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

### Community Schools

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

### Academy Schools/Free Schools

There are 16 Academies/Free Schools in Wolverhampton. Please refer to **Appendix 2a and 2b** (pages 49 - 97) for a summary of the criteria that will be used to allocate places if the schools are over-subscribed: i.e. there are more applications than there are places available.

### Voluntary Aided Schools

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

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

For the addresses and telephone numbers of the Education Services in neighbouring boroughs please see **page 100**.

### Specialist Status

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

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

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

## ALDERSLEY HIGH SCHOOL

Barnhurst Lane, Codsall,  
Wolverhampton WV8 1RT

**Tel:** 01902 556868

**Fax:** 01902 556869

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

**DfE Number:** 3365402

**Headteacher:** Mrs N Davis

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>210</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>851</b>	

\*new pupils being admitted for the first time

If the academy receives more preferences than there are places available the admission criteria on page 78 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>337</b>	<b>139</b>	<b>210</b>

Academy Trust decision to admit above PAN to 210.

No appeals were heard for this school in respect of September 2018. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## COLTON HILLS COMMUNITY SCHOOL

Jeremy Road, Goldthorn Park,  
Wolverhampton WV4 5DG

**Tel:** 01902 558420

**Fax:** 01902 558421

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

**DfE Number:** 3364133

**Headteacher:** Mr A Otero

<b>School Type:</b> Community		Year-7 Admission Limit: <b>161</b>
<b>Admission Authority:</b> City of Wolverhampton Council		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>933</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>226</b>	<b>87</b>	<b>161</b>

Places were offered only to pupils who met criteria 1 to 3 (see page 49) or lived 3.262m or less from the school. 1 appeal was heard for this school in respect of September 2018, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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



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

## COPPICE PERFORMING ARTS SCHOOL

Ecclestone Road, Ashmore Park,  
Wolverhampton WV11 2QE

**Tel:** 01902 558500

**Fax:** 01902 558501

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

**DfE Number:** 3364008

**Headteacher:** Mr D Selkirk

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>180</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>972</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>426</b>	<b>186</b>	<b>180</b>

Places were offered only to pupils who met criteria 1 to 3 (see page 49) or lived 1.162m or less from the school.

**15** appeals were heard for this school in respect of September 2018, of which 1 was successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## HEALTH FUTURES UTC (For Year 10 places in September 2019)

350 High Street, West Bromwich B70 8DJ

**Tel:** 0121 794 2888

**Website:** healthfuturesutc.co.uk

**DfE Number:** 3334005

**Interim Principal:** Ruth Umerah

<b>School Type:</b> University Technical College		Year-10 Admission Limit: <b>150</b>
<b>Admission Authority:</b> UTC		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>150</b>
14-19	<b>440</b>	

\* total pupils admitted

If the school receives more preferences than there are places available the admission criteria (which can be found [www.healthfuturesutc.co.uk](http://www.healthfuturesutc.co.uk)) will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

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

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

## HEATH PARK

Prestwood Road, Heath Town  
Wolverhampton WV11 1RD

**Tel:** 01902 556360

**Fax:** 01902 556361

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

**DfE Number:** 3364134

**Executive Headteacher:** Mrs G Holloway

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>200</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Central Learning Partnership Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,178</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>558</b>	<b>274</b>	<b>200</b>

Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 0.805m or less from the school.

The number of appeals heard for this school in respect of September 2018 was 52, which 7 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## HIGHFIELDS SCHOOL

Boundary Way, Penn,  
Wolverhampton WV4 4NT

**Tel:** 01902 556530

**Fax:** 01902 556531

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

**DfE Number:** 3364113

**Headteacher:** Mr G Tate

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>252</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,530</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>836</b>	<b>352</b>	<b>262</b>

Academy Trust decision to admit above PAN following allocation day to 262.

Places were offered only to pupils who met the criteria 1 to 3 (see page 96) or lived 1.091m or less from the school.

The number of appeals heard for this school in respect of September 2018 was 62, of which 5 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

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

## MORETON SCHOOL

Old Fallings Lane, Low Hill,  
Wolverhampton WV10 8BY

**Tel:** 01902 558310

**Fax:** 01902 558306

**Website:** moretonschool.org

**DfE Number:** 3364139

**Headteacher:** Mrs N Bayliss

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>140</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>665</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 78 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>210</b>	<b>99</b>	<b>155</b>

Academy Trust decision to admit above PAN to 155.

No appeals were heard for this school in respect of September 2018.

**There is no guarantee that a similar situation will occur for admission in September 2019.**

## MOSELEY PARK

Holland Road, Bilston,  
West Midlands WV14 6LU

**Tel:** 01902 553901

**Website:** moseleypark.org

**DfE Number:** 3364000

**Executive Headteacher:** Mrs G Holloway

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>186</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Central Learning Partnership Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>10</b>
11-18	<b>910</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>363</b>	<b>161</b>	<b>210</b>

**Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 3.786m or less from the school.**

The number of appeals heard for this school in respect of September 2018 were 12, of which 5 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

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

## ORMISTON NEW ACADEMY

Marsh Lane, Fordhouses,  
Wolverhampton WV10 6SE

**Tel:** 01902 551551

**Fax:** 01902 551550

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

**DfE Number:** 3366906

**Principal:** Mr P Farr

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>210</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the City of Wolverhampton Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>749</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>214</b>	<b>96</b>	<b>184</b>

No appeals were heard for this academy in respect of September 2018. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## ORMISTON SWB ACADEMY

Dudley Street, Bilston WV14 0LN

**Tel:** 01902 493797

**Fax:** 01902 558677

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

**DfE Number:** 3364131

**Principal:** Mr R Hughes

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>200</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the City of Wolverhampton Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>1,093</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>378</b>	<b>211</b>	<b>230</b>

Academy Trust decision to admit above PAN to 230.

**Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 1.399m or less from the school.**

The number appeals heard for South Wolverhampton & Bilston Academy in respect of September 2018 was 15 of which 2 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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



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

## OUR LADY & ST CHAD CATHOLIC ACADEMY

Old Fallings Lane, Low Hill,  
Wolverhampton WV10 8BL

**Tel:** 01902 558250

**Fax:** 01902 558251

**Website:** olsc.org.uk

**DfE Number:** 3364606

**Headteacher:** Miss T Ellis

<b>School Type:</b> Academy		Year-7 Admission Limit:
<b>Admission Authority:</b> Governing Body of the School		210
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*:
11-18	<b>829</b>	30

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>427</b>	<b>197</b>	<b>210</b>

Academy Trust decision to admit above PAN to 210.

3 appeals were heard for this school in respect of September 2018, of which 2 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## S. PETER'S COLLEGIATE SCHOOL

Compton Park, Compton Road West,  
Wolverhampton WV3 9DU

**Tel:** 01902 558600

**Fax:** 01902 558596

**Website:** speters.org.uk

**DfE Number:** 3364601

**Principal:** Mr D Lewis

<b>School Type:</b> Academy		Year-7 Admission Limit:
<b>Admission Authority:</b> Governing Body of the School		220
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*:
11-18	<b>1,087</b>	10

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 74 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>713</b>	<b>227</b>	<b>220</b>

The number of appeals heard for this school in respect of September 2018 was 26, of which 5 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

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

## SMESTOW SCHOOL

Windmill Crescent, Castlecroft,  
Wolverhampton WV3 8HU

**Tel:** 01902 539500

**Fax:** 01902 558586

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

**DfE Number:** 3364117

**Head of School:** Mrs A Lawrence

**Executive Headteacher:** Mrs K Insker

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>162</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>887</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>378</b>	<b>61</b>	<b>168</b>

Academy Trust decision to admit above PAN to 168.

No appeals were heard for this school in respect of September 2018. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON

Compton Park, Compton Road West,  
Wolverhampton WV3 9DU

**Tel:** 01902 558888

**Fax:** 01902 558889

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

**DfE Number:** 3364605

**Principal:** Mrs M Hazeldine

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>150</b>
<b>Admission Authority:</b> Bishop Cleary Catholic Multi Academy Company		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>871</b>	

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 66 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>603</b>	<b>151</b>	<b>200</b>

Academy Trust decision to admit above PAN to 200.

The number of appeals heard for this school in respect of September 2018 was 8, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

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

## ST MATTHIAS SCHOOL

Deans Road, Wolverhampton  
WV1 2BH

**Tel:** 01902 556400

**Fax:** 01902 556401

**Website:** st-matthias.com

**DfE Number:** 3364115

**Headteacher:** Mr D Coombes

<b>School Type:</b> Community		Year-7 Admission Limit: <b>161</b>
<b>Admission Authority:</b> City of Wolverhampton Council		
<b>Pupil age range:</b> 11-16	<b>Pupils on roll Jan 18:</b> <b>632</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>246</b>	<b>117</b>	<b>180</b>

Decision made to admit above PAN to 180.

**Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 2.949m or less from the school.**

2 appeals were heard for this school in respect of September 2018, of which 1 was successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## THE KHALSA ACADEMY WOLVERHAMPTON

Millfields Road, Wolverhampton  
WV4 6JP

**Tel:** 01902 925390

**Website:** thebritishsikhsschool.com

**DfE Number:** 3364003

**Principal:** Mrs A Notta

<b>School Type:</b> Free School		Year-7 Admission Limit: 120
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Board of Governors		
<b>Pupil age range:</b>  11-18	<b>Pupils on roll Jan 18:</b>  327	

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>187</b>	<b>66</b>	<b>120</b>

**Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 5.049m or less from the school.**

2 appeals were heard for this school in respect of September 2018, of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

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

## THE KING'S CHURCH OF ENGLAND SCHOOL

Regis Road, Tettenhall,  
Wolverhampton WV6 8XG

**Tel:** 01902 558333

**Fax:** 01902 558334

**Website:** [kings-wton.co.uk](http://kings-wton.co.uk)

**DfE Number:** 3364731

**Headteacher:** Mr J Ludlow

<b>School Type:</b> Voluntary Aided		Year-7 Admission Limit: <b>150</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>710</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>198</b>	<b>50</b>	<b>138</b>

No appeals were heard for this school in respect of September 2018. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## THE ROYAL SCHOOL WOLVERHAMPTON

Penn Road, Wolverhampton  
West Midlands WV3 0EG

**Tel:** 01902 341230

**Fax:** 01902 344496

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

**DfE Number:** 3366000

**Headteacher:** Mr M Heywood

<b>School Type:</b> Free School		Year-7 Admission Limit: <b>112</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>125</b>
11-18	<b>632</b>	

\*total pupils admitted

If the school receives more preferences than there are places available the admission criteria on page 84 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>865</b>	<b>261</b>	<b>112</b>

The number appeals heard for this school in respect of September 2018 was 3 of which 0 were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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



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

## WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

Lichfield Road, Wednesfield,  
Wolverhampton WV11 3ES

**Tel:** 01902 558222

**Fax:** 01902 558200

**Website:** wednesfieldhigh.co.uk

**DfE Number:** 3364130

**Headteacher:** Mr C Jones

<b>School Type:</b> Community		Year-7 Admission Limit: <b>160</b>
<b>Admission Authority:</b> City of Wolverhampton Council on behalf of the Academy Trust		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>30</b>
11-18	<b>835</b>	

\*new pupils being admitted for the first time

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

September 2018 Admissions		
<b>Parents express preference for this school:</b>	<b>School being first preference:</b>	<b>No. of places allocated:</b>
<b>243</b>	<b>90</b>	<b>160</b>

Places were offered only to pupils who met the criteria 1 to 3 (see page 49) or lived 3.872m or less from the school.

No appeals were heard for this school in respect of September 2018. **There is no guarantee that a similar situation will occur for admission in September 2019.**

## WEST MIDLANDS UTC (for Year 10 places in September 2019)

Springfield Campus, Cambridge Street,  
Wolverhampton WV10 0JR

**Tel:** 01902 872180

**Website:** westmidlandsconstructionutc.co.uk

**DfE Number:** 3364006

**Principal:** Mr Avtar Gill

<b>School Type:</b> Universal Technical College		Year-10 Admission Limit: <b>150</b>
<b>Admission Authority:</b> UTC		
<b>Pupil age range:</b>	<b>Pupils on roll Jan 18:</b>	Year-12 Admission Limit*: <b>150</b>
14-19	<b>215</b>	

\*total pupils admitted

If the school receives more preferences than there are places available the admission criteria (which can be found [www.westmidlandsconstructionutc.co.uk/about/policies](http://www.westmidlandsconstructionutc.co.uk/about/policies)) will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

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

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

## WOLVERHAMPTON GIRLS' HIGH SCHOOL

Tettenhall Road,  
Wolverhampton WV6 0BY

**Tel:** 01902 551515

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

**DfE Number:** 3365400

**Headteacher:** Ms T Young

<b>School Type:</b> Academy		Year-7 Admission Limit: <b>145</b>
<b>Admission Authority:</b> Governing body of the school		
<b>Pupil age range:</b>  11-18	<b>Pupils on roll Jan 18:</b>  <b>892</b>	Year-12 Admission Limit*: <b>8</b>

\*new pupils being admitted for the first time

If the school receives more preferences than there are places available the admission criteria on page 80 will be used to prioritise all applications. In such circumstances, some applicants will clearly be unsuccessful. Therefore, it is advised that parents/carers consult the admission criteria before submitting their preferences.

September 2018 Admissions		
<b>Parents express preference for this school:</b>  <b>560</b>	<b>School being first preference:</b>  <b>301</b>	<b>No. of places allocated:</b>  <b>145</b>

The number of appeals heard for this school in respect of September 2018 were 7 of which none were successful. **There is no guarantee that a similar situation will occur for admission in September 2019.**

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

# 4

## Open Days / Evenings

During the next few weeks, all Wolverhampton secondary schools/academies/free schools are holding open events for parents and carers of children born between **1 September 2007** and **31 August 2008** who are in their final year of primary or junior school and will be transferring to year 7 in September 2019.

School name & address	Tel No.	Headteacher/ Principal/ Head of School	Date	Time
<b>Aldersley High School</b> (and Resource Area for Speech and Language) Barnhurst Lane, Codsall WV8 1RT	01902 556868	Mrs N Davis	Saturday 22 September  Visits during the school day are welcomed, parents/carers should contact the school for booking details	10am to 1pm
<b>Colton Hills Community School</b> (and Resource Area for PD) Jeremy Road, Goldthorn Park WV4 5DG	01902 558420	Mr A Otero	Wednesday 26 September Thursday 27 September Friday 28 September  Alternatively, tours during school hours can be arranged on request. Please contact reception	5:30pm to 7:30pm 9am to 10:30am 9am to 10:30am
<b>Coppice Performing Arts School</b> Ecclestone Road, Wednesfield WV11 2QE	01902 558500	Mr D Selkirk	Wednesday 26 September * Tuesday 2 October  * Head of School presentation and tour of the school. By appointment, please telephone the school to arrange	5.30pm to 8pm 9.30am, 11.30am or 2pm
<b>Heath Park</b> Prestwood Road WV11 1RD	01902 556360	Mrs G Holloway	Thursday 27 September * Wednesday 10 October * Wednesday 17 October  * By appointment, please telephone the school to arrange	5pm to 7:30pm 9:15am to 11:15am 9:15am to 11:15am
<b>Highfields School</b> Boundary Way, Penn WV4 4NT	01902 556530	Mr G Tate	Saturday 22 September * Tuesday 25 September * Wednesday 26 September * Thursday 27 September * Tuesday 2 October * Wednesday 3 October * Thursday 4 October * Tuesday 9 October * Wednesday 10 October  * Tours of the school by appointment only at 9:30am or 11:30am. Please telephone the school to reserve a place	10am to 12:30pm 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am 9:30am or 11:30am

School name & address	Tel No.	Headteacher/ Principal/ Head of School	Date	Time
<b>Moreton School</b> Old Fallings Lane WV10 8BY	01902 558310	Mrs N Bayliss	Saturday 29 September	10am to 1pm
			Visits during the school day are welcomed, parents/carers should contact the school for booking details	
<b>Moseley Park</b> Holland Road, Bilston WV14 6LU	01902 553901	Mrs G Holloway	Thursday 4 October * Wednesday 10 October * Wednesday 17 October	5pm to 7:30pm 9:15am to 11:15am 9:15am to 11:15am
			* By appointment, please telephone the school to arrange	
<b>Ormiston NEW Academy</b> Marsh Lane, Fordhouses WV10 6SE	01902 623111	Mr P Farr	* Thursday 27 September * Saturday 6 October	6pm to 8pm 10:30am to 1:30pm
			* Will start with a presentation from the Principal; followed by a tour of the school and the opportunity to meet staff and students	
<b>Ormiston SWB Academy</b> Dudley Street, Bilston WV14 0LN	01902 493797	Mrs K Inscker (until 31.08.2018)  Mr R Hughes (from 01.09.2018)	* Wednesday 3 October * Thursday 4 October * Friday 5 October Saturday 6 October	9:30am to 11am 9:30am to 11am 9:30am to 11am 9:30am to 12noon
			* Tours of the school available. Alternatively, tours during school hours can be arranged on request. Please contact reception to arrange	



School name & address	Tel No.	Headteacher/ Principal/ Head of School	Date	Time
<b>Our Lady &amp; St Chad Catholic Academy</b> Old Fallings Lane WV10 8BL	01902 558250	Miss T H L Ellis	Thursday 13 September Saturday 29 September Thursday 4 October  Visitors during the school day are welcome but an appointment is advisable. Please telephone reception to arrange	6pm to 8pm 10am to 12noon 6pm to 8pm
<b>S. Peter's Collegiate School</b> A Church of England Academy Compton Park Compton Road West WV3 9DU	01902 558600	Mr D Lewis	Thursday 4 October * Wednesday 10 October  * By appointment only, contact the school to arrange	5:30pm to 8pm 9am to 2pm
<b>Smestow School</b> (and Resource Area for VI) Windmill Crescent, Castlecroft WV3 8HU	01902 539500	Mr M J Morgan (until 31.08.2018)  Mrs A Lawrence Mrs K Inscker (from 01.09.2018)	Thursday 27 September * Friday 28 September * Monday 1 October * Tuesday 2 October  * By appointment only. Please telephone reception to arrange	3:30pm to 7pm 9:10am to 10:20am 9:10am to 10:20am 9:10am to 10:20am
<b>St Edmund's Catholic Academy</b> Compton Park, Compton Road West WV3 9DU	01902 558888	Mrs M Hazeldine	* Thursday 20 September * Tuesday 2 October * Wednesday 10 October Thursday 11 October * Prompt start at 9am	9am to 10:15am 9am to 10:15am 9am to 10:15am 6pm to 8pm
<b>St Matthias School</b> Deans Road WV1 2BH	01902 556400	Mr D Coombes	Thursday 11 October Friday 12 October  Alternatively, tours during school hours can be arranged on request. Please telephone reception to arrange	6pm to 9pm 9:30am to 12:30pm

School name & address	Tel No.	Headteacher/ Principal/ Head of School	Date	Time
<b>The Khalsa Academy Wolverhampton</b> Millfields Road Wolverhampton WV4 6JP (from 1 September 2018)	01902 925390	Mrs A Kaur Notta	Monday 1 October Tuesday 2 October Wednesday 3 October  Alternatively, tours during school hours can be arranged on request. Please telephone reception	5:30pm to 8:30pm 9:05am to 11:20am 9:05am to 11:20am
<b>The King's Church of England School</b> Regis Road, Tettenhall WV6 8XG	01902 558333	Mr J Ludlow	Tuesday 18 September Tuesday 25 September Wednesday 26 September Thursday 11 October Saturday 13 October  Tours at 9.30am and 11.30am only. Alternatively, tours during school hours can be arranged on request. Please telephone reception to arrange	4:30pm to 7pm 9:30am and 11.30am 9:30am and 11.30am 9:30am and 11.30am 9:30am to 12noon
<b>The Royal School Wolverhampton</b> Penn Road WV3 0EG	01902 341230	Mr M Heywood	*Saturday 22 September (Year 7 only) *Saturday 10 November (Sixth Form only) *Saturday 17 November (Reception Year only)  * A time slot must be booked in advance to attend on the day. To reserve a place please book at the school's website <a href="https://theroyalschool.co.uk/admissions/open-days/">https://theroyalschool.co.uk/admissions/open-days/</a>	9am to 12noon 9am to 12noon 9am to 12noon
<b>Wednesfield High Specialist Engineering Academy</b> Lichfield Road, Wednesfield WV11 3ES	01902 558222	Mr C Jones	Thursday 20 September Friday 21 September	5pm to 8pm 9am to 10:30am or 11am to 12:30pm or 2pm to 2:45pm
<b>Year 10 and 12 West Midlands UTC</b> Springfield Campus, Cambridge Street WV10 0JR	01902 872180	Mr A Gill	Tuesday 16 October Saturday 26 January 2019 Wednesday 27 March 2019 Saturday 29 June 2019  Alternatively, tours during school hours can be arranged on request.	4:30pm to 7:30pm 10am to 2pm 4:30pm to 7:30pm 10am to 2pm

# 5

## School Admissions

### Admissions and transfers online

Local authorities are required to operate an Online School Admissions facility to allow parents/carers to apply for a school place for their child via the internet. Wolverhampton's Admissions Online system can be accessed at the following address:

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

### UID Number (Unique Identifier)

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

What are the benefits of applying online?

- View allocations online on 1 March 2019
- Applications are made through a secure website.
- Applications can be viewed/edited online up to the closing date for applications (31 October 2018).
- Ensures that the applicant enters all the mandatory information needed to make an application.

### How to find out more about the schools

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

### School Prospectus

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

They are obliged to provide details relating to:

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

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

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

## Open Evenings

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

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

## What is an admission limit?

The allocation of places in all schools depends upon the maximum number of pupils that a school is expected to take in a particular year group (i.e. the Admission Limit). Admission Limits (otherwise known as Published Admission Numbers or PANs) are based upon the outcome of a formula set by the Department for Education (DfE) and should not be exceeded by an Admitting Authority except in very exceptional circumstances. The limits are set in order to promote the most favourable environment for efficient and effective teaching and learning. Each school's admission limit is given in the School Directory (pages 16 - 18).

## Admission arrangements and criteria

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

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

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



## Key steps for parents

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

Ask yourself the following questions:

- Does my child have an Educational Health Care Plan? (If the answer is 'yes', please do not complete this application process. See page 36).
- Do I know where the school is situated? (See page 7 for map).
- Can my child(ren) get there without too much difficulty? (See Transport to Secondary School on page 41)
- Have I visited the school(s) to see for myself the facilities they have to offer? (See Open Days/Evenings in the School Directory on pages 6 - 18).
- Have I obtained all the relevant forms/information for my preferred schools?
- Have I read and understood the procedures that will be used if there are more applicants than there are places available (i.e. the school is over-subscribed)?
- Do any of my preferred schools have a history of over-subscription? If so, how is my application likely to meet the criteria used for the allocation of places? (see Appendices 2a & 2b).
- Does everyone with parental responsibility for the child agree with(i) the preferred schools; and(ii) the order in which they are being presented?
- Do I need to seek clarification of any points before I submit my application? (i.e. common application form, supporting evidence form, entrance examination registration form etc.)
- What is the deadline for applying and Supporting Evidence forms?
- Does my application require extra evidence to support it? (Please refer to the admissions criteria for the school concerned).

## How to Apply

- Apply Online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) (UID Number available on request from 01902 551122) by 31 October 2018.
- It is essential that you also complete any supporting evidence/entrance examination registration form(s) required by Voluntary Aided, or out-of-city school(s) to which you are applying. Return these forms by the closing date as specified by the school concerned, or as detailed on the form.
- **NB:** Be aware that the deadlines for return of these forms may vary!

## Expressing a preference

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

If your preference is for:

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

or

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

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

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

If you are applying to any of the following:

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

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

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

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

View online 1 March 2019. Allocation letters will be posted on Friday 1 March 2019 by 2nd class post.

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

### Appeal

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

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

### The role of the DfE

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

## The role of the Secretary of State for Education

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

### The role of the Ombudsman

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

Please note that the Admitting Authority reserves the right to withdraw a place which has been allocated on fraudulent or intentionally misleading information.

## Minimum entry requirements for Year 12

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

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

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

## In-Year Transfers

### Moving house

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

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

### Other reasons

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

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

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

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

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

# 6

## Transfers between schools during the school year

### Step by step process for in-year applications during 2018/2019 academic year.

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

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

### Appeal

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

# 7

## Partnerships in Schools Today

### What is partnership?

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

### Schools and parents

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

### Home-school agreement

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

### Who is a parent?

Section 576 of the Education Act 1996 defines parents as:

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

### Parental responsibility

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

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

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

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



## Equal opportunities

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

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

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

## School attendance

It is essential that all children attend school regularly. Frequent or prolonged absence does affect their attainment. If, however absence cannot be avoided, you should let the school know the reason why as soon as possible.

In this way you will help the Headteacher to reach a decision as to whether the absence should be authorised.

Please remember that legally it is your responsibility to ensure that your child attends school regularly and that absences are kept to a minimum.

## School-based complaints procedure

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

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

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



## Schools and pupils

### Secondary Curriculum

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

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

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

### Religious Education and Collective Worship

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

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

### Examinations and assessment

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

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

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

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

## Behaviour Policies

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

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

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

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

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

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

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

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

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

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

## Schools and the community

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

These links include:

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

## Preparation for further education and work

### Work Experience

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

## Progression Post 16

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

This means they must choose from:

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

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

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

## Independent, Advice and Guidance

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

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





## Special Educational Needs

### Support for young people with special educational needs

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

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

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

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

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

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

If you have concerns about the provision being made for your child, you should always discuss these with staff in your child's school who may include the class teacher, form tutor, SENCo and Headteacher. However, if you need further advice or guidance about Special Educational Needs you can contact the Information, Advice and Support Service who will be pleased to help (see page 102).

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





## Education, Health & Care plans

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

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

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

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

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

## Mainstream support

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

## Resource bases

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

TYPES OF NEEDS MET	SCHOOL
<b>Speech, Language and Communication</b>	Aldersley High School
<b>Hearing Impairment</b>	St Matthias School
<b>Visual Impairment</b>	Smestow School
<b>Physical Disability</b>	Colton Hills Community School

## Special Schools

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

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

Please note that the City of Wolverhampton Council has proposed that with effect from 1 September 2019:

\* Tettenhall Wood School capacity of is increased from 102 to 120 places and the age range of is changed from 15-19 to 4-19

\*\* Penn Hall School capacity is increased from 76 to 100 place and the type of needs it is registered to cater for is expanded from PD to PD, SLD, PMLD and ASD

## Transport

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

For further information regarding school transport please contact the Pupil Services Team. Telephone numbers are detailed on page 102 of this booklet.

## Equality of opportunity

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

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

## Expressing a preference

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

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

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

# 9

## Support for Pupils and Students

### Travelling to school in Wolverhampton

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

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

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

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

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

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

### Travel assistance to Secondary School

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

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

You can access the travel assistance policy on our website:

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

Alternatively, the policy is available from:

#### **The Pupil Services Team**

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

Tel: 01902 554154 / 554202

## Public transport travel options for school

### Network West Midlands

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

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

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

## Meals

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

Catering providers and prices vary - settings either employ the Council's Catering Services, private contractors or their own "in-house" staff. All settings offer a wide choice of delicious and nutritious hot and cold food and drinks, individually priced or available as 'meal deals'. Many offer a 'cashless catering system', whereby students pay for meals from an account using Personal Identification Numbers (PINs) or biometric systems rather than cash at the point of sale. This offers anonymity for students, and peace of mind for parents/carers.

In January 2015, new statutory nutritional standards were introduced for secondary school lunches. Menus provided at the majority of schools are independently analysed. More information is available on request from your child's school or the Service Development Team Leader, Jo Smith ([jo.smith@wolverhampton.gov.uk](mailto:jo.smith@wolverhampton.gov.uk) or 01902 554283).

Meals are provided free of charge for children of those families who meet the Government's eligibility criteria -

[www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals) - to apply, please supply your details to your child's school. For more information, please contact the Free School Meals team by email [freeschoolmeals@wolverhampton.gov.uk](mailto:freeschoolmeals@wolverhampton.gov.uk) or call 01902 554128.



If your child has special dietary needs, please contact either the school or the School Meals Development Officer.

Further information about school lunches provided by the Council's Catering Services is available at [www.wolverhampton.gov.uk/catering](http://www.wolverhampton.gov.uk/catering) or by calling 01902 555223.

### **School uniform/clothing**

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

### **Additional charges**

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

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

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



# Appendix 1

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

### Background

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

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

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

### Co-ordinated scheme for Wolverhampton

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

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

In brief terms:

- Parents must apply online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)
- Parents will only have to fill in one application form on which they will state their secondary school preferences and reasons for those preferences;
- Five preferences are invited;
- Initially, all preferences are treated as equal to other admission authorities as appropriate (i.e. Voluntary Aided and Academy schools in Wolverhampton, other participating LAs as detailed above;
- After over-subscription criteria have been applied (where appropriate), if more than one school place can potentially be offered, the single offer is for the available school the parent ranked highest on the preference form.

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

# Appendix 2

## Admission Arrangements 2019/2020 Step by step process

### Step by step process for 2019/2020 academic year

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

- 1 The online application form used for the purpose of admitting pupils into the first year of secondary education in the 2019/2020 academic year.
- 2 The form invites parents of Year 6 pupils resident in Wolverhampton to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by **31 October 2018**.
- 3 Parents should name all schools (to a maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies, and/or any school outside Wolverhampton LA's area with the exception of **Thomas Telford (CTC) and any independent schools**.
- 4 In order to assess the application some schools may require additional information to that collected on the online application and therefore will require you to complete a **supplementary information form**.
- 5 **Parents who are applying for schools outside of Wolverhampton** are advised to contact the appropriate LA to determine whether the completion of any supplementary information or 'entrance examination registration' forms is required, their submission date and to whom they must be submitted.
- 6 You should be aware that where a supplementary information form or registration form is completed it will not be regarded as a valid application unless the LA has also received a completed online application showing an expressed preference for the school concerned.
- 7 **Parents should submit their online application no later than 23.59 hours on 31 October 2018**.
- 8 On receipt of the online application the LA will treat all preferences as being ranked equally in the first instance.
- 9 By **17 November 2018**, the School Admissions & Appeals Section will send other admission authorities and LAs details of applications for their schools. These details will not reveal the order of preference.

- 10 All admission authorities will apply their over-subscription admission criteria, including any selection tests. The Admissions and Appeals Section will then compare the potential offer lists and if more than one school can potentially be offered, they will allocate a place at the available school that the parent ranked highest on the application.
- 11 If the parent has ranked a preference for a school in another LA higher than a school in Wolverhampton and the LA concerned has advised the Admissions and Appeals Section that a place can be offered then a place will be offered at the out-of city school and a place for a Wolverhampton school will not be offered.
- 12 If the applicant is a Wolverhampton resident and the Admissions and Appeals Section is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school or Academy that has a place available.
- 13 On **1 March 2019** the Admissions and Appeals Section will write to every applicant resident in Wolverhampton telling them of their allocated school place. Letters will be sent by 2nd class post.
  - Applicants will be able to view their allocation at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)
  - Where the school in question is its own admitting authority, or in one of the other participating LAs, the letter will state that the offer is being communicated on behalf of the school's Governing Body.
- 14 Parents will be required to respond to any offers made within 10 school days.
- 15 For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Section will notify parents accordingly, setting out the reasons and advising of the right of Appeal, how to lodge an appeal and to whom.
- 16 For other applicants for Wolverhampton schools the home LA will notify parents of the reasons why parental preference cannot be met and to whom any appeal should be lodged.
- 17 For inclusion on any waiting list for a Wolverhampton School, please see page 48.

**APPLICATIONS RECEIVED AFTER 31 OCTOBER 2018 (including changes of preference, changes to the order of preferences or additional preferences)**

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

Therefore, applications received after the closing date and before 30 November 2018 will only be incorporated into the initial allocation process if the late submission is for a valid reason, ie, parents/carers can demonstrate a material change of circumstances.

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will give consideration to the reasons following which the application will be:

Either

- 1 incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned  
or
- 2 considered only after all other applications.

Applications without written reasons for the late application or received after **30 November 2018** will only be considered after all other applications and the notification may be sent shortly after **1 March 2019**.

Applications for non-Wolverhampton schools received after **31 October 2018** (including changes of preference, changes to the order of preference or additional preferences) will be referred to the relevant local authority for assessment in accordance with their scheme and its provision for late applications.

**Material changes of circumstances**

**(Local Authorities should not allow preferences to be changed without a genuine reason for doing so).** In claiming material changes of circumstances the applicant, at the time of application, must supply documentary evidence to confirm the changes.

**An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the online application.**

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

## Waiting lists

If the applicant has not been allocated their first preference, the application will automatically be placed on the waiting list for the preferred Wolverhampton school or schools that were ranked higher than the allocated school.

Unless material changes of circumstances have been demonstrated a child's name will only be included on those lists for schools that were ranked higher on the application than the school allocated to the child and, therefore, if a child is allocated a place at the first preference school the child's name will not be added to the waiting list for any of the other preferred schools.

The waiting lists will be ranked in admission criteria order. As soon as places become vacant admission authorities will re-allocate those places from the waiting list, even if this is before appeals have been heard.

The Authority will maintain the waiting lists until **31 December 2019**.

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

## Repeat applications

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

N.B. Parents of a child with a Statement of Special Educational Needs (SEN) must contact either the Authority's SEN Statutory Assessment and Review Team or the Local Authority that issued the statement if they wish to transfer to a school that is not named in Part 4 of the child's statement.

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



# Appendix 2a

## Academy and Community Schools Admission Arrangements 2019/2020

If your child was born between 1/9/2007 and 31/8/2008, s/he will commence secondary education in September 2019 and you should apply for a secondary school place before 31 October 2018. Late applications may be incorporated into the process as detailed in the scheme for inter-LA Co-ordination (Appendix 1).

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

### Completing the preference form (CAF1)

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

### Admission criteria for oversubscribed Secondary Community Schools

- **Criterion 1: Looked After Children** (as defined by Section 22 of the Children Act 1989) and previously Priority will be given to a child Looked After Children in the care of a local authority or provided with accommodation by that authority or children previously deemed to be looked after.

- **Criterion 2: Medical/Social**

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school (see paragraph on Medical/Social Claims on pages 50 - 51).

- **Criterion 3: Siblings**

Whether siblings attend the school and will still be attending the school in September 2019 (see page 51 for the definition of a sibling for admission purposes).

- **Criterion 4: Distance**

How close the child lives (see definition of child's home address on page 51) to the school requested, with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the Local Authority's software.

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

### NB - Tie Breaker

If there is an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

## How are Community School applications prioritised?

The following Academies also use the same criteria as community schools; Coppice, The Khalsa Academy, Heath Park, Moseley Park, Smestow School, Ormiston SWB, Ormiston NEW and Wednesfield High School.

Provided that the number of requests for places at your preferred community school does not exceed the school's admission limit, a place could potentially be allocated.

However, if the number of requests is greater than the school's admission limit, applications will be prioritised in accordance with the Authority's admission criteria for over-subscribed Community schools.

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

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

## Special educational needs

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

## 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 a 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 you believe there are specific reasons, medical or social, for claiming priority for your child to attend a particular school these special factors must be indicated on the form. Evidence (e.g. a letter from a registered health professional such as a doctor or social worker) to support this claim must be submitted with the **common application form**.

**The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet your child's needs.**

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

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

## Definition of a Sibling for Admission Purposes

For admission purposes, a sibling is a child who resides **permanently** at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission (i.e. for normal year of entry applications, siblings are expected to be attending the same school in September 2019). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

## Child's home address

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

**Please note that a childminder's address will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.**

**The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered.**

Documentary evidence relating to house moves taking place between National Offer Day on 1 March 2019 and the start of the academic year in September 2019, will be considered. The address must be the child's main residence and is either:

- owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of **actual permanent residence** at the property concerned.

### Acceptable proof of address includes:

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

Where parents have shared responsibility for a child and the child lives with both parents for part of the week then the **main residence will be determined as the address where the child lives for the majority of the school week**. If the child equally shares living with both parents, the parents **must** inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

**In the event that the family moves between the application and the date of allocation it is the parent's responsibility to inform the Authority's Admissions Officer as soon as possible of the change of address and before 26 February 2019. Any changes received after 26 February 2019 will not be considered until after 1 March 2019.**

### Changes of address (occurring during the allocation process)

In these circumstances - or if a query arises in respect of your child's place of residence you will be required to supply evidence of your new address.

This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy.

### Unsuccessful Applications and Appeals

If the applicant is a Wolverhampton resident and the admissions and appeals team is unable to allocate a place at any of the preferred schools then a place will be allocated at the nearest Wolverhampton maintained school that has a place available. Allocations to Own Admitting Authority schools in this case would be made following consultation with the governing body concerned.

For Wolverhampton residents, where preferences cannot be met, the Admissions and Appeals Team will notify parents accordingly, setting out the reasons and advising of the right of appeal, how to lodge an appeal and to whom.

For other applicants for Wolverhampton schools the home LA will notify parents of the reasons why parental preference cannot be met and to whom any appeal should be lodged.

Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

## Waiting Lists

If the applicant has not been allocated their first preference, the application will automatically be placed on a waiting list for the preferred Wolverhampton school or schools that were ranked higher than the allocated school.

Unless material changes of circumstances have been demonstrated a child's name will only be included on those lists for schools that were ranked higher on the application than the school allocated to the child and, therefore, if a child is allocated a place at the first preference school the child's name will not be added to the waiting list for any of the other preferred schools.

The waiting lists will be ranked in admission criteria order. As soon as places become vacant the LA on behalf of the admitting authorities will re-allocate those places from the waiting list, even if this is before appeals have been heard.

The Authority will maintain the waiting lists until 31 December 2019.

Requests for inclusion on waiting lists for non-Wolverhampton schools must be made in writing to the relevant local authority for the school concerned for assessment in accordance with their scheme.

# Appendix 2b

## Voluntary Aided Schools / Academies / Free School Admission Arrangements 2019 / 2020

### THE KING'S CHURCH OF ENGLAND SCHOOL

The King's School, Tettenhall is an inclusive Voluntary Aided Church of England comprehensive school, to which the Governors admit children and families from all faiths and backgrounds and those of no faith, without reference to ability or aptitude. Making application to The King's CE School means applying for a place at a Church of England School which offers a distinctive Church of England character and ethos, reflecting the teachings of Jesus Christ and Christian values. The School has a welcoming, caring and supportive environment where young people are encouraged to achieve their full potential. We ask all parents applying for a place here to respect our inclusive Christian ethos and its importance to the school community. We expect all students to participate in the worshipping life of the school.

There are no fees or charges related to the admission to the school and contributions to school funds or to off-site visits are not mandatory.

- 1a) During July 2018 families resident within Wolverhampton, will be issued, via the child's Primary School, with a booklet from the Local Authority [LA] entitled "The Inter LA co-ordination of Secondary Admissions 2018/19" which contains full details of the admissions criteria and processes as well as copies of the governors' Supporting Information Form. The LA's Common Application Form [CAF1] will be available online.

- 1b) Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a common application form.
- 2 In September 2018, brochures and **Supporting Information Forms** will be available at The King's School. Brochures will also be available from the Headteacher of their child's primary school.
- 3 Parents may call at the school or write to the Admissions Officer requesting a brochure and/or **Supporting Information Form**. A self-addressed 10" x 14" envelope should be enclosed.
- 4a) Families resident within Wolverhampton must complete the LA's Common Application Form [CAF1], indicating a ranked preference for The King's School and return the form to the 'School Admissions and Transfers Section' at the Civic Centre in Wolverhampton or to their child's current Wolverhampton Primary School, before 23:59 hours on **31 October 2018**. The CAF1 can be completed on line. Visit [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

**Please note that families must include the king's school on the common application form CAF1 to enable the governors to consider their application.**

Or



- 4b) Families resident outside Wolverhampton must complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for The King's School.

**Please note that families must include the king's school on the common application form to enable the governors to consider their application.**

- 5 The governors' Supporting Information Form must be completed by all families and returned directly to the Admissions Officer at **The King's School before 4pm On Wednesday 31st October 2018** and not to their Home LA or the child's Primary School.
- Applicants should enclose a self-addressed stamped envelope if they require an acknowledgment of receipt.
- 6 The Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the **Supporting Information Form**.
- 7 For families applying under Category A, B or C, a member of the clergy/faith community must be asked to support the application on the **Supporting Information Form**, confirming the details of membership and commitment supplied by the applicant.
- 8 On March 1st 2019, families will be advised, by their own Local Authority, of the school at which a place has been allocated.

- 9 Families who subsequently accept the offer of a place at another school should advise the Admissions Officer **immediately**, in writing. This will enable the Governors to offer the place to another family.

## Admissions Criteria

In accordance with the statutory 'School Admissions Code', Governors will offer places to children in receipt of a Statement of Special Educational Needs, where The King's School is named in the schedule. This will reduce the number of places available to non-statemented children.

If more than 150 applications are received, places will be allocated in accordance with the following categories.

### CATEGORY A - Foundation Places

**Up to 40 places will be offered to children of practising Church of England families.**

Written evidence of the family's commitment to its place of worship and Clergy reference will be required **at the time of application**.

### CATEGORY B - Governors' Places

**Up to 30 places will be offered to children of practising Christian families of a denomination other than Church of England.**

Written evidence of the family's commitment to its place of worship and Clergy reference will be required at the time of application.



## CATEGORY C - Faith Community Places

**Up to 20 places will be offered to children of families who are actively involved in the worshipping life and work of any recognised faith community.**

Written evidence of the family's commitment to its place of worship and Clergy reference will be required **at the time of application.**

## CATEGORY D - Open Places

**60 places will be offered to children of families of any faith or none whose parents seek an education based on the Christian ethos.**

### Fraudulent or Misleading applications for admission to schools

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

### Oversubscription Clauses - Categories A, B and C

For each category above, if there are more applications, which **fully** meet each criterion, than there are places available, then places will be allocated according to the following oversubscription criteria. These are stated in order of priority. In the event that two or more applicants have equal rights to a place under an oversubscription clause, then the subsequent oversubscription clause will apply. See Glossary of Terms for explanations and definitions.

- i. Looked After Children (as defined by Section 22 of the Children Act 1988). Priority will be given to a child who is in the care of a Local Authority or provided with accommodation by that authority or a child who has been adopted (or is subject to a residence order or special guardianship) immediately following being in the care of a Local Authority. This **must** be confirmed at the time the application is made.
- ii. Children whose families provide evidence **at the time the application is made**, of particular educational, social or medical needs that can be met especially well within the caring Christian environment of The King's School.
- iii. The **strength** of the family's commitment to their place of worship as measured by the number of years, frequency of attendance and the involvement in activities associated with that place of worship.
- iv. Children currently attending a Church of England School.
- v. Children who, at the time of admission, have a sibling attending the school in September 2019.
- vi. Whose usual weekday place of residence is nearest the school. The measurement between home and school will be determined by the straight line measurement from the home address to the school, carried out by the local authority software.

If there are **more** qualifying applications received than places available, all unsuccessful applications under the above categories A B and C will be considered under Category D, Open Places.

If there are **fewer** qualifying applications received than places available in the above categories, then any unfilled places will become additional Open Places under Category D below.

## Oversubscription Clauses - Category D

**In the case of oversubscription** places will be allocated to families on the basis of the following order of priorities, to children:

- i. Looked After Children (as defined by Section 22 of the Children Act 1988). Priority will be given to a child who is in the care of a Local Authority or provided with accommodation by that authority or a child who has been adopted (or is subject to a residence order or special guardianship) immediately following being in the care of a Local Authority. This **must** be confirmed at the time the application is made.
- ii. Whose families provide evidence **at the time the application is made**, of particular educational, social or medical needs that can be met especially well within the caring Christian environment of The King's School.
- iii. Children who, at the time of admission, have a sibling attending the school in September 2019.
- iv. Currently attending a Church of England School.
- v. Whose usual weekday place of residence is nearest the school. The measurement between home and school will be determined by the straight line measurement from the home address to the school, carried out by the local authority software.

## Glossary of Terms

### Recognised Faith Community.

A 'recognised faith community' is one that is in membership with Churches Together in Wolverhampton, Churches Together In Britain and Ireland, the Wolverhampton NET Churches affiliated to the Evangelical Alliance or Wolverhampton Inter Faith Council or equivalent for their local area.

### Looked After Children.

A looked after child is a child who is looked after by the local authority as defined in Section 22 of the Children's Act 1989. Evidence, e.g. Evidence from the Placement Authority, must be provided with the Supporting Information Form.

### Strength of Commitment.

Strength of Commitment is measured by the following priorities:-

- i. The number of years the family has been worshipping at their place of worship
- ii. The frequency of worship
- iii. Involvement in the activities associated with the place of worship

### Family.

The 'family' means the family unit as presented to the Governors in the Supporting Information Form.

### Siblings.

For admissions purposes, a brother or sister or 'sibling' is a child who permanently resides at the same address as the child for whom a place is being sought and is one of the following

- Brother/sister
- Half brother/sister  
i.e. Share one common parent
- Stepbrother/sister  
i.e. Related by parent's marriage
- Any child for whom it can be demonstrated that s/he is residing permanently at the same address  
[e.g. Under the terms of a residence order]

Governors recognise that other family circumstances may exist and they will give consideration to other

children/family groups as declared on the Supporting Information Form.

#### **Multiple Births.**

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child[ren] the place[s] is/are to be allocated. In this situation a place or places will be allocated by lot.

#### **Usual Place of Residence.**

This is determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used for the application.

#### **Late applications**

Governors will consider applications received after the closing date of **Monday 31st October 2018** once those received on time have been considered.

#### **Waiting list**

In the event of a place not being offered, applicants will automatically be placed on the Waiting List, provided they have ranked The King's School on the common application form, higher than the school at which they have been offered a place. However, applicants should advise the Local Authority in writing if they do NOT wish their child's name to be placed on the Waiting List.

For each of the four categories, Governors will maintain lists ranked in accordance with the oversubscription + clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked application on the waiting list for the category where the vacancy has arisen. These lists will be maintained until 31st December 2019.

#### **Formal appeals**

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, and must be made to the Chair of Governors via the Admissions Officer at the school **before March 18th 2019**. In due course, parents will be sent the necessary Appeal Form by the Admissions Officer and details as to when and where the Appeal will be held will be forwarded to the parents after the Appeal Form has been lodged. If the appeal is unsuccessful, the Governors will not consider a further application within the same academic year, unless there have been significant and material changes in the family's circumstances.

## Repeat applications

Unless there are significant and material changes in circumstances, governors will not consider a repeat application in the same academic year.

## Number of pupils to be admitted in September 2019

The number of pupils being aged 11 years (that is born between 1st September 2007 and August 31st 2008), to be admitted into Year Seven in September 2019 will be 150 (one hundred and fifty).

## OUR LADY AND ST CHAD CATHOLIC ACADEMY

Our Lady and St Chad is part of the Pope John XXIII Multi-Academy Company. The admissions authority for the school is the Board of Directors of the Pope John XXIII Multi-Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady and St Chad.

The admissions process for Our Lady and St Chad is part of the Wolverhampton Local Authority coordinated admissions scheme. To apply for a place at Our Lady and St Chad in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady and St Chad on the application form. Applications need to be made by 31st October 2018. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

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

You will be advised of the outcome of your application on 1st March 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent relates to any individual with responsibility for a child for whom an application is being made.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of

Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the

Catholic character of the school's education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The Board of Directors is the admissions authority and has responsibility for admissions to this school.

The Board of Directors has set its admission number at 210 pupils to be admitted into Year 7 in the school year which begins in September 2019. (See Note 1 below)

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

A map of the parish boundary is available at the school and parish or by post on request.

## Oversubscription Criteria

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

### Note 1

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

### Note 2

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

Baptism or Reception into the Church should contact their Parish Priest.

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

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

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

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

The children must be living permanently in the same household



## Note 5

The named feeder schools for Our Lady and St Chad are:

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

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

The 6 parishes of the feeder Academies/Schools are:

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

The 4 academies making up Pope John XXIII Catholic MAC are:

1. Our Lady and St Chad Catholic Academy
2. St Mary's Catholic Primary Academy
3. Corpus Christi Catholic Primary Academy
4. Holy Rosary Catholic Primary Academy

## Note 6

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

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Board of Directors will randomly select the child to be offered the final place.

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

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of 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 week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

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

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

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and

enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

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

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

## Appeals

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

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

## Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

## Change in preference

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the

Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## Waiting list

Children who have not been offered a place at Our Lady and St Chad but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until 31st December 2019 and will then be discarded. Parents may apply to Our Lady and St Chad for their child's name to remain on the waiting list until the end of the academic year 2019/2020 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the

list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

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

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

### **In year fair access protocol**

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

### **Applications other than the normal intake to Year 7 (In-Year admissions)**

An application can be made for a place for a child at any time outside the normal admission round.

Applications should be made to the school by contacting Louisa Craig 01902 558243 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

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

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

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

## ST EDMUND'S CATHOLIC ACADEMY, WOLVERHAMPTON

During **September 2018**, families residing within the City of Wolverhampton, will be able to view an online document from the Local Authority [LA] called Secondary Education in Wolverhampton 2019/20 which contains full details of:

- the scheme for Inter-LA Co-ordination of Secondary Admissions at Year of Normal Entry
- the step by step process of making a secondary school application
- the **Admissions Criteria** for St Edmund's Catholic Academy
- contact details for Wolverhampton Council Admission Department

Families residing outside Wolverhampton will also receive information from their 'home' LA which will include a **CAF1**.

From early **September 2018**, **prospectuses** and **Supporting Information Forms (SIFs)** will be available from St Edmund's.

**Prospectuses** and **SIFs** will also be distributed to Year 6 pupils in the Catholic Feeder Primary Schools/Academies [St Bernadette's Catholic Primary School, Wombourne and St Christopher's Catholic Primary School, Codsall in Staffordshire; SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John's Catholic Primary Academy, St Michael's Catholic Primary Academy & Nursery and St Teresa's Catholic Primary Academy - all in Wolverhampton].

Parents may call at the academy or write to the Admissions Officer requesting a prospectus and/or SIF or this can be

downloaded from the Admissions page on our website [www.stedmunds.org](http://www.stedmunds.org).

Families who wish to visit the academy may do so at

### **Open Evening on Thursday 11th October 2018 between 6pm and 8pm**

For families unable to attend Open Evening, academy tours will start at 9.00am prompt on the following dates:

**Thursday 20th September 2018**

**Tuesday 2nd October 2018**

**Wednesday 10th October 2018**

Families living within Wolverhampton must complete Wolverhampton LA's online application process (CAF1) including a ranked preference for St Edmund's Catholic Academy by 31 October 2018.

The CAF1 must be completed on line. Visit [www.wolverhampton.co.uk/admissions](http://www.wolverhampton.co.uk/admissions).

Families living outside Wolverhampton must complete a **CAF1** issued by their 'home' LA and return it to them in accordance with the information and deadlines issued, indicating a ranked preference for St Edmund's Catholic Academy.

**Parents/carers must include St Edmund's Catholic Academy on their home LA's CAF1 to Enable Bishop Cleary Catholic Mac Board of Directors to consider their application.**

The SIF must be completed and returned directly to the Admissions Officer at St Edmund's by **31 October 2018** and not to your LA or your son's /daughter's primary school/academy.

The Board of Directors will only consider applications from those who have completed

both a **CAF1** naming St Edmund's Catholic Academy as one of their choices and also a **SIF**.

On 1 March 2019 families will be advised, by their LA, of a school/academy at which a place has been allocated to their son/daughter.

In the event of a place not being offered at St Edmund's, families have a right to appeal. All appeals paperwork must be sent to the **Chair of the Board of Directors, Admissions Office (Appeals), St Edmund's Catholic Academy, Compton Park, Compton Road West, Wolverhampton, WV3 9DU**

by **31 March 2019**. Parents will be given at least 10 days notice of an appeal hearing.

## Other applications September 2019 - July 2020

Applications to the academy other than the normal intake into Year 7 should be made to Wolverhampton LA by completing an In-Year Transfer Form. See St Edmund's 2019/2020 Admission Policy for further information.

## Admission Policy for the academic year 2019/2020

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

You will be advised of the outcome of your application on 1st March 2019, or the next working day, by the local authority on behalf of the academy.

Please note that throughout this policy, the term parent means all natural parents, any

person who is not a parent but has parental responsibility for a child and any person who has care of a child.

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

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

The Board of Directors is the admissions authority and has responsibility for admissions to this academy. The Board of Directors has set its admission number at 150 students to be admitted into Year 7 in the academy year which begins in September 2019. (See Note 1 below)

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



category, the Board of Directors will give priority firstly to students who will have a brother or sister (see Note 4 below) attending St Edmund's Catholic Academy at the time of admission and then secondly to students living closest to the academy determined by the shortest distance (see Note 8 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and are also available on our website and will be applied to the admission arrangements for the academic year 2019/2020. (See Note 6 below)

## Oversubscription Criteria

- 1 Baptised Catholic students (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
- 2 Baptised Catholic students (see Note 2 below) who currently attend a Catholic feeder academy/school (See Note 5 below)
- 3 Baptised Catholic students (see Note 2 below) who live in one of the seven parishes (see Note 6 below) of the Catholic feeder academies/schools.
- 4 Baptised Catholic students (see Note 2 below) of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with Bishop Cleary Catholic MAC (see Note 7 below)
- 5 Other Baptised Catholic students (see Note 2 below).

- 6 Non-Catholic students who are looked after or previously looked after (see Note 3 below)
- 7 Non-Catholic students who currently attend a Catholic feeder academy/school. (See Note 5 below)
- 8 Non-Catholic students of a permanent member of staff who has been based at St Edmund's Catholic Academy for two years or more at the time of application and has a current contract with Bishop Cleary Catholic MAC. (See Note 7 below)
- 9 Other non-Catholic students

## Note 1

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

## Note 2

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

Parents making an application for a Catholic student should ensure they also complete a supporting Information Form (SIF) which should be returned directly to the academy. If you do not provide the information required in the supporting Information Form and return it by the closing date, together with all supporting

documentation, this is likely to affect your child's chance of being offered a place at this academy.

### Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

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

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two students share one common parent
- A step-brother or step-sister, where two students are related by a parent's marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered students
- The students must be living permanently in the same household

### Note 5

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

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

### Note 6

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

St Bernadette's, Wombourne, St. Christopher's, Codsall. St. Thomas of Canterbury, Tettenhall, SS Peter & Paul's, Wolverhampton, SS Mary & John's, Wolverhampton, St. Michael's, Penn and St. Teresa's, Parkfields.

### Note 7

The academies making up Bishop Cleary Catholic MAC are:

St Edmund's Catholic Academy, SS Peter and Paul Catholic Primary Academy & Nursery, SS Mary & John's Catholic Primary Academy, St Michael's Catholic Primary Academy & Nursery, St Teresa's Catholic Primary Academy.

## Note 8

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

In a very small number of cases, where the academy is oversubscribed, it may not be possible to decide between the applications of those students who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when students in the same year group live at the same address, or if the distance between the home and the academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the students would cause the Published Admission Number for the student's year group to be exceeded, the Board of Directors will randomly select the student to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the students is the last student ranked within the academy's published admission number.

A student's home address is considered to be a residential property that is the student's only or main permanent residence and is either:

- Owned by the student's parent(s);
- Leased to or rented by the student's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a student, and the student lives with both parents for part of the week, then the main residence will be determined as the address where the student lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the student lives at the address put forward by the parents.

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

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

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a student is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the student to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a

class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a student to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the student's best interests and the views of the Principal.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

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

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the student in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>.

## Appeals

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

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

## Repeat applications

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

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

This states that applications received after the closing date will be considered as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be:

Either 1) incorporated into the initial allocation and assessed against the over-subscription criteria

Or 2) considered only after all other applications

Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

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

## Change in preference

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their

circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed academy, without an exceptional change in circumstances, then the application will be refused.

## Waiting list

The academy will maintain a waiting list for admissions to Year 7. Students who have not been offered a place at St Edmund's Catholic Academy but were offered a school that was ranked as a lower preference on their application form can request to be added to the waiting list. Parents/Carers must contact the academy to ask for their child to be put on the waiting list. The waiting list will be maintained until 31st December 2019 and will then be discarded. Admissions after 31st December will be dealt with as part of the in-year admission process.

A student's position on a waiting list is not fixed. When a new student joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a student's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria. Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

### **In year fair access protocol**

The Board of Directors of St Edmund's Catholic Academy is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a student where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the student would mean exceeding the published admission number subject to the infant class size exceptions.

### **Applications other than the normal intake to Year 7 (In-year admissions)**

Parents/Carers can apply for a place for their child at any time outside the admissions round. Applications to the Academy other than the normal intake into Year 7 should be made to Wolverhampton LA by completing an In-Year Transfer Form (INCAF), available from: School Admission & Transfers Section, Education and Enterprise, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR. Parents/Carers must also complete a SIF. Completed INCAFs are considered by the Secondary Social Inclusion and Advisory Placements Panel (SSI&APP), which will then need to consult with the Academy's Board of Directors. If there are no places available in the year

group for which the application was made, no place will be offered. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

If there are no places available parents may request for their child's name to be added on the In-Year waiting list until the end of the academic year 2019/20 when it will be discarded.

There is no charge or cost related to the admission of a student to this Academy.

Archdiocese



## S. PETER'S COLLEGIATE SCHOOL

- 1a) At the end of the Summer Term 2018, families resident within Wolverhampton, will have access to a booklet produced by the Local Authority [LA] entitled "Secondary Education in Wolverhampton 2019/20" which contains full details of the admissions criteria and processes as well as copies of the governors' **Supporting Evidence Form** and the LA's Common Application Form [CAF1].
- b) Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a common application form.
- 2 In September 2018, the prospectus and **Supporting Evidence Form** will be available at S.Peter's Collegiate School. Copies will also be available on the school website: [www.speters.org.uk](http://www.speters.org.uk)
- 3 Parents may call at the school or write to the Admissions Officer requesting a prospectus and/or **Supporting Evidence Form**. Details will also be published on the school website: [www.speters.org.uk](http://www.speters.org.uk)
- 4 Families who wish to visit the school may do so on **Thursday October 4th 2018** between 5.30pm and 8pm.
- 5a) Families resident within Wolverhampton must complete the LA's Common Application Form [CAF1], indicating a ranked preference for S.Peter's Collegiate School and return the form to the 'School Admissions and Transfers Section' at the Civic Centre in Wolverhampton or to their child's current Wolverhampton Primary School, **before October 31st**.

The CAF1 can also be completed on line. Visit [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

**Please note that applicants must include S. Peter's School on the common application form [CAF1] to enable the governors to consider their application.**

or

- b) Families resident outside Wolverhampton **must** complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for S.Peter's Collegiate School. On line applications are also acceptable

**Please note that applicants must include S.Peter's School on the common application form to enable the governors to consider their application.**

- 6 The Governors' **Supporting Evidence Form** must be completed by all families and returned directly to the Admissions Officer at **S.Peter's Collegiate School before 4pm on Monday 3rd December 2018** and **not** to their Home LA or the child's Primary School. **Applicants are asked to check the correct postage is placed on letters sent through Royal Mail to ensure delivery.**

A self-addressed stamped envelope should be enclosed if an acknowledgement of receipt is required.

- 7 The Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the **Supporting Evidence Form**.
- 8 A member of the clergy/faith community must be asked to support the application on the **Supporting Evidence Form**, confirming the details of membership supplied by the applicant.
- 9 On March 1st 2019, [National Offer Day], families will be advised, by their Home LA, of the school at which a place has been allocated. Families have ten days to inform the LA if they do not wish to accept the place, either on-line or in writing.
- 10 **Families who subsequently accept the offer of a place at another school must advise the Admissions Officer at the school immediately, in writing. This will enable the Governors to offer the place to another family.**
- 11 There are no charges or costs related to the admissions of students. Contributions to school funds or to off-site educational visits are not mandatory.
- 12 Any application received that will take the school above the Pupil Admission Number [PAN], will be considered in exceptional circumstances and judged against the school's capacity to accommodate additional students and the admissions criteria.

## Admissions criteria 2019

### **Governors will offer 220 places each academic year.**

Any child with an Education, Health and Care Plan for whom S.Peter's Collegiate School is named as the most appropriate place to meet those needs, takes priority and will automatically receive a place. This will affect the number of places available to non-statemented children. If more than 220 applications are received, places will be offered in accordance with the following categories.

### **CATEGORY A: Foundation Places Criterion: Up to 115 places will be offered to children of regular and faithful practising Church of England families.**

Written confirmed evidence of the family's commitment to its place of worship and clergy reference[s], will be required at the time of application.

### **CATEGORY B: Governors' places criterion: Up to 50 places will be offered to children of regular and faithful practising Christian families of a recognised denomination other than the Church of England. [e.g Catholic, Baptist, Orthodox, Methodist]**

Written confirmed evidence of the family's commitment to its place of worship and faith leader's reference[s], will be required at the time of application. A copy of the child's baptism certificate would be welcomed as supporting evidence under Section 4 of the Supporting Evidence Form.

### CATEGORY C: Faith Community Places Criterion:

**Up to 40 places will be offered to children of regular and faithful families who are actively involved in the worshipping life and work of any recognised faith community. [e.g. Sikh, Hindu, Muslim]**

Written confirmed evidence of the family's commitment to their place of worship and faith leader's reference[s], will be required at the time of application.

### CATEGORY D: Pastoral Places Criterion:

**Up to 15 places will be offered to children of families/carers of any recognised faith community who must provide evidence, on/with the Supporting Evidence Form, of particular educational, social or medical needs which can be met especially well within the caring Christian environment of S.Peter's School.**

Applicants must provide evidence of the help currently being received from the Church of England, other recognised faith communities, or other appropriate support groups in meeting those needs. Written confirmed evidence of the family's commitment to its place of worship and the support they receive and faith leader's reference will be required at the time of application.

### Other places

Where Categories A - D have not been filled, the Governors retain discretion to offer places to students who do not meet the criteria for these categories.

### Oversubscription criteria

For **each category**, if there are more applications which fully meet each criterion than there are places available then places will be allocated according to the following oversubscription criteria. These are stated in order of priority: See 'Glossary of Terms' below for explanations and definitions.

- (i) **Looked After Children/Previously Looked After Children.** This **MUST** be confirmed at the time the application is made.
- (ii) The strength of the **family's** commitment to their place of worship as measured by the number of years, frequency of attendance and the involvement in activities associated with that place of worship.
- (iii) Children who will have a **sibling** attending the academy at the time of application as well as at the time of admission and who joined the academy before Sixth Form level
- (iv) Children currently attending a Church of England School.
- (v) The nearness of the home to the academy. The distance measured in a straight line from the threshold of the normal weekday place of residence of the child to the nearest public access of Compton Park Campus.

Any Application received that will take the school above the Pupil Admission Number [PAN], will be considered in exceptional circumstances and judged against the school's capacity to accommodate additional students and the admissions criteria.

## Glossary of Terms

### **Recognised Denomination / Recognised Faith Community -**

A 'recognised denomination' or 'recognised faith community' is one which is in membership with or affiliated to Churches Together in Britain and Ireland, and/or The Wolverhampton Inter Faith and Regeneration Network and/or the Wolverhampton NET Church affiliated to the Evangelical Alliance or equivalent for their area. This must be affirmed by the Faith Leader on the Supporting Evidence Form.

### **Looked After Child / Child in Care -**

A 'Looked After Child' or a 'Child In Care' is a child who is looked after by a local authority as defined in Section 22 of the Children Act 1989. Evidence, e.g. evidence from the Placement Authority, must be provided with the Supporting Evidence Form.

### **Previously Looked After Children -**

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)

### **Strength of Commitment -**

This is measured by the following priorities

- 1] the number of years the family has been worshipping,
- 2] the frequency of worship,
- 3] involvement in the activities associated with the place of worship

### **Family -**

The 'family' means the family unit as presented to the Governors on the Supporting Evidence Form.

### **Sibling -**

For Admission purposes, a 'sibling' is a child who resides at the same address as the child for whom a place is being sought and is one of the following

- Brother/sister
- Half brother/sister i.e. share one parent
- Stepbrother/sister i.e. related by marriage
- Any child for whom it can be demonstrated that s/he is residing permanently at the same address [e.g. under the terms of a residence order]

Governors recognise that other family circumstances may exist and they will give consideration to other children/ family groups as declared on the Supporting Evidence Form.

### **Multiple Births -**

In the event that there is an insufficient number of places to allocate to twins, triplets etc., a decision will be made as to which child[ren] the place[s] is/are to be allocated. In this situation a place or places will be allocated by lot.

### **Normal Weekday Residence -**

This is determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used for the application.

## ALDERSLEY HIGH SCHOOL MORETON SCHOOL

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

### Mission Statement

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

### Places

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

- 1 Parents only fill in ONE application form, stating their preferred choices and reasons for them.
- 2 Five preferences are invited
- 3 Initially, ALL preferences are treated as equal, and sent out to other admission authorities as appropriate.
- 4 All children whose statement of educational need (SEN) or Education, Health and Care (EHC) plan names one of the schools in the Trust will be admitted.

- 5 If Amethyst Academies Trust is full the over-subscription criteria will be applied (where appropriate).

The Governors will offer:

- Aldersley High School 210 places in year seven and 180 places in years 8-11
- Moreton School 140 places in year seven and 140 place in years 8-11.
- Amethyst Sixth Form 300 places each academic year

### Over Subscription Criteria

Where the number of applications exceeds the number of places available and, therefore, the school is over-subscribed, the following criteria will be applied in allocating places:

In order of priority places will be offered on the basis of:

- a. Children in Public Care (Looked After Children) who are the subject of a full care order. Children in Public Care are either on care orders made by a court or accommodated by the Local Authority at the parent's request. Children in care may live in foster homes, residential homes with relatives or continue to live at home.
- b. Children who have older siblings currently attending Amethyst Academies Trust at the date of admission. Older children from the same family unit, attending a particular school, can be considered to 'qualify' a younger child under sibling link criteria, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (We accept that in some family

units (one or two adults and children) the children may not be natural brothers and sisters and are half-brothers and half-sisters or step-brothers and step-sisters). Permanently resident must refer to where a child lives for most of the teaching week e.g. three or more days at the same residence.

- c. Medical/Social Whether there are specific medical or social circumstances that can be met only by the child's attendance at the Academy. If you believe there are specific reasons, medical or social, for claiming priority for your child to attend the Academy these special factors must be indicated on the form. Evidence (e.g. a letter from a registered health professional such as a doctor or social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/ illness and why the preferred academy is the only school that can meet your child's needs. This is necessary because you would be asking the Admitting Authority to assess your child as having a stronger case than many other children, even some who live closer to the school in question than you do. The information provided will be used to prioritise your request for a particular academy/school.

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

- d. All remaining applications will initially be ranked on the basis of the distance from Amethyst Academies Trust measured in line with the Local Authority 'Straight Line Measurement Policy'.

### **NB - Tie Breaker**

If there is an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

### **Formal appeals**

In the event of a place not being offered, notice of intention to appeal must be made to the Chair of Governors through the Admissions Officer at the trust within 14 days of the date on the letter refusing a place.

Appeals will be considered initially by the Admissions Committee of the Governing Body. Should the Committee decide not to offer a place, parents can further appeal to an independent panel, which will be convened for this purpose, as established under Section 94 of the School Standards and Framework Act 1998.

### **In-Year admissions**

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



## WOLVERHAMPTON GIRLS' HIGH SCHOOL

Wolverhampton Girls' High School is a selective grammar school for girls from 11 to 18 years with Academy Status.

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

The Governing Body of the school is responsible for the admission arrangements<sup>1</sup>.

All parents living both within and beyond the City of Wolverhampton may apply for their daughters to be admitted to the school.

### Admission of Pupils to Year 7

For admissions at age 11 to Year 7 of the school, the Governing Body participates in the Local Authority's co-ordinated admissions scheme for maintained secondary schools.

Admission to Year 7 is determined by the performance of candidates in an entrance test, taking into account the priority categories for the allocation of places. Only girls who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for admission to the school.

The entrance test is open to girls who will be no older than 11 years of age, on 31st August 2019.

## Application Procedures

Parents who wish their daughter to be considered for a place in Year 7 from 1st September 2019 must register her for the entrance test by completing and returning to the school by the specified date the Registration Form. This is available to collect from the school or alternatively is published electronically on the Wolverhampton Girls' High School website.

Parents must also complete a Common Application Form. The parents of children resident in Wolverhampton should visit the Wolverhampton City Council website to obtain the Secondary Composite Prospectus and Common Application Form. The parents of children not resident in Wolverhampton must obtain a composite prospectus and Common Application Form from the Local Authority in whose area they live. This must also be completed and returned by the specified date to their home Local Authority, following the guidelines given in the composite prospectus, and ensuring that Wolverhampton Girls' High School is named as one of their preferred schools. If Wolverhampton Girls' High School is not named on the Common Application Form, no offer of a place will be made even if the child has taken the entrance test.

## Admission Number

The number of intended admission for the year commencing 1st September 2019 will be 145.

<sup>1</sup>Admission arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

## Entrance Test

Admission to Year 7 of the school on 1st September 2019 will be determined on the performance of all candidates in an entrance test and by taking into account the priority categories for the allocation of places.

Arrangements for taking the test will be announced by the Governing Body in the local press during the Spring Term 2018.

Where a candidate is ill on the day of testing, arrangements will be made for the test to be taken on an alternative date. In such cases the candidate will need to provide a medical note within 5 days of the test date. Any other exceptional circumstances for non-attendance should be notified in writing to the school prior to the test. The school cannot make allowance for test performance which may have been adversely affected by illness or by any other exceptional circumstance.

## Out of Cohort Candidates

Parents who wish their daughter to be considered for entry to Year 7 in September 2019, whose daughter is born either before 1st September 2007 or after 31st August 2008, should write to the Headteacher outlining the reasons for the request. The Headteacher will then seek the views of the Governors' Admissions Committee who will assess the request. Parents should note that a student can only take the Entrance Test for entry into Year 7 once. Therefore, if applying a year ahead of the cohort, a student would not be able to take the following year's test. In addition, an In Year Transfer Test is not possible for entry into Year 7 where a student has already taken the Entrance Test for entrance into Year 7.

## Allocation of Places

The school makes the arrangements for girls to sit the entrance test and for it to be marked independently. In order to inform their choice of schools for their daughter, parents are sent a notification letter (October 2018) containing information about their daughter's performance in the entrance test. The notification letter will also detail the 2019 qualifying score.

At the point of registration, parents are asked to confirm if their daughter qualifies for Pupil Premium.

On National Offer day, 145 places are offered at the School through the Coordinated Local Authorities admission scheme. In advance of this date, data is provided to the Local Authority to enable them to make these offers.

The allocation of places will be completed in the following ways:

### Stage 1 - Allocation of places to Pupil Premium students

1. The school sets a qualifying score. This is set in October 2018 and communicated to parents through the notification letter. Students who satisfy the criteria outlined in points 2 or 3 below will receive an automatic offer of a place where the school is the highest preference school and where the entry criteria is therefore met.
2. 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 order, or special guardianship order, will be offered a place if they have achieved a score equal to or exceeding the qualifying score.

3. The first twenty “Pupil Premium” students at the time of taking the test, whose test scores are ranked highest in the merit order and have achieved a test score equal to or exceeding the qualifying score will be offered a place. Proof of “Pupil Premium” status will be required in line with the requirements outlined on the school website.
4. Remaining Pupil Premium students will be slotted back into the full order of merit for consideration under the subsequent stage of the process.

## Stage 2 - Allocations of remaining places in order of merit

The scores are put into a table in merit order according to performance of each girl in the Entrance Test. This table is sent to the Local Authority. Following the allocation of places under Stage 1 of this process, the remaining places are allocated in strict order of merit for whom Wolverhampton Girls’ High School was the highest in their list of preferred schools on their Common Application Form for which they met the admission criteria.

Before 1st September 2019, parents of successful applicants will be required to provide evidence of the date of birth of their daughter in the form of an original birth certificate or other form of documentation acceptable to the Governing Body.

## Joint Lowest Last Place Score

In the event that more than one candidate obtains the last score, priority will be allocated on the basis of the points set out below:

1. A “Looked After Child”<sup>2</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order.
2. A Pupil Premium student students at the time of taking the test, whose test scores are ranked highest in the merit order and have achieved a test score equal to or exceeding the qualifying score will be offered a place. Proof of “Pupil Premium” status will be required in line with the requirements outlined on the school website.
3. Those living nearest to the school. The measurement between home and school will be determined by the straight line measurement from the designated home address to the designated school using computerised software. For applications from the same block of flats that have the same designated point, the allocation will be decided by lot. Where parents have shared responsibility for the girl and the girl lives with both parents for part of the week then the main residence will be determined as the address where the girl lives for the majority of the school week during term time. Parents may be requested to supply documentary evidence to support the address used for the application.
4. Twins, triplets, multiple births - in this situation when the sisters live at the same address, the place will be offered strictly according to the test order of merit list. In the event that there is a tie, the place will be allocated to the first born and in cases where this is not known, the allocation will be decided by lot.

<sup>2</sup> A 'looked After child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

## Late Applications

It is essential that the Registration Form for the entrance test is received by the specified date. In exceptional circumstances, late applications must be submitted to the school with supporting evidence to provide the reasons for the late application. This will be considered and provision will be made for the child to sit the test at an alternative date.

Candidates who make a late application to their home local authority after the deadline date of 31st October 2018 and subsequently take the test late are considered a late applicant. Such candidates will be inserted into the order of merit, following the initial allocation of places on 1st March 2019.

## Waiting List

Following completion of the annual co-ordinated admissions procedure, should places then become available, girls will normally only be considered for admission if their standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage (March 2019).

In the event of a place not being offered, your daughter's name will be placed onto an automatic waiting list, provided that Wolverhampton Girls' High School was listed higher in your order of preference on the Common Application Form than the school at which she was allocated a place, and that her standardised score in the entrance test is within 2% of the girl with the lowest score to have been offered an automatic place at initial offer stage.

The waiting list will be automatically generated after initial offers have been notified and maintained until the end of the Autumn Term 2019 by Wolverhampton Local Authority. Following this date, a waiting list will be held in line with the arrangements outlined in the In Year Admissions section of these arrangements.

## Appeals

In the event of a place not being offered, parents have the right to appeal to an independent appeal panel. The intention to do so must be indicated in writing to the school by the date specified. Parents will then be sent the necessary forms. Once an appeal has been lodged, parents will receive information about the appeal process, including details as to when and where the appeal will be held.

## Equality Act 2010

Parents who consider that their daughter has a disability under the terms of the Equality Act 2010 and/or Special Educational Need which would disadvantage her during the application of the school's admission procedures should provide further written information, at the time of registration, so that consideration can be given to making any reasonable arrangements for the candidate.

3 The normal place of residence on weekdays and nights. The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's main residence and is either: owned by the child's parent/carer or guardian or leased to or rented by the child's parent/carer or guardian under lease or written rental agreement.

## THE ROYAL SCHOOL WOLVERHAMPTON

“Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens”

### Admissions Policy for 2019 Entry

The Royal School Wolverhampton is an independent Free School, serving the local and wider community. As an all-through, co-educational, non-denominational day and boarding school, it will admit pupils from across the city, aged 4-19, and build on its high aspirations and track record of providing outstanding, non-selective education for children with a wide range of needs.

The Royal School will offer a broad and balanced, knowledge-rich, strongly academic, whilst personalised curriculum across the Primary and Secondary phases, structured to meet pupils’ differing educational needs. We will ensure high levels of literacy and numeracy, with an emphasis on those subjects seen to provide the most successful foundation for entry to the top universities and future careers, including science, technology, engineering and mathematics (STEM).

Key to our success, is developing the whole person through a rich and varied programme of activity both within and outside the classroom, which raises aspiration, builds leadership skills, confidence and resilience, and improves both academic and personal outcomes for all pupils.

All pupils will be educated to the highest standards, enabling them to make successful and confident transitions to university, further education and the work place, and to lead fulfilling lives in a rapidly changing and multi lingual world.

### 1. General information

The Governing body of The Royal School will be responsible for the admissions arrangements which include the overall procedure and administration of the oversubscription criteria. Parents living both within and beyond the Wolverhampton Local Authority can apply to the School through their own Local Authority indicating a preference for The Royal School on the CAF1. Applications for Day places in Primary and Secondary at The Royal School for the academic year 2019/2020 will be part of Wolverhampton’s coordinated admissions arrangements.

Families living within the Wolverhampton LA must complete the CAF, indicating The Royal School in a ranked preference and return the form to the LA. Applicants must include The Royal School on the CAF to enable the school to consider your application.

Families living outside the Wolverhampton LA, must complete the appropriate CAF issued by your ‘Home’ LA and return it to them accordingly, indicating a ranked preference for The Royal School. Applicants must include The Royal on the Home LA CAF to be considered.

After completing the LA CAF, families must complete The Royal School Supplementary form which must be downloaded from the school website. The supplementary form must then be sent directly to the Registrar at The Royal School.

Applications for Boarding places in Years 7 and 9, must be made directly to the School for 2019/2020 entry. They should be made on The Royal School Secondary Application Form and The Royal School Boarding Form, available on the School website, with



completed applications sent to  
The Registrar, The Royal School  
Wolverhampton, Penn Road, Wolverhampton  
West Midlands, WV3 0EG.

Applications for the Sixth Form (Year 12), for both day and boarding places, will also be made directly to the School for 2019/2020. They should be made on The Royal School Application Forms, available from the School website, with completed applications sent to The Registrar, The Royal School Wolverhampton, Penn Road, Wolverhampton West Midlands, WV3 0EG.

Boarding places will only be available from Year 7 onwards, with boarding applicants needing to be assessed for boarding suitability prior to offers being made (see Annex 1 for further details). Boarding covers both full year and annual weekday boarding. Information on boarding fees is available on the school's website. Boarding places cannot be altered to day places upon entry.

Applicants will be required to produce proof (Council Tax or utility bill) of the stated home address (permanent residence) used on the admissions form at the time of application, and must notify the School of any subsequent change of address.

The child's permanent residence is where they live normally, including weekends and during school holidays, as well as, during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which

parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

The distance between a pupil's home and The Royal School will be determined by a straight line measurement from the child's designated home address to a central point within The Royal School, using co-ordinates taken from the Local Land and Property Gazetteer, as calculated through Wolverhampton Council's Geographical Information System (GIS).

A further list of definitions of terms used in the oversubscription criteria (i.e. where there are more applications than places available) is provided at the end of this document.

## 2. Summary of key dates for 2019 entry

### Day places:

**Reception** - Local Authority Application window open from 7 November, 2018 to 15 January, 2019, with offers made on 16 April, 2019.

**Year 7** - Local Authority Application window open from September, 2018 to 31 October, 2018, with offers made on 1 March, 2019.

**Year 12** - Applications to arrive by 30 January, 2019. (Late applications will be considered for admission where places are still available, although subject choices may be limited where courses are full), with offers made on 1 March, 2019.

Offers (based on indicative grades) will be conditional upon entry requirements being achieved and confirmed once GCSE grades are known in August.



### Infill Years Applications (for all years other than Reception, Year 7 and Year 12):

Local Authority Applications for both primary and secondary years, other than the key points of entry, should be received by 30 January, 2019, with conditional offers made for primary places on the 16 April, 2019 and offers made for secondary on 1 March, 2019.

Applications will be considered after this date subject to the availability of places.

(See also Section 7 of the Admissions Policy)

### Boarding applications\*:

- Year 7 to arrive at the school by 30 September, 2018, to enable the School to assess for suitability to board and inform parents of the outcome before the closing date for day pupil Year 7 applications.
- Years 9 and 12 to arrive at the school by 30 December, 2018, to enable RSW to assess for suitability to board and inform parents by day pupil closing date.

\* For any late boarding only applications, please see Section 8

### 3. Multi -phase admissions arrangements which apply to the normal points of entry

For 2019/20, The Royal School will have the following admission numbers for external applicants:

Day Places		
Reception:	Year 7:	Year 12:
90	33	60

Boarding Places		
Year 7:	Year 9:	Year 12:
4	6	25

### 4. Admissions arrangements for day places for 2019-20

If undersubscribed, The Royal School will admit all applicants for day places, subject to those entering Year 12 meeting the minimum academic entry requirements.

Across key points of entry, where fewer than the expected number of pupils within the school progress automatically to the next year of their education, additional external pupils will be admitted until the respective year groups reach their capacity (108 in Year 7, excluding boarders, and 125 in Year 12)

For specific arrangements for the Sixth Form and the Sixth Form PAN, please see Sections 5 and 5.1

If oversubscribed, the following criteria for the different phases of entry will apply in order

#### 4.1 Oversubscription criteria and procedures, for entry for day places

The Royal School will admit any pupils with an Education, Health and Care plan naming the School.

Priority will then be given to those children who meet the criteria set out below, in descending order until all places are filled:

- 1 Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order (see definition 1).
- 2.1 50% of all places (rounded up to the next whole child) will be allocated to those children whose permanent address (see definition 3) is within a 2 or 3 mile radius of the school, depending on their age (i.e. 2 miles for applicants under the age of 8, and 3 miles for those aged between 8 and 16, as illustrated in the LA's map, attached as Annex 2).
- 2.2 Within the above, priority will be given to up to 20% of children (rounded up to the next whole child) who meet any of the following criteria:
  - a) Children eligible for free school meals and children who have been registered as eligible for free school meals (see definition 2) at any point in the past six years;
  - b) Children whose parent is serving in the regular UK armed forces or was serving in the past three years;

- c) Children who are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS) because their parent(s) died on active service with the UK armed forces;
3. Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission;
4. Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage;
5. The remaining places will be allocated to children whose permanent address (definition 3) is outside the two or three mile radius of the school, using an independently verified random draw, if the number of applications exceeds the number of available places.
6. Other children.

**NB** Neither of the distance related criteria (categories 2.1 or 5) will apply to applicants to the Sixth Form.

## 4.2 Tie breaks

If two or more children are tied for a final place in category 2, priority will be given to children who live closest to the school on the two or three mile rule, using the distance approach set out under Section 1 (general notes).

An independently verified random draw will also be used as a further tie-break in Category 2 to decide who has the highest priority for admission if the distance between a child's home and RSW is equidistant in any individual case.

## Twins/multiple births

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

## 5. Academic entry and progression procedures for Year 12 (all places)

In 2019/20, The Royal School will operate a Year 12 of up to 125 students (the Year 12 'capacity'), including day and boarding places.

As an all-through school, all pupils on roll in Year 11 who wish to continue in Year 12 may do so without further application, provided they meet the academic entry requirements set out below.

While the PAN for day pupils is 60, and for boarders is 25, if fewer than 40 of the school's own Year 11 pupils transfer into Year 12, additional external day students will be admitted until Year 12 meets its capacity of 125.

Both internal and external students wishing to enter the Sixth Form in 2019/20 will be expected to have met the same minimum academic entry requirements. These are that:

- Students must have achieved at least six grade 5 grades at GCSE, including English and mathematics.

In addition to the Sixth Form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying.

Students will normally be expected to have achieved grade 6 or above in those subjects to be studied at A Level in Year 12. If students meet the academic entry criteria for Year 12 but have not achieved the specified grades in their chosen subjects, they will be offered alternative courses, if available, for which they have met the standard.

Course requirements may vary from year to year and will be published annually in the Sixth Form prospectus and on the School's website.

Parents and prospective students for Year 12 will be encouraged to visit the school and meet senior staff to discuss the implications of options they are considering and to ensure they are clear about the entrance requirement for courses. This visit will not form any part of the decision-making process and admissions procedure.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

### 5.1 Oversubscription criteria for day places in Year 12

When there are more external applicants who satisfy the minimum academic entry requirements than places, priority will be given in accordance with the oversubscription criteria, as set out under Section 4.1

**(excluding categories 2.1 and 5),** and on Tie - breaks as in Section 4.2

### 5.2 Procedures for existing boarders and over subscription criteria for external boarding places in Year 12

Boarding pupils from the EEA who are already in Year 11 and who wish to continue to board may do so without further application, subject to meeting the minimum entry requirements as set out above (Section 5).

Any non EEA boarders who were on the roll in Year 12, additionally, will need to ascertain that their visas permit them to study in Year 13. Failure to check could invalidate their right to remain in the UK.

Where there are more **external** applicants that satisfy the minimum academic entry requirements than places, pupils assessed as suitable to board (Section 6.2) will be eligible to be considered for admission.

Places for those suitable to board who have met the minimum academic entry requirements will be considered for admission in accordance with the oversubscription criteria applied to all boarding places (Section 6.3) as set out below.

## 6. Boarding

### 6.1 Admission and progression arrangements for entry into Years 7, 9 and 12 (and for in year admissions across Years 7 to 13).

Boarding pupils who are already on roll and will continue to board may do so without further application.

### 6.2 Boarding suitability assessment for external candidates

- Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, The Royal School will assess all pupils for boarding suitability. A child must be deemed 'suitable for boarding' before he or she is admitted. Detail on the assessment for suitability process can be found in Annex 1 to this policy
- For a boarding place in Years 7 to 11, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Secondary Application Form and returned to The Admissions Officer at The Royal School.
- For a boarding place in Years 12 to 13, The Royal School Boarding Supplementary Information Form must be submitted with The Royal School Sixth Form Application Form and returned to The Admissions Officer at The Royal School.
- Students who are accepted to board cannot later change to become a day student.

Dates for external applications are as set out in the Key Dates section of the policy. See also the section on late applications (Section 8).

### 6.3 Oversubscription criteria

#### All pupils with an Education, Health and Care plan naming the school will be admitted.

Where the school is undersubscribed by applicants deemed suitable for boarding, The Royal School will admit all suitable applicants.

Where the number of applications for admission is greater than the published admission number, applications deemed suitable for boarding will be considered against the criteria set out below, in order:

- (1) Looked after children and previously looked after children (see definition ).
- (2) Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- (3) Children with a boarding need. The School will consider that a candidate has a boarding need as below:
  - a. Children identified by their local authority as being at risk or with an unstable home environment
  - b. Children of former members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;
  - c. Children of serving members of the UK Armed Forces
  - d. Children of parents with whom they normally reside in the UK but whose work dictates that they spend much of the year overseas or working away from home

- (4) Children who have a brother or sister (see definition 4), including children living as siblings in the same family unit, already on the school roll and who will still be on roll at the time of the admission.
- (5) Pupils who have a parent who is employed by The Royal School Wolverhampton (see definition 5) and who has been recruited to fill a post for which there is a demonstrable skill shortage
- (6) Other children

**NB** evidence required to establish eligibility under categories 2 and 3 above, will be clarified on the boarding application form.

### 6.4 Tie breaks for boarding places

If two or more children are tied for the last place within any of the criteria priority will be given to those applicants with a UK home address where that address is furthest from the school. For those without a UK home address, including those UK citizens with a permanent overseas address applying for a place, priority will be given again for those furthest from the school.

An independently verified random draw will be used as a further tie-break as needed.

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

## 7. Infill and In Year Applications across all year groups

Infill and in year applications to year groups outside the normal year of entry (years of entry are: day places in Reception, Years 7 and 12; boarding places in Y7, 9 and 12) must be made to the Local Authority.

Places will be offered dependent on available vacancies up to DfE published admissions number for each individual school year. In the event of there being more applications than places available at the application dates specified within Section 2 of this policy, the relevant age-related oversubscription criteria outlined above will be applied.

In year applications across all year groups will be considered beyond these dates, where places are still available, and must be made in writing to the school.

## 8. Late applications

All applications received by the Local Authority and The Royal School after the deadline will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## 9. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, The Royal School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head and any supporting evidence provided by the parent/guardian/carer.

All requests for such an admission should be submitted to the Local Authority by the relevant application closing date and must include recent professional evidence of the child's circumstances which make education outside the age group necessary.

## 10. Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age<sup>6</sup>. However, places cannot be deferred until the next academic year.

## 11. Waiting lists

The Royal School will operate a separate waiting list for day and boarding places for each year group.

- Where in any year more applications for places are received than there are places available, a waiting list will operate until at least 31 December of each school year of admission.
- This will be maintained by The Royal School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the relevant oversubscription criteria.
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.



## 12. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

- Appellants should contact Wolverhampton City Council's, Office of the Chief Executive, Democratic Support Unit at the Civic Centre for information on how to appeal.
- Information on the timetable for the appeals process is as set out below under Section 12.2, and will also be provided on The Royal School website.

## Acceptance and Appeals timetable

### 12.1 Acceptance of a conditional offer

#### Primary admissions - normal admissions round

16 April 2019 (national offer day)  
Offers and refusals will be issued to parents  
Within 10 school days  
Parents are required to accept a conditional offer

#### Secondary admissions- normal admission round

1 March 2019 (national offer day)  
Offers and refusals will be issued to parents  
Within 10 school days  
Parents are required to accept a conditional offer

### 12.2 Appeals timeline

Appeals with respect to both **primary and secondary admissions** must be submitted within 20 school days of a confirmed rejection. The appeal will be held within 40 school days of that letter, but in any case before the start of the school year.

**Post 16** appeals will be heard during September, 2019, and within 30 school days of confirmation of the examination results.

Appeals for an in year place will be heard within 30 school days of the appeal being received.

### 13. Definitions

(1) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### (2) Free School Meal (FSM)

Entitlement to FSM funding and admissions priority is not the same as being in receipt of the Universal Infant Free School Meal (UIFSM), which is provided to all Reception, Year 1 and Year 2 pupils.

It is an individual pupil benefit for which the parent or guardian must apply, and is awarded in respect of children under the age of 19 where the parent or guardian is in receipt of one of the benefits shown below:

- Income Support;
- Income Based Jobseekers Allowance (IB JSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit
- The Guaranteed Element of State Pension Credit.
- Employment and Support Allowance
- Working Tax Credit (only during the 4 week period immediately after their employment finishes).

**NB:** Children in receipt of Income Support and Income Based Jobseekers Allowance (IBJSA) in their own right are also entitled to free school meals.

(3 ) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of a child who spends part of their week with one parent and part with the other, at different addresses, will be the address at which the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the School which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

(4 ) 'Sibling' refers to the children , including adopted and fostered children, of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family.

(5) Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step- parent.

(6) Children become of compulsory school age on the first prescribed day following their 5th birthday: 31st August, 31st December or 31st March (or on that day if any of the dates are the child's birthday)

## Annex 1- The Boarding suitability test

- The boarding suitability assessment includes the following:
  - An interview;
  - A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school to confirm whether the student is suitable to board or would present a danger to him/herself or others were they to board;
  - Consideration of any other information about the child's suitability to board that the parent/carer of the applicant may wish to provide or which may be provided at the request of the parent/carer by another person;
  - Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- In determining whether or not an applicant is suitable to board, the School has regard to the following questions in the interview:
  - Does the applicant wish to board?
  - Does the applicant have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
  - Does the applicant show evidence of self-reliance and independence?
  - Does the applicant show evidence of understanding and relishing the challenges of a communal life?
  - Does the applicant show understanding of the responsibilities of being a member of a boarding community?
  - Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

## Annex 2

**NB** Where a pupil wishing to board is the subject of an Education, Health and Care Plan, arrangements to confirm suitability to board will be managed in discussion with the Local Authority during the process of drawing up the statement.

The map provided by the LA at Annex 2 is attached for illustrative purposes only, and gives applicants an indicative picture of the likely 2 and 3 mile, age related, radius from RSW as set out under category 2 of the Oversubscription Criteria.

It does not guarantee a place

Exact distance will be calculated in accordance with the process set out under Section 1 of the Admissions Policy, with all places offered in accordance with the Oversubscription Criteria as set out in Section 4.1 of the same.

## HIGHFIELDS

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

## Ethos and values

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

## Admissions

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

Highfields School has a published admission number (PAN) of 252 for entry to Year 7 in September 2019.

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

**Year 7 Admissions** The admissions arrangements outline in this section apply to children starting Year 7 for the first time in 2019/2020. The Local Authority will co-ordinate Admissions on behalf of Highfields Governing Body. The closing date for admissions will be 31 October 2018. Allocations results will be notified on 1 March 2019.

All applicants must:

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

## In-Year Admissions

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

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

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

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

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

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

### 1 **Looked After Children and all previously Looked After Children**

A 'Looked After Child' is a child who is in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

### 2 **Medical/Social** Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

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

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)

- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2019). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

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

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

## Admission Appeals

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

## Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

## Multiple Births

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

## Waiting Lists

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

Waiting lists will be maintained until 31 December 2019.

## Data Protection

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



# Appendix 3

## Other Local Authorities

Local Authorities (LAs) are required to co-ordinate secondary transfers for all maintained (i.e. non-fee paying) schools. The following LAs:

- Birmingham LA
- Dudley LA
- Sandwell LA
- Staffordshire LA
- Walsall LA
- Wolverhampton LA
- Telford and Wrekin LA
- Shropshire LA

have agreed to co-ordinate applications for their schools.

There is also a general agreement amongst all Midlands LAs to co-operate in this regard.

### What are the main features of a co-ordinated admissions scheme?

- 1 The aim of the scheme is to ensure, as far as is possible, that your child receives the best possible single offer of a place at a secondary school, based on your preferences.
- 2 The scheme is easier and fairer for parents, pupils and schools because it ensures that some parents do not hold several offers, whilst others have no offer at all.
- 3 You will only have to complete one application form on which you will state your secondary school preferences.
- 4 Your preferences can be for secondary schools inside or outside your home LA (i.e. the LA in which you and your child live).
- 5 You will be informed of the outcome of your application by your Home LA which will make an offer of a single place for your child. You can view this online if you apply via the online application system. A formal offer will be posted to you on 1 March 2019.
- 6 If you are not satisfied with the offer you will be given guidance about any steps you can take.

## What do you need to do?

### Stage 1

Your application form and information booklet will be supplied by your Home LA. If you have not received any information by mid-September 2018 please contact your Home LA.

### Stage 2

If you want to apply for schools outside of your Home LA you are strongly advised to contact those schools' LAs for their information booklets.

### Stage 3

You are strongly advised to find out about your preferred schools by attending open evenings and looking at prospectuses.

### Stage 4

You must list all your preferred schools on your application form even if they are outside your Home LA. Do not include Thomas Telford & fee paying schools.

### Stage 5

You may need to provide additional information and/or complete 'Supporting Evidence Forms' for some schools. Each LA's information booklet will provide more detail.

### Stage 6

Your completed application form must be returned by the closing date and according to the instructions given on the form.

### Stage 7

When you have completed all these stages your Home LA will arrange for each of your preferences to be considered by the relevant admitting authority for each school.

## Who Can You Contact for More Information?

### **Birmingham City Council**

Children, Information and Advice Service

**Tel:** 0121 303 1888 (option 4)

**Email:** [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)

**Letter:** School Admissions &  
Pupil Placement Service,  
PO Box 16513  
B2 2FF

### **Staffordshire County Council**

School Admission & Transport Service

**Tel:** 01785 278642

**Web:** [staffordshire.gov.uk/admissions](http://staffordshire.gov.uk/admissions)

**Email:** [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

**Letter:** Schools Admissions and Transport  
Service, Staffordshire County Council,  
2 Staffordshire Place, Stafford  
ST16 2DH

### **Dudley Metropolitan Borough Council**

Directorate of Children's Services  
School Admissions Service

**Tel:** 0300 555 2345

**Web:** [dudley.gov.uk](http://dudley.gov.uk)

**Email:** [admissions.cs@dudley.gov.uk](mailto:admissions.cs@dudley.gov.uk)

**Letter:** School Admissions Service  
The Council House, Priory Road  
Dudley DY1 1HF

### **Walsall Council**

**Tel:** 01922 652978

**Email:** [school.admissions.advice@walsall.gov.uk](mailto:school.admissions.advice@walsall.gov.uk)

**Letter:** Parent Support Advisor, Walsall MBC,  
2nd Floor Civic Centre, Darwall Street,  
Walsall WS11TP

### **City of Wolverhampton Council**

**Tel:** Admissions and Appeals  
01902 551122

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

**Letter:** Education & Enterprise  
Pupil & Student Services  
Admissions & Transfers  
Civic Centre, St Peter's Square  
Wolverhampton WV1 1RR

### **Telford & Wrekin Council**

**Email:** [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

**Letter:** Telford & Wrekin Council,  
Darby House, Telford TF3 4JA

### **Shropshire County Council**

**Tel:** School Admissions 03456 789008

**Email:** [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

**Letter:** School Admissions Team,  
Learning & Skills, Shirehall,  
Abbey Foregate, Shrewsbury SY2 6ND

### **Sandwell Metropolitan Borough Council**

Admissions Service

**Tel:** 0121 569 6765

**Email:** [annual\\_admissions@sandwell.gov.uk](mailto:annual_admissions@sandwell.gov.uk)

**Letter:** Sandwell Council House,  
Freeth Street, Oldbury B69 3DE

# Appendix 4

## School Terms and Holiday Dates

### Autumn Term 2019

September 2019						October 2019						November 2019						December 2019					
<b>Mo</b>	2	9	16	23	30	<b>Mo</b>	7	14	21	28		<b>Mo</b>	4	11	18	25		<b>Mo</b>	2	9	16	23	30
<b>Tu</b>	3	10	17	24		<b>Tu</b>	1	8	15	22	29	<b>Tu</b>	5	12	19	26		<b>Tu</b>	3	10	17	24	31
<b>We</b>	4	11	18	25		<b>We</b>	2	9	16	23	30	<b>We</b>	6	13	20	27		<b>We</b>	4	11	18	25	
<b>Th</b>	5	12	19	26		<b>Th</b>	3	10	17	24	31	<b>Th</b>	7	14	21	28		<b>Th</b>	5	12	19	26	
<b>Fr</b>	6	13	20	27		<b>Fr</b>	4	11	18	25		<b>Fr</b>	1	8	15	22	29	<b>Fr</b>	6	13	20	27	
<b>Sa</b>	7	14	21	28		<b>Sa</b>	5	12	19	26		<b>Sa</b>	2	9	16	23	30	<b>Sa</b>	7	14	21	28	
<b>Su</b>	1	8	15	22	29	<b>Su</b>	6	13	20	27		<b>Su</b>	3	10	17	24		<b>Su</b>	1	8	15	22	29

**Term Time:** Monday 2 September 2019 to Friday 25 October 2019

**Half Term:** Monday 28 October 2019 to Friday 1 November 2019

**Term Time:** Monday 4 November 2019 to Friday 20 December 2019

### Spring Term 2020

### Summer Term 2020

January 2020						February 2020						March 2020						April 2020					
<b>Mo</b>	6	13	20	27		<b>Mo</b>	3	10	17	24		<b>Mo</b>	2	9	16	23	30	<b>Mo</b>	6	13	20	27	
<b>Tu</b>	7	14	21	28		<b>Tu</b>	4	11	18	25		<b>Tu</b>	3	10	17	24	31	<b>Tu</b>	7	14	21	28	
<b>We</b>	1	8	15	22	29	<b>We</b>	5	12	19	26		<b>We</b>	4	11	18	25		<b>We</b>	1	8	15	22	29
<b>Th</b>	2	9	16	23	30	<b>Th</b>	6	13	20	27		<b>Th</b>	5	12	19	26		<b>Th</b>	2	9	16	23	30
<b>Fr</b>	3	10	17	24	31	<b>Fr</b>	7	14	21	28		<b>Fr</b>	6	13	20	27		<b>Fr</b>	3	10	17	24	
<b>Sa</b>	4	11	18	25		<b>Sa</b>	1	8	15	22	29	<b>Sa</b>	7	14	21	28		<b>Sa</b>	4	11	18	25	
<b>Su</b>	5	12	19	26		<b>Su</b>	2	9	16	23		<b>Su</b>	1	8	15	22	29	<b>Su</b>	5	12	19	26	

**Term Time:** Monday 6 January 2020 to Friday 14 February 2020

**Half Term:** Monday 17 February 2020 to Friday 21 February 2020

**Term Time:** Monday 24 February 2020 to Friday 3 April 2020

### Summer Term 2020

May 2020						June 2020						July 2020						August 2020					
<b>Mo</b>	4	11	18	25		<b>Mo</b>	1	8	15	22	29	<b>Mo</b>	6	13	20	27		<b>Mo</b>	3	10	17	24	31
<b>Tu</b>	5	12	19	26		<b>Tu</b>	2	9	16	23	30	<b>Tu</b>	7	14	21	28		<b>Tu</b>	4	11	18	25	
<b>We</b>	6	13	20	27		<b>We</b>	3	10	17	24		<b>We</b>	1	8	15	22	29	<b>We</b>	5	12	19	26	
<b>Th</b>	7	14	21	28		<b>Th</b>	4	11	18	25		<b>Th</b>	2	9	16	23	30	<b>Th</b>	6	13	20	27	
<b>Fr</b>	1	8	15	22	29	<b>Fr</b>	5	12	19	26		<b>Fr</b>	3	10	17	24	31	<b>Fr</b>	7	14	21	28	
<b>Sa</b>	2	9	16	23	30	<b>Sa</b>	6	13	20	27		<b>Sa</b>	4	11	18	25		<b>Sa</b>	1	8	15	22	29
<b>Su</b>	3	10	17	24	31	<b>Su</b>	7	14	21	28		<b>Su</b>	5	12	19	26		<b>Su</b>	2	9	16	23	30

**Term Time:** Monday 20 April 2020 to Friday 22 May 2020

**Half Term:** Monday 25 May 2020 to Friday 29 May 2020

**Term Time:** Monday 1 June 2020 to Monday 20 July 2020

# Appendix 5

## Where to find out more

Education Psychology Service . . . . .	.01902 550609 / 555934
Behaviour and Attendance Support . . . . .	.01902 550621
Multi Agency Support Teams . . . . .	01902 551953 / 555973 / 551499 / 555946 / 552630 / 556040 / 556952 / 555258
Pupil Services & Transport (Bus passes) . . . . .	.01902 551122 / 554202 / 554154
Free School Meals . . . . .	.01902 551122 / 554128
Admissions and Appeals . . . . .	.01902 551122
Exclusions from School . . . . .	.01902 555924
Special Educational Needs . . . . .	.01902 555873 / 555986
Statutory Assessment & Review Team . . . . .	.551498 / 555961
Wolverhampton Information Advice and Support Service . . . . .	.01902 556945
City of Wolverhampton Council Website . . . . .	. <a href="http://www.wolverhampton.gov.uk">www.wolverhampton.gov.uk</a>
School Choice Advice Service . . . . .	.01902 550941
School Meals Development Officer . . . . .	.01902 554283

### OTHER AGENCIES

Central Library, Snow Hill . . . . .	.01902 552025
Wolverhampton Connexions Centre 119 Salop Street, Wolverhampton . . . . .	.01902 773040
and 30 Church Street Bilston . . . . .	.01902 408811
Local Government Ombudsman . . . . .	.03000 610614
Schools Adjudicator . . . . .	.08700 012468
Department for Education . . . . .	.0370 0002288 / <a href="http://www.gov.uk/contact-dfe">www.gov.uk/contact-dfe</a>
Catering Service Support . . . . .	.01902 555227

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in large print, Braille, audio or in another  
language by calling 01902 551155  
or order online here.

**wolverhampton.gov.uk** 01902 551155

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Wolverhampton WV1 1SH