

ADMISSION ARRANGEMENTS

DUDLEY MBC - ADMISSIONS POLICY

COMMUNITY SECONDARY SCHOOLS - SEPTEMBER 2018

Document Summary

Principles:

The Council does not support the use of selective policies based on aptitude or academic achievement.

The admission arrangements set by The Council ensures that the process is fair and equitable for all.

Legal Context:

- The School Admissions (Admissions Arrangements and Co-Ordination of Admission Arrangements) (England) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2014

Community Secondary School Admissions Policy for Normal Age of Entry in September 2018

The Council has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at their preferred school wherever possible. The Council does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

The following criteria will be used to allocate the available places at those community secondary schools that are oversubscribed i.e. receive more applications than spaces available.

All preferences for community secondary schools within The Council, will be assessed against the following priorities, regardless of ranking, wherever possible we will seek to allocate a place at the school of the parents' highest ranking (if the child meets the admissions criteria for more than one school listed as a preference).

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the preferred school in September 2018.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care Plan (EHCP), will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and

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advised about the independent appeals process.

- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Late Applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list

will operate from the point of allocation of places until 31 December 2018. There will be a period of two weeks after the national offer date whereby places that have become available will not be reallocated. This will allow all applicants the same opportunity to join the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 December 2018 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Application process

For admissions at the normal point of entry The Council will co-ordinate all applications for all schools in Dudley.

In year admission applications will be co-ordinated by The Council for all Community and Voluntary Controlled schools and for those Academies, Foundation and Voluntary Aided Schools who have indicated this in their admission arrangements.

Repeat Applications

It is not The Council's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Council setting out the reasons why they believe their child should be taught outside of their chronological age group.

[Inter-Council Scheme for Coordinated Secondary Admissions - September 2018](#)

The following scheme will apply to the following authorities and governing bodies within Dudley MBC.

Schools for whom The Council is responsible for

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Admission Arrangements (this information is correct at the time of publication)

The Dormston School
Hillcrest School - A Co-operative Trust
The Summerhill School - A Specialist Language College
The Wordsley Business & Enterprise and Music College

Schools for whom the Governing Body is responsible for Admission Arrangements (this information is correct at the time of publication)

Castle High School
Old Swinford Hospital School
Pedmore Technology College
Thorns Community College

Schools for who the Academy Trust is responsible for Admission Arrangements (this information is correct at the time of publication)

Bishop Milner Catholic College
The Crestwood School
Earls High School
Ellowes Hall Sports School
High Arcal School
Holly Hall Academy
Kingswinford School - A Science College
Leasowes High School
Redhill School
Ridgewood High School
Windsor High School and Sixth Form

Part 1 - The Scheme

The Secondary Common Application Form (SCAF)

- 1 The Council will devise a standard application form known as a Secondary Common Application Form (SCAF), which will enable parents of children who reside within Dudley to apply for secondary school.
- 2 The SCAF will enable parents to express up to six school preferences, to include any maintained school in any other Council areas, in ranked order and to give reasons for those preferences.
- 3 Parents will be encouraged to apply online and paper forms will only be issued on request by the Admissions Service.
- 4 During August parents of year 6 pupils will be issued with a leaflet explaining the application process and timetable.

Supplementary Application Forms

- 5 The Governing Body of a school for which The Council is not the Admissions Authority can require parents to provide additional information on a supplementary form where that information is relevant to the schools admissions policy. Where a supplementary form is required it must be returned to the school concerned

by the published closing date.

- 6 If a school, where the Governing Body is the Admission Authority, receives a supplementary form, it will not be treated as valid unless the parent has also completed their SCAF.

Processing of SCAFs

- 7 Parents will be required to return the preference form direct to The Council by 31 October 2017 at the latest. Applications received after this date will be treated in accordance with the procedure for late applications.

The Process for Determining Offers and Timetable

- 8 Ranked preferences for maintained schools within The Council's area are required to be received electronically from surrounding Local Authority areas by 10 November 2017. These preferences will be merged into The Council's database.
- 9 Ranked preferences for maintained schools outside The Council will be forwarded electronically to the other Councils concerned by 10 November 2017.
- 10 Where an admission authority chooses to apply its own admissions policy, The Council will forward details of the applications received, together with any supporting information provided by the parent to the governing body by 1 December 2017.
- 11 By 15 December 2017 all admission authorities will have considered its applications and provided The Council (where it is not Admission Authority) with a list of those applicants in accordance with its admissions criteria.
- 12 Surrounding Councils will be sent electronic lists of pupils living within their area who have been provisionally allocated places in Dudley Schools by 12 January 2018.
- 13 Potential offers to be made by other Councils and admission authorities will be considered against the rankings made by the parents concerned and the highest ranked school for which the child meets the admission criteria will be provisionally allocated.
- 14 Councils /admission authorities repeat the processes set out in point 12 onwards and send each other results of the 2nd cycle on 9 February 2018.
- 15 Where a child meets the admissions criteria for two or more schools listed on the application form, the school the parent ranked highest will provisionally be allocated.
- 16 Where a Dudley child does not meet the admissions criteria for any of the preferred schools, a place will be allocated at the nearest Dudley school to the child's home address with a space available.

Decision Letters

- 17 Allocation letters to all parents living in Dudley will be sent out by The Council by 2nd class post on 1 March 2018. Email decisions for online applicants will be released after 2.00pm.

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| 18 Surrounding Councils will make offers to their residents on the same date. | 15 December 2017 | All Dudley Admission Authorities who allocate own places to provide The Council with list of applicants in criteria order. |
| 19 The Council will notify its' parents of all decisions relating to the preferences expressed on the common application form, including those for other admission authorities and other Councils. | By 12 January 2018 | Surrounding Councils to be sent lists of provisional offers. |
| 20 This letter will provide information about the statutory right of appeal against decisions not to allocate places at requested schools and / or contact details for the appropriate Council for further advice. | 9 February 2018 | The Council LA and surrounding Councils to share 2nd cycle of results. |

Waiting Lists and Late Applications

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| 21 The Council will maintain waiting lists for Dudley Community Schools from 1 March 2018 until 31 December 2018. Further information is provided within the admissions policy. | 1 March 2018 | The Council to post letters 2nd class post to its residents advising them of the outcome of their school preferences (except for those parents of children with an EHCP). |
| 22 There will be exceptional circumstances in which a late application will be considered for a Dudley School alongside those applications that were made within the deadline. | | |

Testing

- 23 Where a selection test is part of the school's admission arrangements, the Admission Authority for the school must make it clear to the parent that they are required to express a preference on the SCAF.

Applications Made During the Year (i.e. Mid-Year Admissions)

- 24 Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as in-year admissions. Applications will be made direct to The Council, or direct to the school, where the school has indicated that they do not wish to co-ordinate their in year applications.
- 25 If the school preference is for an Academy, Foundation or Voluntary Aided School, the governors will be consulted on all applications.
- 26 Where the school opt to deal with their own applications they must forward a copy of the application form and decision letter to The Council in accordance with The School Admissions Code 2014.

Part 2 - Timetable for Coordinated Admissions Scheme

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| 31 October 2017 | Closing Date for Return of Dudley SCAF. |
| 10 November 2017 | Details of applications to be sent to other Councils and to be received by other Councils. |
| 1 December 2017 | The Council to forward applications to Dudley's own Admission Authority schools who have opted to allocate their own places |

Admission Numbers 2018/19

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2018/19 academic year and should be set with regard to the capacity assessment for the school.

Name of School	Admission Number for September 2018
Hillcrest School and Community College	210
Dormston School	224
Summerhill School A Specialist Language College	210
The Wordsley Business and Enterprise and Music College	151