

# **Admission arrangements for community and voluntary controlled schools in Sandwell for 2025/26**

These arrangements relate to the schools listed on pages 8 to 11 of this document.

**October 2023**



**Sandwell**  
Metropolitan Borough Council

[ILO: UNCLASSIFIED]

## **Admissions priorities for places in oversubscribed community and voluntary controlled primary schools - academic year 2025/2026**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.
3.
  - (a) Children having a brother or sister attending the preferred school (not nursery) at the time of admission.
  - (b) For admissions to infant schools, children having a brother or sister attending the preferred school or at a linked junior school at the time of admission.
  - (c) For admissions to junior schools, children having a brother or sister attending the preferred school or at a linked infant school (not nursery) at the time of admission.
4. For admissions to junior schools, children attending the linked infant school at the time of admission.

5. \*Children accepted on denominational grounds, supported by the Anglican / Church of England Church.

Applications based on this criterion must be accompanied by a completed declaration form signed by a Vicar or Priest to signify attendance at an Anglican / Church of England Church on at least one occasion per month.

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

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

*Note:*

\* Applicable only to schools that are designated by the Secretary of State as having a religious character.

\*\* Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point of the school site with priority being given to those living closest to the preferred school.

\*\*\* the centre point of the school site as designated by the Head Teacher.

## **Additional arrangements for year of entry admissions to community and voluntary controlled schools 2025/2026**

The following additional policy statements are included in the local authority admission arrangements for admissions to community and voluntary controlled primary and secondary schools for 2025/2026.

### **1. Late applications**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

### **2. Waiting lists**

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities, (including late applications), will be put on a waiting list which will be ranked in accordance with the published admission priorities.

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

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

The local authority will only consider more than one application in the same community or voluntary controlled school in the same academic year if one or more of the following significant changes apply:

- (a) The child becomes looked after by the local authority;
- (b) The child has a medical condition which was not present when the previous application was considered;
- (c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;
- (d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;
- (e) A vacancy arises in the relevant year group.

### 4. Changing or adding new preferences

Once a parent / carer has submitted an application they **will not** be able to amend it online before the closing date. For any changes to be included, parents would need to e-mail the School Admissions Service at:

[annual\\_schooladmissions@sandwell.gov.uk](mailto:annual_schooladmissions@sandwell.gov.uk)

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered

as a “late” application (in 1 above). Any changes made to an application after the closing date will deem the application “late”.

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

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

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

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

#### **7. Deferred entry**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Sandwell’s policy on deferred entry for community and voluntary controlled schools is available at:

<https://www.sandwell.gov.uk/downloads/download/205/delayed-entry>

#### **8. In Year Admissions**

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

## Waiting Lists

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

## Definitions used in admissions administration

### 1. Brother and sister (Sibling)

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents\*;
- (b) a half-brother or half-sister, where two children share one common parent\*;
- (c) a step brother or step sister, where two children are related by a parent's marriage\*;
- (d) adopted or fostered children\*;
- (e) children of unmarried parents\*

\*and living at the same address;

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school;
- (c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

### 2. Children in Public Care

A child in public care means a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under Section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### 3. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

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

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

### 4. Armed Forces Children

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the



School Admissions Service on tel. no. 0121 569 6765 for further information.

5. Linked school

For the purposes of admissions to infant and junior schools, linked schools shall be as follows:

- Abbey Infant School - Abbey Junior School;
- Moat Farm Infant School - Moat Farm Junior School;
- Ocker Hill Infant School - Ocker Hill Academy;
- Silvertrees Academy - Tipton Green Junior School.

Hamstead Infant and Hamstead Junior School are no longer linked following the approved merger from 1 January 2024. The school is now known as Hamstead Primary School

6. Published Admission Number

As part of determining its admission arrangements, as the admission authority the Local Authority must set an admission number for each 'relevant age group' (the age group at which pupils are or will normally be admitted to the school, e.g., Reception or Year 3).

## Admission Numbers (Primary) for 2025/26

### A. Community and voluntary controlled primary schools

School name (Primary)	Published Admission Number
Abbey Infant School	90
Abbey Junior School	90
Annie Lennard Primary School	30
Bearwood Primary School	60
Blackheath Primary School	60
Bleakhouse Primary School	60
Brandhall Primary School	60
Burnt Tree Primary School	60
Cape Primary School	60
Causeway Green Primary School	60
Crocketts Community Primary School	60
Eaton Valley Primary School	60
Ferndale Primary School	60*
Galton Valley Primary	60
Glebefields Primary School	60
Grace Mary Primary School	30
Great Bridge Primary School	60
Grove Vale Primary School	60
Hall Green Primary School	60
Hamstead Primary School	60
Hanbury Primary School	60

<b>School name (Primary)</b>	<b>Published Admission Number</b>
Hargate Primary School	60
Highfields Primary School	60
Holy Trinity CE Primary School	60
Joseph Turner Primary School	60
King George V Primary School	30
Langley Primary School	60
Lodge Primary School	60
Lyng Primary School	60
Moat Farm Infant School	120
Oakham Primary School	60
Ocker Hill Infant School	60
Pennyhill Primary	90
Perryfields Primary School	60
Reddal Hill Primary School	60
Rood End Primary School	60
Ryders Green Primary School	60
Sacred Heart Primary School	60
St. James' C.E. Primary School	60
St. Martin's C.E. Primary School	30
St. Mary Magdalene C.E. Primary School	30
The Priory Primary School	60
Tividale Community Primary School	60
Tividale Hall Primary School	60

<b>School name (Primary)</b>	<b>Published Admission Number</b>
Uplands Manor Primary School	90
Whitecrest Primary School	30
Yew Tree Primary School	90

\* The Published Admission Number for Ferndale Primary School will reduce from 90 to 60 with effect from September 2025.