



Walsall Council

PROUD OF OUR PAST OUR PRESENT AND FOR OUR FUTURE



Walsall School Admissions Arrangements 2025- 26

CONTENTS

Walsall Council Application Process	3
Primary Admissions	4
Admission to Reception class.....	4
Transfer from Infant – Junior School	6
Secondary Admissions	7
Admission criteria for community and voluntary controlled schools	9
Late Application Policy.....	12
Late Applications received up to 4 weeks after the Closing Date.....	12
Late applications received more than 4 weeks after the closing date	12
Late applications received after the notification date (once places have been offered)	13
Waiting List Policy.....	14
Midyear Admissions.....	15
Applications for midyear admission to Walsall primary school 2025/26	15
Applications for midyear admission to Walsall secondary schools:	16
Admission to a year group outside of a child’s chronological year group	17
Policy for deferred entry to Reception	17
Admission of ‘summer born’ children to Reception	17
Oversubscription criteria for Nursery Schools	19
Additional Information	20
Change of Address	20
Fraudulent or Misleading Applications	20
School Admission Appeals	21
Admission Numbers for community and voluntary controlled primary schools for 2025/26	22
Definitions:.....	23
Home Address:.....	23
Sibling:	23

Walsall Council participates in an inter-Local Authority coordinated admission scheme with several neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton. This scheme allows these Local Authorities to coordinate applications for their schools to ensure that the children of their Local Authority receive the highest listed preference on their application form as details by the applicants. This scheme applies to Primary and Secondary applications for Reception, Infant-Junior and Secondary school transfers.

A single application is submitted online at Walsall Council website [School admissions | Walsall Council](#) for children who reside in Walsall, where they can details schools within Walsall and out of borough:

- **Secondary Applications** – can admit up to 5 preferences.
- **Primary & Infant-Junior Applications** – can admit up to 3 preferences.

All on-time applications are processed in the same manner without prejudice regardless of the order of the preferences, once over-subscription criteria has been applied to all the applicants at each school offers will be made. If a child can be offered more than one school place that has been listed, the Local Authority will make an offer of the school detailed highest on the application form.

PRIMARY ADMISSIONS

ADMISSION TO RECEPTION CLASS

If your child was born between **01.09.2020 and 31.08.2021** you must apply for a school place in Reception year before 15 January 2025.

Walsall Council's online application form will be live from 1 November 2024. Applicants can detail up to three schools on their application form, the three schools should be listed in order of preference that they wish their child to be considered for a place.

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

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

Preferences changed or added after the closing date without a significant change in circumstances will be processed as late applications. This will apply to applications submitted by 28 February 2025.

When notifying a significant change of circumstances, the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

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

Where a child meets the admission criteria of more than one of the schools named on the online application form then Walsall Council will allocate a place at the highest ranked of those schools. Admission Authorities will be advised of the pupils to be offered places.

The table below gives details of Walsall primary schools, which are their own admission authorities: -

Foundation Schools	Voluntary Church of England Schools	Aided Catholic Schools	Academies
Manor Primary	Blue Coat CE Infant	St Anne's Catholic Primary	All Saint's National Academy
	Blue Coat CE Junior	St Francis Catholic Primary	Birchills CE Primary Community School
	Cooper and Jordan CE (VA) Primary	St Joseph's Catholic Primary	Blackwood School
		St Mary of the Angels Catholic Primary	Bloxwich Academy

		St Mary's the Mount Catholic Primary	Brownhills West Primary
		St Patrick's Catholic Primary	Busill Jones Primary School
		St Peter's Catholic Primary	Caldmore Primary Academy
		St Thomas of Canterbury Catholic Primary	Croft Academy
			Edgar Stammers Primary Academy
			Fibbersley Park Primary Academy
			Greenfield Primary Academy
			Goldsmith Primary Academy
			Jubilee Academy Mossley
			Lodge Farm Primary Academy
			North Walsall Academy
			Park Hall Infant Academy
			Park Hall Junior Academy
			Reedwood E-ACT Academy
			Rivers Primary Academy
			Ryders Hayes School
			St Bernadette's Catholic Primary
			Woods Bank Primary Academy
			Woodlands Academy of Learning
			Pheasey Park Farm Primary

By 20-24 January 2025 (TBC), Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall primary schools.

By 3-7 March 2025 (TBC), Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 17-21 March 2025 (TBC), the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings, and the results will be the final allocation of places at Walsall primary schools.

By 28 March 2025 (TBC), the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

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

On the National Notification Date, 16 April 2025 (or next working day), email notification of the outcome of their application will be sent to all parents of Walsall resident children who submitted an online application and requested email notification.

The Local Authority will make just one offer of a school place to each child, further offers will only be made after the offer date if it is subsequently possible to offer a child one of their parents higher ranked preferences. An offer of a school place will not be withdrawn unless it is subsequently found to have been made in error, or as the result of a fraudulent, or intentionally misleading application, or the parent informs the Local Authority that they have made alternative arrangements for their child's education and no longer require a school place.

TRANSFER FROM INFANT – JUNIOR SCHOOL

There are nine Infant Schools in Walsall where children can attend up to the age of seven, they must then move to a junior school to complete their primary education.

Infant school name	Junior school name
Alumwell Infant School	Alumwell Junior School
Blue Coat Infant School	Blue Coat Junior School
Delves Infant School	Delves Junior School
New Invention Infant School	New Invention Junior School
Palfrey Infant School	Palfrey Junior School
Park Hall Infant School	Park Hall Junior School
Rosedale Infant School	Short Heath Junior School
Sunshine Nursery & Infant School	Blakenall Heath Junior School
Whitehall Nursery & Infant School	Whitehall Junior School

Children who are already in attendance at a Walsall Infant School will not automatically transfer from the infant school to their corresponding Junior school. An application is required. An application should be made via Walsall Councils website, listing up to three preferences in order of requirement.

If your child is currently on roll in a primary school in year 6 and resides in Walsall a secondary school application should be completed.

Parents should complete an online application. This will enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2025) to name up to five secondary schools, rank them in order of preference and give reasons for their preference. The online application may be used to apply for a place at any secondary school in or outside the borough.

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

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

Online applications must be submitted by the national closing date of **31 October 2024**.

Preferences, which are changed or added after the closing date without a significant change in circumstances, will be processed as late applications.

All preferences which are changed or added after 30 November 2024 will be processed as late applications. When notifying a significant change of circumstances, the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement which confirms residence at the new address not just ownership.

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

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

By 4-8 November 2024 (TBC) Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 6-10 January 2025 (TBC), the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state which Walsall residents

have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 10-14 February 2025 (TBC), the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

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

On the National Notification Date, 1 March 2025 (or the next working day), email notification of the outcome of their application will be sent to all parent/carer who are a resident in Walsall who submitted an online application.

The Local Authority will make just one offer of a school place to each child, further offers will only be made after the offer date if it is subsequently possible to offer a child one of their parents higher ranked preferences.

An offer of a school place will not be withdrawn unless it is subsequently found to have been made in error, or as the result of a fraudulent, or intentionally misleading application, or the parent informs the Local Authority that they have made alternative arrangements for their child's education and no longer require a secondary school place.

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children and Young People in Care & previous Children and Young People in Care

Children and young people in care are children who at the time of application are:

- In the care of the Local Authority
- Being provided with accommodation by a Local Authority in the exercise of the social services functions.

Previous Children and young people in Care are children who

- were looked after but ceased to be so due to adoption (or became subject to child arrangements order or special guardianship order) immediately following having been looked after.
- Children who appear to a Local Authority to have been in state care outside of England and ceased to be in state care because of being adopted.

Supporting Evidence:

If the child for whom the application is being made is in the care of a local authority or previous children in care this must be indicated on the common application form, support of this must be added to the application by way of attachment.

2. Children who have a sibling in attendance at the school or paired junior school when the application is submitted and who will still be attending the school at the proposed admission date.

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents;
- A half-brother or sister sharing one common parent;
- A step-brother or sister (i.e. related by their parent's marriage);
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order).

3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Admissions & Education Sufficiency Manager)

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the application must be completed and evidence to support the claim must be submitted to the Local Authority.

Requests for such consideration will be subject to verification by the Admissions & Education Sufficiency Manager. This is necessary because parents will be asking the

Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical Evidence

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is **the only school that can meet the child's needs**. This must relate to either the child or the parents, for example where the parent(s) or the child has a disability that may make travel to a school further away more difficult. Medical evidence, which relates to parent, will be considered in the following circumstances:

- Where the child lives with a single parent who has a medical condition or disability that may make travel to a school further away more difficult.
- Where the child lives with both parents and both parents have a medical condition or disability that may make travel to a school further away more difficult.
- Where a child lives with both parents and one parent has a medical condition or disability that may make travel to a school further away more difficult medical evidence may be considered if the other parent is unable to accompany the child on the journey to and from school because they are the sole carer for the other parent.

Social Evidence

Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is **the only school that can meet the child's needs**.

Please note that preferences are only given priority under the medical/social criterion in very exceptional cases where medical or social evidence clearly demonstrates that the preferred school is the only school which can meet the child's needs.

4. For applications to junior schools only. Attendance by the child at the relevant paired infant school when the application is made.

The paired infant and junior schools are:

Alumwell Infant	paired with	Alumwell Junior
Delves Infant	paired with	Delves Junior
New Invention Infant	paired with	New Invention Junior
Palfrey Infant	paired with	Palfrey Junior
Rosedale CE (C) Infant	paired with	Short Heath Junior
Sunshine Infant and Nursery	paired with	Blakenall Heath Junior
Whitehall Nursery and Infant	paired with	Whitehall Junior Community

5. **For applications to voluntary controlled Church of England primary schools only. Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship.**

The following voluntary controlled Church of England primary schools have 'Church Places';

- Christ Church CE (C) JMI
- Holy Trinity CE Primary
- Little Bloxwich CE (VC)Primary
- Old Church CE (C) Primary
- Rosedale CE (C) Infant
- St Giles CE Primary
- St John's CE Primary
- St Michael's CE (C) Primary

The number of Church places available is determined by the Admission Number of the school. Voluntary controlled Church of England primary schools:

- with an admission number of 30 will offer a maximum of 7 Church Places;
- with an admission number of 45 will offer a maximum of 11 Church Places;
- with an admission number of 60 will offer a maximum of 15 Church Places;
- with an admission number of 90 will offer a maximum of 22 Church Places.

If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line.

'Regular worshipper' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

Supporting Evidence:

A supplementary information form (SIF) will need to be downloaded from the Walsall Council website [School admissions | Walsall Council](#) for applicants to submit to the school.

6. **Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.**

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

LATE APPLICATION POLICY

The online portal will close for secondary applications on 31 October 2024.

The online portal will close for primary applications (Reception & Junior) 15 January 2025.

Late Applications and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the closing date will be processed in accordance with the late application policy.

Late applications will be considered for places after all the applications that were received by the Closing Date therefore, it is very likely that late applicants will not be offered a place at one of their preferred schools. If all preferred schools have been filled with on-time applications the closest school to the home address with vacancies will be allocated.

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

LATE APPLICATIONS RECEIVED UP TO 4 WEEKS AFTER THE CLOSING DATE

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

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

In these cases, the circumstances must be given in writing at the time of application they will be subject to verification by the Admissions & Education Sufficiency Manager.

For secondary schools, this applies to applications received between 1 November 2024 and 30 November 2024.

For primary schools, this applies to applications received between 16 January 2025 and 14 February 2025

LATE APPLICATIONS RECEIVED MORE THAN 4 WEEKS AFTER THE CLOSING DATE

Applications for schools received more than 4 weeks after the closing date but before the notification date will be processed as late applications and the applicant will receive notification of their offers as soon as possible after national offer day.

For secondary schools, this applies to applications received between 1 December 2024 and 28 February 2025.

For primary schools, this applies to applications received between 15 February 2025 and 15 April 2025

LATE APPLICATIONS RECEIVED AFTER THE NOTIFICATION DATE (ONCE PLACES HAVE BEEN OFFERED)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available.

For Walsall residents, if a place is not available at any of the preferred schools a place will be offered by Walsall Council at the nearest alternative Walsall school with vacant places, after consultation with the relevant admission authority and the child's name will be added to the waiting list for schools listed as preferences in admission criteria order, for any schools out of borough contact will have to be made with that Local Authority to request for the child to remain on the waiting list.

Offers for late applications will be made following National Offer Day as per the below table:

Date	Secondary Late Offer Days
17 March 2025	Late Offers - Phase 1 - Offers made for late applications received between 1/11/2024 & 28/02/2025
19 March 2025	Waiting List Positions available for Secondary 2025 applications
06 May 2025	Late Offers - Phase 2 - Offers made for late applications received between 01/03/2025 & 30/04/2025
23 June 2025	Late Offers - Phase 3 - Offers made for late applications received between 01/05/2025 & 21/06/2025
As Required	Further offers for late applications will be made as required

Date	Primary Late Offer Days
12 May 2025	Late Offers - Phase 1 - Offers made for late applications received between 16/01/2025 & 08/05/2025
14 May 2025	Waiting list positions available for Reception 2024 & Junior 2025 applications.
27 June 2025	Late Offers - Phase 2 - Offers made for late applications received between 09/05/2025 & 27/06/2025
As Required	Further offers for late applications will be made as required

WAITING LIST POLICY

Waiting Lists for all Walsall schools, other than Walsall Academy, will be maintained by Walsall Council until 31 August 2025, at this point they will be sent to the necessary school for coordinating in line with their midyear applications.

Parents may enquire about their child's position on any Waiting list by contacting the emailing the Admissions & Education Sufficiency Team, schooladmissionsadvice@walsall.gov.uk

Children in Care and previously children in care and those who are allocated to a school in accordance with Walsall's Fair Access Protocol must take precedence over those children on the waiting list.

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

- If a child is offered a place at the school that was ranked 2nd on their application, then the child's name will only be placed on the waiting list for the school that was ranked 1st.
- If a child is offered a place at their parent's first preference school the child's name will not be added to any waiting list kept for lower ranked schools, unless requested in writing.

After 1 March 2025 (or next working day) for secondary transfers, or 16 April 2025 (or next working day) for primary admissions, a parent may contact the Admissions & Education Sufficiency Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's waiting list in admission criteria order.

Any vacancies will be offered based on the admission criteria for the school.

The Local Authority will continue to co-ordinate the primary and secondary phased rounds and will retain waiting lists until 31 August 2025.

After this, waiting lists for phased rounds will be held by the relevant admissions authority for a term only until 31 December 2025.

From 1 January 2026, parents who wish their child to be added to a new waiting list for a Walsall primary or secondary school should apply via either the primary or secondary mid-year admission application process.

MIDYEAR ADMISSIONS

APPLICATIONS FOR MIDYEAR ADMISSION TO WALSALL PRIMARY SCHOOL 2025/26

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary schools and academies who have opted to join their co-ordinated scheme for the academic year 2025/26

The list of primary schools and academies that have opted to join the Local Authority's scheme and those that have opted to co-ordinate their own arrangements for the academic year 2025/26 will be available on the Local Authority's website from 1 September 2025

Parents who wish to apply for mid-year admission other than at the usual point of entry (Reception or Year 3 when transferring from an infant school to a junior school) for any school that has opted to join the Local Authority's Co-ordinated scheme should submit an online application via the school admission pages of the Walsall Council website.

Any supplementary information forms required by a school must be returned to the relevant school. Where a parent completes a supplementary form, it will not be regarded as a valid application unless the parent has also listed a preference for the school on their online midyear admission application.

Parents who wish to apply for mid-year admission other than at usual point of entry (Reception or Year 3 when transferring from an infant school to a junior school) for any school that has opted to co-ordinate their own mid-year admissions process should apply directly to their preferred schools.

Parents who wish to apply for mid-year admission to any school outside of the Walsall Local Authority area should contact the relevant local authority directly.

All Walsall maintained mainstream primary schools and academies must provide the Local Authority with accurate details of the number of vacancies in each year group on a weekly basis. This vacancy return process is to enable places to be offered to applicants for primary midyear admission at those schools that have opted to participate in the Local Authority's co-ordinated scheme without unnecessary delay. This process will also enable the Admissions & Education Sufficiency Team to fulfil its statutory duty to provide advice and guidance to parents and carers about school place availability in all primary schools in Walsall, not just those that are part of the Local Authority's co-ordinated scheme for mid-year admissions.

On receipt of an application for a primary midyear admission for a school that is part of the Local Authority's Co-ordinated admissions scheme for the academic year 2025/26 the Admissions & Education Sufficiency Team will assess the application in accordance with the relevant admissions criteria.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority must write to the applicant within 15 days of the receipt of their application to indicate one of the following outcomes:

- Where the child is eligible for a place at one or more of their parent's preferred schools they will be offered a place at the highest ranked preference;
- Where it is not possible to offer the highest ranked preference, where possible a place will be offered at a lower ranked preference and the offer letter will contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it. Waiting lists will be held until the end of the academic year and parents who wish their child's name to be added to the new waiting list will need to resubmit their online application at the start of each new term;
- If it is not possible to offer the applicant a place at any of their parent's preferred schools and the child is currently without a school place, a place will be offered at an alternative Walsall school, which has places available, following consultation with other admissions authorities where appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

APPLICATIONS FOR MIDYEAR ADMISSION TO WALSALL SECONDARY SCHOOLS:

Parents who wish to apply for admission to any Walsall mainstream secondary school other than at the usual point of entry (Year 7) must apply directly to their preferred schools.

Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

All Walsall mainstream secondary schools and academies must provide the Admissions and Education Sufficiency Team with accurate details of the number of vacancies in each year group on a weekly basis to enable the Local Authority to provide accurate advice to parents and carers on secondary school place availability in Walsall.

Schools must notify the Local Authority promptly of all direct applications that are received, and of the outcome of all applications for midyear admission.

School must inform each applicant in writing of the outcome of their application within 15 days of receipt of the application also including the details of how the applicant can appeal an admissions decision if appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

ADMISSION TO A YEAR GROUP OUTSIDE OF A CHILD'S CHRONOLOGICAL YEAR GROUP

Parents who wish to apply for their child to be admitted to a Walsall community or voluntary controlled primary school, in a year group other than that which is designated by their chronological age should submit a written request to Admissions & Education Sufficiency Manager.

Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case.

Requests will only be approved in circumstances where it is in the best interests of the child to be educated outside of their chronological year group.

Parents wishing to make an application for their child to be admitted out of their chronological year group to a voluntary aided or foundation school or academy, should write to the admission authority for the school. In either case, the letter should include details of why the parents/carers believe it is in the best interests of their child to be educated out of their chronological year group and should include supporting evidence from an appropriate professional.

Parents applying for midyear admission to a year group outside their child's chronological age, in a Walsall primary school will also need to submit an online midyear admission application to the Local Authority. Applications for midyear admissions for secondary schools must be completed with the secondary school directly.

POLICY FOR DEFERRED ENTRY TO RECEPTION

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

If parents prefer their child to start school later than 1 September 2025, they have the option of deferring the child's entry until later in the 2025/26 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class.

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

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

ADMISSION OF 'SUMMER BORN' CHILDREN TO RECEPTION

Summer born children, (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

Parents seeking deferred admissions to reception in a community or voluntary controlled primary school should make a request in writing to Walsall Council, providing details of the reason for the request and supporting medical evidence or evidence from the child's current head teacher, if

appropriate, demonstrating that deferred admission to Reception would be in the child's best interests.

Requests for deferred admission to Reception in respect of children who would normally be admitted in September 2025, should be submitted by 15 January 2025 where possible.

When an application for deferred admission to reception at the point at which other children in their age group are moving into Year 1 is received for a community or voluntary controlled primary school, Walsall Council, as admission authority for the school, will make the decision on whether to grant the request based on the individual circumstances of each case. Requests will only be approved in circumstances where it is in the best interests of the child to defer admission to Reception.

Parents seeking deferred admission to Reception in a voluntary aided school, foundation school or in an academy should submit a request directly to their preferred school. They must also notify the Local Authority in writing of the request and must complete a Local Authority application for the year of admission.

OVERSUBSCRIPTION CRITERIA FOR NURSERY SCHOOLS

Applications for nursery places should be made directly to the school.

If there are more applications than there are nursery places available, then places will be allocated using the Oversubscription Criteria in the following order of priority:

Priority for nursery places will be given to children born between 1 September 2021 and 31 August 2022. If places are oversubscribed, the following Oversubscription Criteria will apply:

- 1) Children in Care and all previous children in care, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted
- 2) Pupils who have a sibling already in attendance at the school or paired junior school when the application is made and who will be still attending the school at the proposed admission date.
- 3) Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a Social Worker. (Applications will be subject to verification by the Admissions & Education Sufficiency Manager).
- 4) Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

Where places are still available schools may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria 1-4, shown above, will apply.

If there is oversubscription in criteria 2 and 3, priority will be given to those living closest to the school as measured in a straight line.

ADDITIONAL INFORMATION

CHANGE OF ADDRESS

If you move house following submission of an application for any school place you must contact the Local Authority immediately as it may affect your child's application. Evidence will be required to show your new address, this would need to be validated by proof of address in the form of a utility bill, a solicitor's letter confirming completion of a house purchase and residency at the property as examples.

FRAUDULENT OR MISLEADING APPLICATIONS

The Local Authority will investigate any reports of an application that is suggested to be fraudulent or misleading. Any allegations that are confirmed by the Local Authority may result in the school place been withdrawn from the child.

The local Authority should be alerted to any potential fraudulent application by contacting the Admission & Education Sufficiency Team – schooladmissionsadvice@walsall.gov.uk

SCHOOL ADMISSION APPEALS

You can appeal at the standard points of admission (reception, year 3 or year 7), or mid-year if you've applied to move schools at a non-standard point. For appeals for schools outside Walsall Borough, you'll need to contact the relevant local authority.

It's important to be realistic about your reasons for appealing and the chances of being successful. An appeal can prolong the period of uncertainty for you and your child.

To make an appeal, you will have to set your case out in writing and attend an appeal hearing.

In reception, year 1 and year 2, the class size is limited to 30. Your application can be turned down if all the classes already have 30 children.

Complete your form, save a copy, and return to email AdmissionAppeals@walsall.gov.uk

You can also attach copies of evidence to your email. We accept scans and photos of original documents.

The deadline for you to submit your appeal form is 17 May 2025. Appeals received after this date may not be heard until the new school year, which starts 2 September 2025.

Appeals will take place during term time, up until late July 2025.

ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2025/26

The proposed admissions numbers for community and voluntary controlled primary schools for 2025/26.

The admission number is the capacity of the school to admit children at the normal age of entry in the 2025/26 academic year, that it:

- Admissions into Reception in Infant and Primary Schools
- Admissions into Year 3 in Junior Schools

Community or Voluntary Controlled Primary Schools	Proposed Admission Number	Community or Voluntary Controlled Primary Schools	Proposed Admission Number
Abbey Primary	30	New Invention Infant	90
Alumwell Infant	90	New Invention Junior	90
Alumwell Junior	90	Old Church CE (C) Primary	60
Barcroft Primary	60	Palfrey Infant	90
Beacon Primary	60	Palfrey Junior	90
Bentley West Primary	60	Pelsall Village	30
Blakenall Heath Junior	60	Pinfold Street Primary	60
Butts Primary	30	Pool Hayes Primary	30
Castlefort JMI	30	Radleys Primary	30
Christ Church CE (C) JMI	60	Rosedale CE (C) Infant	90
Chuckery Primary	60	Rushall JMI	30
County Bridge Primary	30	Salisbury Primary	45
Delves Infant	90	Short Heath Junior	90
Delves Junior	90	St Giles CE Primary	60
Elmore Green Primary	45	St James Primary	30
Hillary Primary	90	St John's CE Primary	45
Holy Trinity CE Primary	30	St Michael's CE (C) Primary	60
King Charles Primary	60	Sunshine Infant and Nursery	60
King's Hill Primary	60	Walsall Wood	30
Leamore Primary	30	Watling Street JMI	30
Leighswood	60	Whetstone Field Primary	30
Lindens Primary	60	Whitehall Nursery and Infant	90
Little Bloxwich CE (VC) Primary	30	Whitehall Junior School	90
Lower Farm Primary	60		
Meadow View JMI	60		
Millfield Primary	30		

DEFINITIONS:

HOME ADDRESS:

The home address of a child is the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s) or guardian; or
- leased to or rented by the child's parent(s), or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for **most** of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address, which was further away from the school, and the child would not have qualified for a place under the distance criterion.

If a family moves between the application and the date of offer, the Admissions & Education Sufficiency Team must be informed as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applicants living at the lowest numbered flat on the lowest floor.

SIBLING:

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents.
- A half-brother or sister sharing one common parent.
- A stepbrother or sister (i.e., related by their parent's marriage).
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g., under the terms of a residence order).