

# **Sandwell Schools Admissions Booklet**

**A guide to annual & mid-  
year admissions and  
appeals**

**September  
2016**



**Sandwell**  
Metropolitan Borough Council

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## Introduction

### Sandwell Schools Admissions Service

#### What we do

Applying for a school place for your child, particularly if it is for the first time can be a daunting prospect with many misconceptions about the application process and the schools for which you are applying. We hope that this information will help you to make informed and realistic school preferences.

Our Admissions Service administers and coordinates admissions for **all** types of non fee paying Sandwell schools – a total of 113 Primary and Secondary schools, handling around 14,000 annual and mid-year applications every academic year. Our team works to ensure that its admissions and appeals processes and procedures are administered in a professional, fair and efficient manner in order to best serve the needs of Sandwell schools, parents and children. We are continuously striving to refine and improve our service to ensure that we provide a fair and straightforward school admissions system which is transparent, promotes equality and most importantly ensures fair access for all. This is illustrated by the fact that **92%** of Sandwell parents who applied on time being offered one of their top three preferred schools last year.

#### What you need to do

To ensure that you have the best chance to secure a place at one of your preferred schools, it is essential that you meet the [admissions criteria](#) for the school(s) as closely as possible. Make sure you look at the admission criteria for the schools you are interested in – home to school distance (straight line measurement) is one of the most common criteria to be applied so consider how closely your child lives to the school. The distance of the furthest successful applicant will vary year by year depending on how many applicants there are, where they live and the number of applicants with siblings at a particular school.

To assist you in calculating home to school distances, please refer to the [DfE distance checking tool](#). This tool is not 100% accurate, but it will give you a **guide** as to how close you live to your preferred school(s). Please note that results obtained from this tool are based on the postcode area and should not be used as the definitive measure of distance for school admissions or other purposes. Before confirming your preferred schools please also look carefully at any other criteria e.g. Looked After Child (LAC), Statemented child (SEN)/children with an

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Educational Health Care Plan (EHCP), sibling connection, denominational or aptitude criteria, which may apply to you.

### **How we can help**

We have a dedicated parent support line (0121 569 6765) and we provide a counter service through our One Stop Shop which is open from 10.00am-2.00pm Monday to Friday. In cases where you need a 'face to face' meeting this may be arranged by calling one of our dedicated team on the parent support line.

### **How to contact us**

#### **Email:**

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

Mid-Year Admissions: [midyear\\_admissions@sandwell.gov.uk](mailto:midyear_admissions@sandwell.gov.uk)

Appeals: [schoolappeals\\_admissions@sandwell.gov.uk](mailto:schoolappeals_admissions@sandwell.gov.uk)

#### **Postal Address:**

School Admissions Service  
PO Box 16230  
Sandwell Council House  
Freeth Street  
Oldbury  
B69 9EX

**Tel:** 0121 569 6765

## Types of school

### **Community and Voluntary Controlled Schools**

The Local Authority (LA) is responsible for managing the admissions process at these schools.

### **Voluntary Aided Schools**

The Governing Body is responsible for offering and refusing places at these schools. The LA will deal with the administrative process on the governors' behalf. Voluntary Aided schools participate in the scheme for co-ordinated admissions.

### **Trust Schools**

Trust schools are maintained by LA's and supported by a charitable Foundation or Trust. The Governing Body is responsible for deciding which applicants are offered places but the LA will deal with the administrative process on the Governors' behalf. Trust schools also participate in the scheme for co-ordinated admissions.

### **Academies**

Academies are independent, state funded schools and the Governing Body or Academy Trust is responsible for deciding which applicants are offered places. Like Voluntary Aided and Trust Schools, Academies also participate in the co-ordinated admissions scheme.

### **[University Technical College \(UTC\)](#)**

They offer 14-19 year olds the opportunity to take a full time, technically-oriented course of study. They are sponsored by a university and offer clear progression routes into higher education or further learning in work. They are sub-regional, taking students from a wide geographical area.

## Types of school (Primary/Secondary)

Voluntary Aided Schools (7/2)	Trust Schools (14/2)	Academies (18/13)
All Saints C.E Primary	Albert Pritchard Infant	Corngreaves Primary
Christ Church C.E Primary	Brickhouse Primary	Devonshire Infant Academy
Holy Name Catholic Primary	Harvills Hawthorn Primary	Devonshire Junior Academy
St John Bosco Catholic Primary	Holyhead Primary	George Betts Primary Academy
St Margaret's C.E Primary	Moat Farm Junior	Jubilee Park Primary
St Mary's Catholic Primary	Moorlands Primary	Mesty Croft Academy
St Matthew's C.E Primary	Old Hill Primary	Ocker Hill Academy
<a href="#">Stuart Bathurst Catholic High School</a>	Old Park Primary	Our Lady & St Huberts Catholic Primary
<a href="#">St. Michael's C.E. High</a>	Park Hill Primary	Shireland Hall Primary Academy
	Rowley Hall Primary	Silvertrees Academy
	Springfield Primary	St Francis Xavier Catholic Primary
	Tameside Primary	St Gregory's R.C. Primary
	Temple Meadow Primary	St John's C.E Primary Academy
	Wood Green Junior	St Philip's R.C. Primary
	<a href="#">Holly Lodge School</a>	St Paul's C.E Primary
	<a href="#">Phoenix Collegiate</a>	Timbertree Primary
		Victoria Park Academy
		Wednesbury Oak Academy
		<a href="#">The ACE Academy</a>
		<a href="#">Bristnall Hall Academy</a>
		<a href="#">George Salter Academy</a>
		<a href="#">The Ormiston Forge Academy</a>
		<a href="#">Ormiston Sandwell Community Academy</a>

<b>Voluntary Aided Schools (7/2)</b>	<b>Trust Schools (14/2)</b>	<b>Academies (18/13)</b>
		Oldbury Academy
		Q3 Academy- Great Barr
		Q3 Academy- Langlely
		RSA Academy
		Sandwell Academy
		Shireland Collegiate Academy
		Wood Green Academy
		Wodensborough Ormiston Academy

<b>Community and Voluntary Controlled Schools (Primary/Secondary) (55/1)</b>			
Abbey Infant	Guns Village Primary	Perryfields Primary	St Martin's C.E Primary
Abbey Junior	Hall Green Primary	Reddal Hill Primary	Perryfields High School
Annie Lennard Primary	Hamstead Infant	Rood End Primary	
Bearwood Primary	Hamstead Junior	Rounds Green Primary	
Blackheath Primary	Hargate Primary	Ryders Green Primary	
Bleakhouse Junior	Hateley Heath Primary	Sacred Heart Primary	
Brandhall Primary	Highfields Primary	Summerhill Primary	
Burnt Tree Primary	Joseph Turner Primary	The Priory Primary	
Cape Primary	King George V Primary	Tipton Green Junior	
Causeway Green Primary	Langley Primary	Tividale Community Primary	
Crocketts Community Primary	Lightwoods Primary	Tividale Hall Primary	
Eaton Valley Primary	Lodge Primary	Uplands Manor Primary	
Ferndale Primary	Lyng Primary	Warley Infant	
Galton Valley Primary	Moat Farm Infant	Whitecrest Primary	
Glebefields Primary	Newtown Primary	Yew Tree Primary	
Grace Mary Primary	Oakham Primary	Holy Trinity C.E Primary	
Great Bridge Primary	Ocker Hill Infant	St James C.E Primary	
Grove Vale Primary	Pennyhill Primary	St Mary Magdalene C.E Primary	

## Locations of Schools (Primary/Secondary)

### Oldbury, Rowley Regis & Smethwick

<b>Oldbury (17/5)</b>	<b>Rowley Regis (13/2)</b>	<b>Smethwick (17/3)</b>
Annie Lennard Primary	Blackheath Primary	Abbey Infant
Bleakhouse Junior	Brickhouse Primary	Abbey Junior
Brandhall Primary	Corngreaves Primary	Bearwood Primary
Burnt Tree Primary	Grace Mary Primary	Cape Primary
Causeway Green Primary	Highfields Primary	Crocketts Community Primary
Christ Church C.E Primary	Oakham Primary	Devonshire Infant Academy
Langley Primary	Old Hill Primary	Devonshire Junior Academy
Lightwoods Primary	Reddal Hill Primary	Galton Valley Primary
Moat Farm Infant	Rowley Hall Primary	George Betts Primary Academy
Moat Farm Junior	Springfield Primary	Rood End Primary
Perryfields Primary	Temple Meadow Primary	Shireland Hall Primary Academy
Rounds Green Primary	Timbertree Primary	St Gregory's Catholic Primary
St Francis Xavier Catholic Primary	Tividale Hall Primary	St Matthew's C.E Primary
Our Lady & St Hubert's Catholic Primary	<a href="#">The Ormiston Forge Academy</a>	St Philip's Catholic Primary
St James' CE Primary	<a href="#">St Michael's C.E High</a>	Uplands Manor Primary
Tividale Community Primary		Victoria Park Academy
Warley Infant		<a href="#">Holly Lodge School</a>
<a href="#">Bristnall Hall Academy</a>		<a href="#">Shireland Collegiate Academy</a>
<a href="#">Oldbury Academy</a>		<a href="#">Sandwell Academy</a>
<a href="#">Ormiston Sandwell Community Academy</a>		
<a href="#">Perryfields High</a>		
<a href="#">Q3 Academy - Langley</a>		

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**Tipton, Wednesbury & West Bromwich**

<b>Tipton (14/2)</b>	<b>Wednesbury (12/3)</b>	<b>West Bromwich (22/3)</b>
Glebefields Primary	Albert Pritchard Infant	All Saints C.E Primary
Great Bridge Primary	Harvills Hawthorn Primary	Eaton Valley Primary
Joseph Turner Primary	Holyhead Primary	Ferndale Primary
Jubilee Park Primary	Mesty Croft Academy	Grove Vale Primary
Newtown Primary	Moorlands Primary	Guns Village Primary
Ocker Hill Infant	Old Park Primary	Hall Green Primary
Ocker Hill Academy	Park Hill Primary	Hamstead Infant
Sacred Heart Primary	St John's C.E Primary	Hamstead Junior
Silvertrees Academy	St Mary's Catholic Primary	Hargate Primary
St Martin's C.E Primary	Tameside Primary	Hateley Heath Primary
St Paul's C.E Primary	The Priory Primary	Holy Name Catholic Primary
Summerhill Primary	Wood Green Junior	Holy Trinity C.E Primary
Tipton Green Junior	<a href="#">Stuart Bathurst Catholic High</a>	King George V Primary
Wednesbury Oak Primary Academy	<a href="#">Wodensborough Ormiston Academy</a>	Lodge Primary
<a href="#">The ACE Academy</a>	<a href="#">Wood Green Academy</a>	Lyng Primary
<a href="#">RSA Academy</a>		Pennyhill Primary
		Ryders Green Primary
		St John Bosco Catholic Primary
		St Margaret's C.E Primary
		St Mary Magdalene C.E Primary
		Whitecrest Primary
		Yew Tree Primary
		<a href="#">George Salter Academy</a>
		<a href="#">Phoenix Collegiate</a>
		<a href="#">Q3 Academy- Great Barr</a>

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

## University Technical College (UTC's)

The following offer technically oriented courses of study for students entering Year 10 or Year 12:

**Health Futures UTC** offers young people across the region aged 14-19 the chance to combine academic education with an opportunity to learn the essential technical and practical skills needed in the health and health sciences industries. The UTC, in partnership with the University of Wolverhampton and 22 high profile health sector organisations, is located on the High Street in West Bromwich. For further details about the UTC and how to apply please visit their [website](#).

**West Midlands Construction UTC** is a 14-18 provider located in Wolverhampton and opened in September 2015. The UTC is a specialist in construction and the application of IT in the built environment with a curriculum that will prepare students for professional and technical roles within the construction industry such as architects, surveyors, civil engineers, project managers and a broad range of ICT industry roles. For further details about the UTC and how to apply please visit their [website](#).

In addition **Aston University Engineering Academy** based in the heart of Birmingham city centre next to Aston University opened in September 2012 and is now offering places for students aged 14 to 19. The UTC focuses on an engineering and science curriculum and works in partnership with national industrial partners. For further details about the UTC and how to apply please visit their [website](#).

## Annual admission process

### Applying for a Reception School place

Children must, **by law**, start school at the beginning of the term after their fifth birthday. However, children usually start school in the September of the school year in which they have their fifth birthday.

Parents may delay their child's entry to school, but all children must start school by the term after their fifth birthday. If you want to delay your child's entry to school to after their fifth birthday then please write to the Schools Admissions Service.

In special cases the admission of your child can be deferred for a year; for further information please read our [policy](#).

You can apply for up to six schools so please ensure that you complete only **ONE [form](#)**

**Please be aware that (with the exception of Mesty Croft Academy) having a place in a nursery class attached to a school DOES NOT improve your chances of getting a place in the Reception class at that school.**

**Remember: If you're a Sandwell resident you can use the [form](#) to apply for schools in neighbouring Local Authorities.**

Parents applying for a place in Reception class should note the law governs the maximum size of classes in Key Stage 1 (Reception, Year 1 and Year 2). The law states that it is unlawful for a class in Key Stage 1 to have more than 30 pupils being taught by a single teacher, [except in specific exceptional circumstances](#).

### Applying for a place in a Junior School

Most children already at an Infant school want to go to the nearby Junior School. In Sandwell, priority will be given to pupils who already attend the linked Infant school and also to those who have brothers or sisters attending either the linked Infant school or the Junior school for which they are applying at the time of admission:

You can only apply for a place at a **Junior school**, if you wish to apply for a year 3 place in a **Primary school**, this must be done by making a [mid-year transfer application](#)

### Linked Infant – Junior Schools

- Abbey Infant -Abbey Junior
- Albert Pritchard Infant -Wood Green Junior
- Devonshire Infant Academy - Devonshire Junior Academy
- Hamstead Infant -Hamstead Junior
- Moat Farm Infant -Moat Farm Junior Trust
- Ocker Hill Infant -Ocker Hill Academy
- Silvertrees Academy -Tipton Green Junior
- Warley Infant - Bleakhouse Junior

For information on each primary school including historical preferences, how places are allocated and appeals information please click on the link below.

[Primary admission preference data by school & also admission priorities](#)

### Applying for a Secondary School place (Year 7)

If you are a Sandwell resident and the parent or carer of a Year 6 child, you will need to apply for a Secondary school place. Residents from neighbouring authorities applying for Sandwell schools must include their Sandwell preferences on their own local authorities' application form.

You can apply for up to six schools so please ensure that you complete only **ONE [form](#)**.

**Remember: If you're a Sandwell resident you can use the [form](#) to apply for schools in neighbouring Local Authorities.**

[Secondary admission preference data by school & also admission priorities](#)

## Applying for a Nursery place

Sandwell's School Admissions Service **does not** process applications for nursery places. Application forms are available direct from the nurseries.

If you wish to speak to someone about the free nursery places available for 2, 3 and 4 year olds you should contact;

Sandwell Family Information Service,  
160 Beeches Road,  
West Bromwich,  
B70 6HQ  
(Tel: 0121 569 4914)

Email: [family\\_information@sandwell.gov.uk](mailto:family_information@sandwell.gov.uk)

If you are applying for a place at a school nursery, you **must** apply separately to the school you want.

## Overview

The Co-ordinated Admissions Scheme is a process for children starting Reception, transferring from Infant to Junior school or starting Secondary school in Year 7. It is a national scheme and applies to all non-fee-paying schools in all council areas. It is designed to make the admissions process simpler and fairer for parents because it means that:

- You can apply for a place at any Infant, Junior, Primary or Secondary school on a single [online form](#). These schools can be in Sandwell or any other LA.
- All parents/carers will receive only **one** offer of a place

All parents/carers resident in Sandwell **must** apply to Sandwell Admissions Service for a place even if one or more of their preferences is outside the Borough. After the closing date, we will apply the relevant [published admission criteria](#) to see whether you qualify for a place at any schools you have requested in Sandwell. We will pass on your details to any neighbouring LA you have requested a school place in for them to apply their rules to see if you qualify for a place. When they have told us the results we will look at all your preferences and try to offer you the school you have ranked as your highest preference on your  
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application form. If we are unable to offer you one of your preferences we will instead offer a place at the nearest school to your address which has places available.

If you are not happy with the school offered to you, you have the option to appeal. Appeals are heard by an Independent Appeals Panel. **It is however strongly recommended that you accept the school that has been offered to you even if you decide to appeal for your preferred school.** By accepting the school offered you will guarantee a school place for your child. If you refuse the place, you will further reduce the options available to you.

**Accepting the place you have been offered will have absolutely no bearing on the outcome of your appeal should you choose to make one.**

### What to do and when to do it (Dates: **Secondary/Reception & Junior**)

Between September 2016 and **31 October 2016/15 January 2017**

1. Visit the schools you think you might like your child to go to. Talk to the Head Teacher and get a copy of their school's prospectus.

Secondary schools in Sandwell often hold open evenings for parents/carers who are interested in their children attending that school.

[Here is an up to date list of open evenings for Secondary Schools.](#)

### Schools outside of Sandwell

If you are interested in a school in a neighbouring authority please select from the authorities listed below to go to their website for further information. Also you may wish to contact the school you are interested in directly for their admission criteria.

[Birmingham](#)

[Dudley](#)

[Walsall](#)

## Wolverhampton

## Worcester

2. Decide which schools you would like your child to go to. It is always best to consider more than one school because popular schools can have more children wanting to go there than there are places available.

### **Considering your preferences**

To ensure that you are in the best position to make *informed* and *realistic* school preferences on your application, it is strongly advised that you consider the following:

- Don't make your decisions based purely on perception or what a school may have been like in the past. Look at the schools' more recent indicators in areas such as development, performance and ethos. If you still have questions about a particular school, then ask the school.
- Research the school(s) which you may be considering – look at their websites and prospectus, attend their open events and when you are closer to deciding upon your preferred school(s), look carefully at their [admissions criteria](#) and assess how closely you match them. Though qualification through distance and/or sibling criteria is common to many schools' admissions criteria, there may be other criteria specific to the school.
- When you have completed your research, make a draft list of the schools for which you intend to apply and then re-check the admissions criteria before [applying online](#).

If you have a question related to the application process, please contact the School Admissions Parent Support Line (0121 569 6765) and one of our team will be pleased to help.

**By 31 October 2016/ 15 January 2017**

3. Complete an [on-line application](#) (and [additional forms](#) if necessary).

## Applying online explained

To assist you in completing your application, please view our [online guide](#) on how to apply online.

Parents/carers can apply from their home, a library or one of the many Sandwell schools that provide ICT support. Applying online enables you to;

- Receive your offer of a place sooner, via email on offer day.
- Change your preferences right up to the submission deadline.
- Receive an electronic receipt as proof of your submission.

**It is essential that you submit your application form before the closing date (31 October 2016/15 January 2017). If the online application form is not submitted by the closing date your application will be treated as late.**

We have put together an example to help illustrate how applications are processed under the national scheme. The following example uses the names of fictitious schools.

**Paul** lives close to Willow Primary School and even closer to Forest Primary School. His parents know that they live a long way from Black Country Catholic Primary School which is usually oversubscribed but they want to see if he will be offered a place there. The school they really prefer is Beech Primary in a neighbouring authority but they mistakenly think they should indicate other schools as higher preferences in case Paul fails to be selected for admission to this school.

Preference	School	Paul's Details	School's Admission Criteria Met?	Place Offered?
1	Black Country Primary	Lives 6 miles away	No	No
2	<b>Forest Primary</b>	<b>Lives 1 mile away</b>	<b>Yes</b>	<b>Yes</b>
3	Willow	Lives 2 miles	Yes	No

Preference	School	Paul's Details	School's Admission Criteria Met?	Place Offered?
	Primary	away		
4	Beech Primary	Lives 1 mile away	Yes	No
5	Clee View Primary	Lives 1 mile away	Yes	No
6	Birch Tree Primary	Lives 12 miles away	No	No

Paul lives too far from Black Country Primary to be offered a place. He qualified for places at Forest Primary, Willow Primary and Clee View Primary. He also qualified for a place at Beech Primary. His parents would have preferred a place at Beech Primary but the other schools for which Paul also qualified were a higher preference. He is offered a place at Forest Primary, the highest ranked of the five schools for which he qualified.

If Paul's parents had ranked Beech Primary first they would have been offered a place there.

### **Additional Forms**

If you are applying for a place at a Voluntary Aided, Voluntary Controlled, Trust school, Academy or some schools outside of Sandwell, you may have to provide further information by filling in an additional form and/or enclosing a baptism certificate and returning them with your form. If you intend to apply for more than one Voluntary Aided or Voluntary Controlled school on denominational grounds you will need to complete a separate form for each school.

**The table shows you where you should send your additional form and any other required documents. Please check this carefully before submitting your application.**

### **Applying for a place on medical grounds.**

You may also have to complete an additional form if you are applying for a place on medical grounds. This form is also available to [download](#). Please note that a place will only be granted on medical grounds if the preferred school follows the criteria and is the only or most appropriate to meet the child's needs. All applications under this criterion will be

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assessed by the LA to decide whether the child's needs can be met most appropriately by the preferred school.

<b>School</b>	<b>Form</b>	<b>What to do when complete</b>
Medical grounds are considered only by the following Secondary schools: The Ormiston Forge Academy Perryfields High St. Michael's CE High Wodensborough Ormiston Academy The ACE Academy Bristnall Hall Academy Holly Lodge High Phoenix Collegiate	<b><u><a href="#">Medical Form</a></u></b>  All Primary Schools except: All Saints CE Primary Holy Name Catholic Primary St Francis Xavier Catholic Primary St Gregory's Catholic Primary Our Lady & St Hubert's Catholic Primary St Mary's Catholic Primary St Matthew's CE Primary St John Bosco Catholic Primary	Return form direct to School Admissions (Local Authority)
All Saints CE Primary	<b><u><a href="#">Declaration Form to support application on denominational grounds, Church of England (ASU 75/A)</a></u></b>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:jackieprice@allsaints-sch.co.uk">jackieprice@allsaints-sch.co.uk</a>
Christ Church CE Primary	<b><u><a href="#">Declaration Form to support application on denominational grounds, Church of England (ASU 75/A)</a></u></b>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:michaela.long@christchurch.sandwell.sch.uk">michaela.long@christchurch.sandwell.sch.uk</a>
Holy Name Catholic Primary	<b><u><a href="#">Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</a></u></b>	Return to named school on form.
Holy Trinity CE Primary	<b><u><a href="#">Declaration Form to support application on denominational grounds, Church of</a></u></b>	Return form direct to School Admissions Service (Local Authority), OR you may scan and email it to <a href="mailto:annual_schooladmissions@sandwell">annual_schooladmissions@sandwell</a> .

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

School	Form	What to do when complete
	<a href="#"><u>England (ASU 75/VC)</u></a>	<a href="http://gov.uk">gov.uk</a>
Our Lady and St Hubert's Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:anita.davis@st-huberts.sandwell.sch.uk">anita.davis@st-huberts.sandwell.sch.uk</a>
St Francis Xavier Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:office@st-francisxavier.sandwell.sch.uk">office@st-francisxavier.sandwell.sch.uk</a>
St Gregory's Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:laura.bridge@st-gregorys.sandwell.sch.uk">laura.bridge@st-gregorys.sandwell.sch.uk</a>
St James' CE Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/VC)</u></a>	Return form direct to School Admissions Service (Local Authority), OR you may scan and email it to <a href="mailto:annual_schooladmissions@sandwell.gov.uk">annual_schooladmissions@sandwell.gov.uk</a>
St John's CE Primary Academy	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/A)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:laura.shaw@stjohnsacademy.co.uk">laura.shaw@stjohnsacademy.co.uk</a>
St John Bosco Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:sarah.brierley@st-johnbosco.sandwell.sch.uk">sarah.brierley@st-johnbosco.sandwell.sch.uk</a>
St Martin's CE Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/VC)</u></a>	Return form direct to School Admissions Service (Local Authority), OR you may scan and email it to <a href="mailto:tina.watkins@st-martins.sandwell.sch.uk">tina.watkins@st-martins.sandwell.sch.uk</a>
St Margaret's CE Primary	<a href="#"><u>Declaration Form to support application</u></a>	Return to named school on form by post/hand deliver, or scan to

School	Form	What to do when complete
	<a href="#"><u>on denominational grounds, Church of England (ASU 75/A)</u></a>	<a href="mailto:headteacher@st-margarets.sandwell.sch.uk"><u>headteacher@st-margarets.sandwell.sch.uk</u></a>
St Matthews's CE Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/A)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:marie.forker@st-matthews.sandwell.sch.uk"><u>marie.forker@st-matthews.sandwell.sch.uk</u></a>
St Mary Magdalene CE Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/VC)</u></a>	Return form direct to School Admissions Service (Local Authority), OR you may scan and email it to <a href="mailto:lisa.vale@st-marymagdalene.sandwell.sch.uk"><u>lisa.vale@st-marymagdalene.sandwell.sch.uk</u></a>
St Mary's Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand deliver, or scan to <a href="mailto:julie.armstrong@st-marys.sandwell.sch.uk"><u>julie.armstrong@st-marys.sandwell.sch.uk</u></a>
St Paul's CE Primary Academy	<a href="#"><u>Declaration Form to support application on denominational grounds, Church of England (ASU 75/VC)</u></a>	Return form direct to School Admissions Service (Local Authority), OR you may scan and email it to <a href="mailto:jayne.beasley@sandwell.gov.uk"><u>jayne.beasley@sandwell.gov.uk</u></a>
St Philip's Catholic Primary	<a href="#"><u>Declaration Form to support application on denominational grounds, Catholic (ASU 76/VC)</u></a>	Return to named school on form by post/hand delier, or scan to <a href="mailto:vanessa.holwell@st-philips.sandwell.sch.uk"><u>vanessa.holwell@st-philips.sandwell.sch.uk</u></a>
George Salter Academy	<a href="#"><u>George Salter Academy Form</u></a>	Return to George Salter Academy by post/hand deliver or email to <a href="mailto:dee.aston@georgesalter.com"><u>dee.aston@georgesalter.com</u></a>
Oldbury Academy	<a href="#"><u>Oldbury Academy (Sporting aptitude only)</u></a>	Return to Oldbury Academy by post/hand deliver or email to <a href="mailto:kerry.penn2@oldburyacademy.org.uk"><u>kerry.penn2@oldburyacademy.org.uk</u></a>
Shireland Collegiate Academy	<a href="#"><u>Shireland Collegiate Academy Form</u></a>	Return to Shireland Collegiate Academy by post/hand deliver or email to <a href="mailto:sheila.riley@collegiateacademy.org.u"><u>sheila.riley@collegiateacademy.org.u</u></a>

School	Form	What to do when complete
		<a href="#">k</a>
St Michaels CE High	<a href="#">St Michaels CE High (Denominational Form- ASU75/A)</a>	Return to School Admissions (Local Authority)
Stuart Bathurst Catholic High	<a href="#">Stuart Bathurst Catholic High (Denominational Form- SB/1)</a>	Return to Stuart Bathurst Catholic High by post/hand deliver or scan to <a href="mailto:angela.rai@stuart-bathurst.org.uk">angela.rai@stuart-bathurst.org.uk</a>
Wood Green Academy	<a href="#">Wood Green Academy (Sporting Aptitude Form)</a>	Return to Wood Green Academy by post/hand deliver or email to <a href="mailto:sporting.aptitude@woodgreenacademy.co.uk">sporting.aptitude@woodgreenacademy.co.uk</a>

For some schools outside Sandwell you may need to fill in an additional form. To find out if this applies to any of your preferences please contact the school direct or speak to the admissions team in the relevant LA. Contact details are included in the "[school admission teams in your area](#)" section in this guidance.

If you are required to complete an additional form then this must be submitted by the **31 October 2016/15 January 2017**.

If you are applying for more than one school place due to multiple births eg twins it is important that you complete separate application forms/additional forms for each child.

Please note: For a definition of sibling please see our [admission arrangements](#) ("Definitions used in admissions administration", page 6)

### Siblings (Secondary)

Secondary schools in Sandwell apply the sibling criteria differently. To see how a Sandwell school applies this criteria please see the table below, this table shows if the child is either on roll in 2017/18 in year group 8-11 or attending the schools 6<sup>th</sup> form in 2017/18 and they count this as a sibling connection.

The following table shows how each secondary school treats siblings.

School	Sibling connection if sibling is Year 8-11 2017/18	Sibling connection if sibling is in 6 <sup>th</sup> form 2017/18
ACE Academy	Yes	No
Bristnall Hall Academy	Yes	Yes
George Salter Academy	Yes	Yes
The Ormiston Forge Academy	Yes	Yes
Holly Lodge High	Yes	Yes
Phoenix Collegiate	Yes	No
Oldbury Academy	Yes	No
Ormiston Sandwell Community Academy	Yes	Yes
Perryfields High School	Yes	No
RSA Academy	Yes	No
Shireland Collegiate Academy	No	No
Sandwell Academy	No	No
Q3 Academy – Great Barr	Yes	Yes
Q3 Academy - Langley	Yes	N/A
St Michaels CE High	Yes	No
Stuart Bathurst RC High	Yes	No
Wodensborough Ormiston Academy	Yes	No
Wood Green Academy	Yes	Yes

4. After **31 October 2016/15 January 2017** we will look at all the completed applications.

### How are places allocated?

There may be more requests for places at some schools than there are places available. When this happens places will be offered using the [published admission criteria](#).

Although the LA is arranging admissions on behalf of the Governing Bodies of academies, trust, foundation and voluntary aided primary schools in Sandwell, the admission priorities for these schools may be different from those used by the LA. Details of admission arrangements for Sandwell schools are included [here](#). You should read these closely before deciding which school(s) you would like your child to attend. If you wish to apply for a place at a school outside Sandwell you are

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strongly advised to consult the prospectus for the individual school or the prospectus published by the LA in which the school is situated.

Each school for which you have made a preference is assessed by the relevant admission authority in accordance with the [published criteria](#). This is regardless of whether you have ranked a school first or last on the application form. We then see whether your child is sufficiently high enough on each school's priority list to be able to offer a place. If we are able to offer more than one of your preferences we will offer you the preference which you ranked highest.

If we cannot offer any of your preferences we will offer your child a place at the nearest school to your home that still has places available.

**Your child's details will be added to the waiting list at any higher preferred school that we have been unable to offer. If however you no longer wish to be considered for the higher preference school(s) and you are happy to remain with the school offered please inform us and we will remove you from these waiting lists. Any new requests made will override any previous requests.**

**If you move address at any point during the admissions process you MUST inform the authority as this could affect your application.**

## Late Applications

If we receive your application after the closing date (**31 October 2016/15 January 2017**), we will only consider it alongside on time applications if there are exceptional circumstances and we receive it before decisions about offers of a place are made. These dates are **6 January 2017/28 February 2017**.

Exceptional circumstances are;

- 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 **within** Sandwell to an address more than three miles from their previous home but closer to the preferred school after the closing date and 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 (not the Nursery\* or [6<sup>th</sup> form](#)) 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.

**\*With the exception of Mesty Croft Academy**

If none of the above exceptional circumstances apply then your application will not be considered until the “on time” and accepted late applications have been allocated places. In some cases “on time” and accepted late applications will be offered a school for which they have not made a preference. This is because their preference(s) could not be met and the offered school is the nearest available with places.

We will send late applications to other admission authorities, but they may not be able to consider them. You may also need to check with neighbouring authorities to see how they treat late applications.

5. On **1 March 2017/17 April 2017** we will send you an e-mail to let you know which school we can offer your child. We will also write to you if we have not been able to meet your first preference. Letters will be sent by second class post. If you have not received your letter within 1 week of the posting date you may request a copy from the School Admissions Service Parent Support Line (**0121 569 6765**). Due to Data Protection regulations we cannot tell you the outcome of your application by telephone. If you need to collect a copy of the letter because you have not received the original you will need to provide proof of your identity such as a passport, driving licence and utility bill for the address provided on the application **and** your child’s birth certificate or passport. Otherwise, we will post the letter to the address provided on the application.

6. Normally we will be able to offer you a place at one of the schools you have listed. Sometimes this is not possible so we will try to find a school with places available as close as possible to your home. You are advised to apply to a number of schools. Your chances of being offered

a place at any particular school are not improved by limiting your preferences.

### **Late applications after the offer day**

If an application is received after the national offer date (**1 March 2017/17 April 2017**) up until the 31 August 2017, this will be processed and parents will be written to with a decision. If none of the preferences can be met we will try to offer an alternative school and the child will be added to the waiting lists of the schools applied for. If there is no reasonable alternative to offer, a list of all schools with availability will be sent out.

7. You may appeal against a decision not to offer a place at any school listed on your application form. Parents should inform the Admissions Team in writing if they wish to be considered for new preferences or be placed on the waiting lists for lower preferred schools when a higher preference has been offered. For further information on how to appeal please see the "[Appeals](#)" section of this book.

8. Your child's name will automatically be placed on the waiting list(s) for any Sandwell school listed as a higher preference that we have been unable to offer you; this list will be kept until 31 December 2017. Some self-governing schools and schools outside of Sandwell may keep waiting lists for a longer period.

Your child cannot be placed on a waiting list for a school that you did not apply for. If you wish your child to be added to additional waiting lists you will need to make a written request in the first instance. If any places become available, they will be filled in line with the admission policy and not how long your child's name has been on the list. It is possible for names to fall down the list if other applicants are added who meet higher admissions criterion.

Should your application include out of borough schools you should contact the relevant Authority to ensure that your child is added to the relevant waiting list(s).

## Timeline for applications

<b>Action</b>	<b>Reception/Junior</b>	<b>Secondary</b>
Application can be submitted from:	<b>19 September 2016</b>	<b>1 September 2016</b>
Deadline for return of all applications: (Failure to return your form by the due date is likely to affect the outcome of your application)	<b>15 January 2017</b>	<b>31 October 2016</b>
Decision e-mails to online applicants:	<b>17 April 2017</b>	<b>1 March 2017</b>
Decision letter to applicants applying on paper forms (posted 2nd class):	<b>Posted: 17 April 2017</b>	<b>Posted: 1 March 2017</b>
Date by which you must confirm acceptance of school offer:	<b>3 May 2017</b>	<b>18 March 2017</b>
Any appeal should be received by this date (20 school days following notification that application was unsuccessful):	<b>17 May 2017</b>	<b>29 March 2017</b>
Appeals take place:	<b>June 2017 onwards</b>	<b>May 2017 onwards</b>

**Note:** some of these dates may vary in other Local Authorities

## Frequently asked questions (Primary & Secondary)

### What help is available for me to decide which schools to apply for?

Before you decide on a particular school, you should visit the schools in your area ([details of secondary school open days/evenings](#)). These are arranged for you to look around the school and ask questions which are important to you and your child. Please wait until you have visited all the schools you are interested in before applying.

You can also receive advice from the School Admissions Parent Support line on 0121 569 6765.

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

If you would like information on how particular schools are performing, you can get a summary of the latest Ofsted report from the school, or see full reports on [Ofsted's website](#). You can find information on the school's exam results on the [Department for Education website](#), on the school's website or in their prospectus.

### **I don't want my child to go to a "bad" school**

The vast majority of Sandwell schools have now been graded as satisfactory, good or outstanding following [Ofsted inspections](#). Each school has pupils who achieve very high standards academically. However, a good or a poor reputation can often be gained by schools based on evidence/memories from years gone by. Things can change in schools very quickly, so a school that you went to 20 years ago may be very different to the school as it is today. Also, many people look at GCSE results tables to see how well a school is performing - however, this is only an *indicator* of a school's performance and *does not* give the complete picture. Unless you have personal experience (and even if you have), go and visit the schools. You may be pleasantly surprised at what you find.

### **Can I apply for a place at a school outside Sandwell?**

Yes. If you wish your child to go to a school outside Sandwell, you should contact the Head Teacher to request a visit. Applications by Sandwell residents for schools outside of Sandwell **must** be included on the Sandwell application form. If particular schools outside Sandwell require the completion of additional forms you will need to complete these and return them to the school **direct otherwise your application may be invalid**.

### **[Information about schools in other authorities.](#)**

### **Are faith schools only for children of that faith?**

This is not true. Children do get priority for places in faith schools if they follow that faith, but if there are places still available then other children can be offered a place.

### **How many children can be admitted to each school?**

Every school has a "Published Admission Number". This is the number of children the school is able to admit in that year. This can be found in our [school information booklet](#).

### **Do Sandwell Schools have catchment areas?**

None of Sandwell's schools (with the exception of Holly Lodge School and Wood Green Academy), have a catchment area. Though home to school distance forms a key part of all Sandwell schools admissions criteria, it is important to remember that distance (i.e. the furthest distance that a child lived from their preferred school but was still offered a place), will vary from year to year dependent upon how many people apply and where they live.

### **What happens if I want to change my preferences or my circumstances change after I have submitted my application?**

If you want to change your preferences after the closing date of **31 October 2016 /15 January 2017**, you can do so if there are **exceptional circumstances**. We will consider your changed preferences only if we receive them before we have made decisions on offers of places by **6 January 2017/28 February 2017**.

You need to put your request in writing, including your child's details, what your original preference(s) were, what you would like to change your preference(s) to and the reasons why. **Please do not complete a new application.** If you request us to make any changes to your preferences after the closing date then these will only be considered as "on time" if one of the **exceptional circumstances** are met or when your child has a medical condition which was not present when the previous application was submitted and your child's needs can be most appropriately met at the preferred school. You may need to check with neighbouring authorities to see how they treat changes of preferences.

### **Can a school let me know how my application is progressing?**

Your preferred school will not know how your application is progressing as the process is run by the School Admissions Service.

### **Are school places allocated on a 'first come, first served' basis?**

No, all places are allocated depending on how closely you meet the criteria for that school (but you must also ensure that your application is on time).

### **What are my chances of being offered my first preferred school?**

In the admission year 2016/2017 we were able to meet 87.62% Reception, 100% Junior and 73.66% of Year 7 first preferences that  
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were received on time. We will attempt to meet parental preferences wherever possible but cannot always meet all requests.

### **Why can't Sandwell residents be given priority for Sandwell schools?**

Often parents/carers live in one LA's area but are closer to schools in a neighbouring Authority. In 1989 the Court of Appeal ruled (the Greenwich Judgement) that priority may not be given to children simply because they live within the area of a particular LA. This means that applications for Sandwell schools by parents/carers living outside Sandwell must be considered equally.

### **What will happen if my child can be offered a place at more than one of the schools I want?**

If your child can be offered more than one school you have listed, we will offer a place at your highest-ranked preference.

### **What will happen if you can't offer my child a place at any of the schools I want?**

If we are unable to give you any of your preferred schools, we will offer your child a place at your closest school with available places. **If you do not apply for a local school and it becomes full, you may find that the school we allocate your child is some distance from your home.**

### **What happens if I move house during the allocation process?**

We hold records of all children attending Sandwell schools. If the address you give on the application form is different from that which we have on our records, or if you move house during the application process, we will ask you for proof of your house move. We will require two documents from the following list.

- Proof of Housing Benefit
- Council Tax
- Tenancy Agreement
- One utility bill (gas, water or electric)
- TV Licence
- Landline telephone bill
- DWP benefit notification letters
- Electoral register

We will **not** accept bank statements, mortgage offers or letters from estate agents as proof. If proof of change of address has not reached School Admissions by **6 January 2016 /28 February 2017** we will consider your application from your current address.

When considering applications, the address we use is the child's permanent address at the time of allocation, excluding Sandwell Academy and Shireland Collegiate Academy. For these schools it is the address the child resided at the time of sitting the aptitude test.

**What happens if I provide false information?**

Each year a very small number of parents give intentionally misleading information to obtain a place at their preferred school, e.g. the address of a relative living nearer the school.

**Information from parents is verified and if found to be fraudulent or intentionally misleading, places offered will be withdrawn.**

**Last year and in previous years the verification process revealed a number of preferences involving false addresses. These were investigated and in proven cases places were withdrawn.**

**Can my school place be withdrawn once it has been offered?**

Once we have made an offer of a school place, we would only withdraw the offer in limited circumstances. These include:

- If you have not accepted the place you have been offered within a reasonable time (if applicable)
- If you have deliberately made a fraudulent or misleading application (for example, you have falsely claimed that your child lives in at an address that is closer to your preferred school, which means that a child with a stronger claim has not been offered a place); or
- If your child has been offered a place by the Local Authority by mistake.

## Mid-Year Admissions

Moving your child to another school is a very serious step to take and you should consider whether a transfer is really the best option. Before deciding to move your child to another school, please read this information carefully.

Many things that worry parents and pupils can be resolved without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances.

### **If your child is unhappy at school:**

Speak to their class teacher or make an appointment to see the Head Teacher.

### **• If you have a complaint about the school, the teachers or the work your child is doing:**

If it cannot be resolved by the teaching staff or the Head Teacher, put your complaint in writing to the school's governors.

### **• If your child is not attending school:**

Talk to your child about why they do not want to attend and speak to their teachers. You can also talk to an Attendance Officer.

### **• If your child has special educational needs:**

Speak to the teacher in charge of special needs (SENCO) or contact the Special Educational Needs Team at your local authority.

### **• If your child is about to be excluded:**

Speak to your child's class teacher or make an appointment to see the Head Teacher for advice.

**There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register.**

In the majority of cases children **should not** be taken **off** the schools register until they have been taken **on** to the roll of another school. If parents are concerned that their child has been taken off the schools register inappropriately the Attendance Service can provide advice. Staff may be contacted on **0121 569 8147**.

**If you suspect that your child may be being bullied:**

- Talk to your child – ask them how they are – is there anything worrying them.
- If they report an incident – write it down.
- Has this happened before?
- It is very important they know that it is not their fault.
- If it happened at school – tell your child’s teacher.
- Keep a record.
- Encourage your child to tell someone straight away.

If you believe your child is being bullied at school, it is very important to keep the school informed of any incidents so that they can deal with the situation effectively.

If, after speaking to your child's teacher and allowing time for actions to be taken, you are not satisfied with the way the matter was dealt with, contact the Head Teacher and arrange a meeting. The Head Teacher should investigate the matter and action should be taken.

However, if after speaking with the Head Teacher you are still not satisfied with the outcome and you still feel your child is being bullied; your next action should be to contact the Chair of Governors and ask them to investigate.

Finally, if after speaking to the Head Teacher and the Chair of Governors, you are still unhappy put your complaint in writing. The Council’s complaints procedure is available from Customer Services PO Box 2374 Oldbury West Midlands B69 3DE

**Tel:** 0121 569 7867 **Email:** [contact@sandwell.gov.uk](mailto:contact@sandwell.gov.uk)

If you feel that a change of school is unavoidable **and you live in Sandwell** you should ask your current Sandwell School for an application to transfer unless you wish to apply for a school outside Sandwell. If your child does not currently attend a Sandwell school you should obtain your form from the School Admissions Service or one can be downloaded from our [website](#).

When you have completed the first part of the form please ask your child’s current school to add the appropriate information to the second half of the form. You do not have to share your application form with your child’s current school if you do not wish to do so but if the second

part of the form is not completed this may delay the processing of your application.

All completed application forms must be sent to the School Admissions Service unless you are applying for a school outside of Sandwell.

If you are applying for a school located within the Birmingham or Walsall area you must request an application form directly from your preferred school. If you are applying for a school within the Wolverhampton or Dudley area you must request your application form from the [relevant LA](#).

### **If you are moving/have moved into Sandwell and require a school place in Sandwell**

A mid-year application to transfer your child to a new school can only be made if you are able to immediately take up the place should it be offered to you and are able to provide proof of address as follows (2 documents minimum):-

- Proof of Housing Benefit
- Council Tax
- Tenancy Agreement
- One utility bill (gas, water or electric)
- TV Licence
- Landline telephone bill
- DWP benefit notification letters
- Electoral register

If you are new to the UK, you will initially need to come in to Sandwell Council House, (Freeth Street, Oldbury B69 3DB), together with your proof of address (as above), your child(ren) and their passport(s). Our Education desk is open Monday – Friday 10.00am – 2.00pm. You may also access information about Sandwell schools and the admissions/application process at [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions) and/or contact the Admissions team on the Parent Support Line - 0121 569 6765.

### **How applications are processed**

Applications are considered on a weekly basis when information on pupil numbers/vacancies is received from schools. We will try to deal with an

application for Community/Voluntary Controlled Schools within **15** school days although this can be longer in certain circumstances.

If it is not possible to offer a place at your preferred school you may appeal against this decision to an independent appeal panel ([see appeals section](#)). If your child is out of education, we will look to see if we are able to offer an alternative school place. This will be 2 miles for primary aged children and 3 miles for secondary; this is a straight line distance from the home address to the school.

The Council is not the Admissions Authority for all schools in Sandwell. This means that we must consult the Governors of Voluntary Aided, Trust and Foundation Schools and Academies about vacancies. This process can significantly affect the time taken to process an application particularly if you apply during a holiday period when the schools are closed.

Application forms can be downloaded;

[Primary](#)

[Secondary](#)

## **Fair Access**

All Local Authorities are required to have a Fair Access Protocol in place. This ensures that vulnerable or hard to place pupils are placed fairly and equitably across the schools in the Local Authority. If your child meets the Fair Access criteria then your application might need to be considered by one of our Fair Access Panels and so could take longer to process than normal.

Occasionally, the Panels will allocate a school which is not one of your preferred schools. In this event Parents/Carers have the right to an independent appeal. The rationale behind this decision is shared with the Independent Appeals Panel and will be taken into account as part of their decision-making.

Occasionally, and only in exceptional circumstances, it may be necessary to refuse an application made during the term for a place at a particular school even though there are places available because the school has a particular concentration of children with challenging behaviour AND the school:

- Is in Special Measures or has, within the last 2 years, come out.

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- Has been identified by Ofsted as requiring significant improvement and given a “notice to improve”.
- Is subject to a formal warning notice by the Local Authority.

When you are informed that your application will be considered under the Fair Access Protocol further information will be provided to help you understand the process.

## Appeals

We always try to offer you a place for your child at the school you prefer but there are times when we are unable to meet any of your preferences. In these cases we either offer your child a place in an alternative Sandwell Community/Voluntary Controlled School or include with your letter a list of the nearest Sandwell schools to your home which, at the time of writing the letter, has places available.

If we cannot offer your child a place at the school or schools you prefer, you have the right to appeal to an independent appeals panel. Please note that you are strongly advised not to give up the place offered to you – giving up a place will not improve your chances of your appeal being successful and you may be without a school place at all if your appeal is unsuccessful. If you do appeal you have the right to attend the appeal hearing. Different arrangements apply for different schools. If we have had to refuse an application for a place at a Sandwell school, (with the exception of those listed below), and you wish to appeal against this decision, or require further information about the appeals process, you should contact the Parent Support Line on 0121 569 6765.

To make a mid-year appeal please visit the website and complete the [online appeal form](#).

If we have had to refuse an application for a place at any of the schools listed below **you should contact the school directly** to request an appeal and the school will make arrangements for your appeal to be heard.

- Christ Church CE Primary School
- Our Lady & St Hubert’s Catholic Primary School
- St Mary’s Catholic Primary
- St Francis Xavier Catholic Primary
- St Gregorys Catholic Primary

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

- St Margaret's CE Primary School
- St Matthews CE Primary School
- The ACE Academy
- The Ormiston Forge Academy
- Sandwell Academy
- Stuart Bathurst Catholic High School College of Performing Arts
- Wodensborough Ormiston Academy

In addition, it is also most important that you complete the reply slip included with your letter to let us know your intentions. You should send the completed slip to School Admissions service at the address shown on your letter.

### **The Independent Appeals Panel**

The Appeals Panel is independent of the Local Authority (LA) and individual schools. The Panel that considers appeals for Community and Voluntary Controlled schools and self governing schools (who have taken out a Service Level Agreement), is arranged by Democratic Services. The Panel will consist of 3 or 5 members. You will be invited to attend the appeal hearing to say why you would like your child to go to a particular school rather than the one offered. There will also be someone representing the Admission Authority and a clerk from Democratic Services in attendance.

At the meeting the Presenting Officer will explain why a place at the preferred school has been refused. You will then be invited to explain why you think a place should be provided.

The decision of the Panel is legally binding on parents/carers, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision.

### **Infant Class Size Legislation**

The Government has introduced legislation which limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. Only in very limited circumstances can admission over this limit be allowed. This legislation has also restricted the grounds on which an appeal panel is able to agree an appeal where the class in question has reached the 30 limit. Therefore, in considering whether to appeal against the decision

you may wish to note the following which is contained in the DFE Code of Practice on Appeals:

The independent panel may only uphold the appeal where:

- a) It finds that the admission of additional children would not breach the infant class size limit; or
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

As a result of this legislation only a small number of appeals are successful (an average of around 7% in Sandwell over the last 3 years).

### **Appeals timetable**

For both primary and secondary schools we aim to hold all appeal hearings within 40 school days of the deadline for submitting an appeal. In some exceptional circumstances we may need to hold hearings after this date.

You will be given 10 days' notice of an appeal hearing date and time.

### **The decision**

You should be made aware of the appeal decision within five school days unless there is a good reason why the decision has been delayed.

Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days of the last hearing unless there is good reason why the decision has been delayed.

### **Which forms do I complete if I want to appeal?**

- a) Forms for Annual Appeals (Reception, Junior School and Year 7) will be available after offer day from the Council website.

*Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)*

b) Mid year appeals in respect of applications made for year groups other than in a) will be heard regularly throughout the year. Although the Council and Governing Bodies attempt to arrange meetings of appeals panels as quickly as possible, parents should note that it is unlikely that an appeal will be heard sooner than 30 school days from the date on which the appeal is lodged. To make a mid-year appeal please visit the website and complete the [online appeal form](#).

## Benefits

### Home to School Transport

**NB. Transport information in this section is correct at the time of publishing but it is possible that changes may be made before or after the beginning of the school year in September 2017.**

Today in Sandwell more than 60% of pupils walk to school - which is above the West Midlands and national averages.

Sandwell Council is committed to improving the journey to school for all young people in the Borough and to promoting sustainable and healthier travel, by working with pupils, students, parents, and schools. There are more than 45,000 young people travelling to more than 100 schools in Sandwell each day – that's about 20 million journeys every year! Even a small change in these travel patterns can and will make a big difference to us all. Already a lot is being done - but we can all do more.

For all information on sustainable travel and Home to School Travel in Sandwell visit our [webpage](#)

### Parental Preference and School Transport

Transport is provided free of charge for pupils of secondary school age travelling over the statutory walking distance to/from the main entrance of their nearest appropriate school.

The Council recognises its obligations under the Education Act 1996 and Education and Inspections Act 2006 to comply with parental preferences regarding choice of school. **However, parents/carers making a preference for a school further away from their home than the nearest appropriate school available will be responsible for transport costs.** (This may not be necessarily within the Borough of Sandwell.)

Information relating to Sandwell's Home to School Transport Policy is detailed below.

### Transport Assistance to Mainstream Schools

Free transport will be provided where:

- The pupil is a Sandwell resident, and,
- The school is the **nearest** appropriate school with places available, and is,

- More than three miles from the pupil's home, by the shortest pedestrian route, for pupils between 11 and 16.

### **Education and Inspections Act 2006 (Legislative changes to home to school transport provision).**

In accordance with the Education and Inspections Act 2006, the LA introduced changes to home and to school transport provision with effect from September 2008. One of the aims of the Act is to secure fair access to schools, especially for children from low-income groups where lack of affordable transport can act as a barrier to choice.

Low-income groups are defined as those who are entitled to free school meals or those families who are entitled to the maximum level of Working Tax Credit.

### **Additional Free Transport Eligibility**

- Children of secondary school age, aged between 11-16, from low income families will be eligible for free home to school transport to one of their three nearest schools where they live more than two miles, but less than six miles from that school.
- Children of secondary school age, aged between 11-16, from low income families will also be eligible to free home to school transport to the **nearest** school of their religion or denomination, preferred on the grounds of the parent's religion or philosophical belief, where they live more than two miles and less than fifteen miles from that school. The parent/carer will have to be able to demonstrate adherence to the faith of the school, as described in the section "Transport to Denominational Schools" above.
- The two mile distance will be determined using the shortest available walking route. The six mile and fifteen mile distances will be determined using the shortest available road route.

### **NB**

Transport arrangements offered before the start of the school year on low-income grounds are provisional and may need to be withdrawn if circumstances change. **Parents/carers must therefore note that there is no guarantee that free transport will be provided throughout their child's secondary education.**

- An annual reassessment of financial circumstances will be made.
- Where a pupil no longer meets the low-income requirements, transport assistance will be withdrawn at the start of the next academic year.
- Where a pupil from a low-income group no longer qualifies for assistance due to a change of address, meaning they no longer fall within the mileage criterion, transport assistance may be withdrawn immediately. Parents/carers would then become responsible for making arrangements to ensure their child attends school.
- In the light of the above, parents/carers must therefore note that there is no guarantee that free transport will be provided throughout their child's secondary education.

**It is possible that changes may be made to Sandwell's Home to School Transport Policy before or after the beginning of the school year in September 2017. The information below is based on 2016/17 entitlement. Parents/carers must therefore note that there is no guarantee that free transport will be provided throughout their child's secondary education.**

### **Transport to Denominational Schools**

For pupils attending denominational schools, free transport will be provided where - the pupil is a Sandwell resident, and:

- The school is more than 3 miles from the pupil's home, by the shortest pedestrian route, for pupils between 11 and 16 and,
- The pupil is attending the school in which the religious education provided is that of the religion or denomination in which the pupil has been baptised or where that wish is based on the parent/carers religion or belief.
- Is the **nearest** appropriate school (in terms of **age range and denomination**) to the pupil's home.

**(This may not be necessarily within the Borough of Sandwell.)**

### **Transport to the Sandwell Academy**

Free transport will be provided where:

- The pupil is a Sandwell resident, and,
- The Academy is more than 3 miles from the pupils home by the shortest pedestrian route

### **Transport arising from a change of address**

Assistance will normally only be provided from the time of the house move irrespective of whether the school is located within Sandwell or another Authority providing that all the following criteria are met:

- The pupil is in Year 10 or Year 11.
- Transfer to a school closer to home is impractical because of syllabus requirements.
- The distance between home and school by the shortest pedestrian route is 3 miles or more.

For details or assistance concerning transport policy please contact the Education Benefits/Transport Team on 0121 569 8331. You are advised to check transport entitlement before you make your application for school places if transport costs may affect your decision.

### **Medical Need**

Pupils requiring temporary provision due to a medical need e.g. a broken leg etc., may be considered for transport provision. For this to be considered by the LA the pupil's parent(s)/carer(s) must be in receipt of Income Support or Job Seekers Allowance and will be responsible for providing proof of their benefits and provide a signed letter of support from the child's Consultant or General Practitioner. Further information about transport assistance is available from Special Educational Needs Tel: 0121 569 8227.

### **School Meals/Free School Meals**

Sandwell aims to secure, maintain and improve children's and young people's health by improving the nutritional quality of meals.

Meals are provided in all schools; the majority offering a choice menu, which takes into account health, religious and ethnic needs and preferences.

Pupils may be eligible for free school meals if their parents/carers are in receipt of Income Support, Employment and Support Allowance (Income Related) or Pension Credit (including Child Tax Credit), Income Based Jobseekers Allowance, Child Tax Credit (but with an income of less than £16,190 pa) or receiving support from the National Asylum Support Service. (NB Working Tax Credit does not entitle families to receive free school meals). For further information please contact the Education Benefits Team on 0121-569 8186/9.

*Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)*

## General Information

### Local school admissions teams

<p><b><u><a href="#">Birmingham City Council</a></u></b> Directorate for People, School Admissions and Pupil Placements Service Tel: 0121 303 1888 e-mail: <a href="mailto:admissions@birmingham.gov.uk">admissions@birmingham.gov.uk</a></p> <p><b>Address:</b> Directorate for People School Admissions and Pupil Placements Service PO Box 16513 Birmingham B2 2FF</p>	<p><b><u><a href="#">Walsall Council</a></u></b> School Admissions Telephone 01922 652 585 e-mail addresses: Transfers during school year: <a href="mailto:midyear.admissions@walsall.gov.uk">midyear.admissions@walsall.gov.uk</a> <b>Reception/Junior admissions:</b> <a href="mailto:primary.admissions@walsall.gov.uk">primary.admissions@walsall.gov.uk</a> <b>Secondary (NCY7) admissions</b> <a href="mailto:secondary.admissions@walsall.gov.uk">secondary.admissions@walsall.gov.uk</a></p> <p><b>Address:</b> Walsall Children's Services 2<sup>nd</sup> Floor Civic Centre Darwell Street Walsall WS1 1TP</p>
<p><b><u><a href="#">Wolverhampton City Council</a></u></b> School admissions transfer section Tel: 01902 551122 e-mail: <a href="mailto:schooladmissions@wolverhampton.gov.uk">schooladmissions@wolverhampton.gov.uk</a></p>	<p><b><u><a href="#">Dudley Metropolitan Borough Council</a></u></b> Directorate of Children's Services School Admissions Service Tel: 01384 814223 e-mail: <a href="mailto:admissions.cs@dudley.gov.uk">admissions.cs@dudley.gov.uk</a></p>

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

<p><b>Address:</b> Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1RR</p>	<p><b>Address:</b> People Services Directorate School Admissions Service, Westox House 1 Trinity Road Dudley, DY1 1JQ</p>
<p><b><u>Worcestershire County Council</u></b> The School Admissions Team Childrens Services Tel: <b>01905 822700</b> e-mail: <a href="mailto:primeschooladmissions@babcockinternational.com">primeschooladmissions@babcockinternational.com</a></p> <p><b>Address:</b> Prime House Woodbury Lane Norton Worcester WR5 2PT</p>	<p><b><u>Staffordshire County Council</u></b> School Admissions and Transport Service <b>Tel:</b> 0300 111 8007 <b>Fax:</b> 01785 278656 <b>e-mail:</b> <a href="mailto:admissions@staffordshire.gov.uk">admissions@staffordshire.gov.uk</a></p> <p><b>Address:</b> 2 Staffordhire Place Staffordshire County Council Stafford ST16 2DH</p>

## **A Parental Voice**

We are constantly trying to improve our service to parents, pupils and schools and we welcome feedback to help us review how we manage admissions in Sandwell. If you have any comments about ways we might improve our service or on the way in which we have handled your application, please contact the School Admissions Parent Support Line by telephone on 0121 569 6765. Occasionally matters may not be resolved directly with the service and parents/carers may wish to pursue another way forward.

### **You can register a complaint or compliment with the Council's Customer Services at:**

Service Insight Team,  
PO Box 2374,  
Oldbury  
B69 3BR

Tel: **0121 569 7867**

Email: [contact@sandwell.gov.uk](mailto:contact@sandwell.gov.uk)

Further details are on the [Council website](#)

### **The Schools Adjudicator**

The Government has established the office of the Schools Adjudicator whose function is to ensure a fair admissions system and whether any departure from the National Code of Practice on admissions is justified.

The Adjudicator may receive referrals from a number of sources including parents who feel that admissions arrangements are unfair or they have been unjustly treated.

The Schools Adjudicator may be contacted as follows:

The Office of the Schools Adjudicator  
Mowden Hall,  
Staindrop Road,  
Darlington  
DL3 9BG

Tel: **01325 735303**

Fax: **01325 391313**

Apply online here: [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

## **Schools Adjudicator Website**

Email: [OSA.TEAM@osa.gsi.gov.uk](mailto:OSA.TEAM@osa.gsi.gov.uk)

## **The Local Government Ombudsman**

The Local Government Ombudsman investigates complaints about Councils and certain other bodies. They investigate complaints about most Council matters including housing, planning, education and social services. It is an independent, impartial and free service. The Ombudsman can investigate complaints about how the Council has done something but they cannot question what a Council has done simply because someone does not agree with it. The Ombudsman may be contacted as follows:

### **Local Government Ombudsman**

PO Box 4771

Coventry CV4 0EH

Tel: 0300 061 0614 (helpline)

Fax: 024 7682 0001

**[Local Government Ombudsman Website](#)**

### **Advisory Centre for Education (ACE)**

The Advisory Centre for Education provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

Call 0300 011 5142 Monday -Wednesday, 10am -1pm.

For further information visit the **[Advisory Centre for Education Website](#)**

Enquiries by post to  
Advisory Centre for Education (ACE)  
1c Aberdeen Studios  
22 Highbury Grove  
London  
N5 2DQ

## Other Useful Contacts

<p><b><u>Archdiocese of Birmingham (RC)</u></b>                  Diocesan Education Service,                  61 Coventry Road ,                  Coleshill, Birmingham,                  B46 3EA.</p> <p>Tel: 01675 430230                  Fax: 01675 430321</p>	<p><b><u>Diocese of Birmingham (CE)</u></b>                  Diocesan Board of Education,                  175 Harborne Park Road,                  Harborne, Birmingham,                  B17 0BH</p> <p>Tel: 0121 426 0448</p>
<p><b><u>Diocese of Lichfield (CE)</u></b>                  Lichfield Diocesan Board of                  Education (CE)                  St Mary's House,                  The Close, Lichfield,                  WS13 7LD</p> <p>Tel: 01543 306040                  Fax: 01543 306039</p>	<p><b><u>Department for Education</u></b>                  Department for Education,                  Castle View House,                  East Lane,                  Runcorn,                  Cheshire                  WA7 2GJ</p> <p>Tel: 0370 001 2345</p>
<p><b><u>Rights and Equality Sandwell</u></b>                  28 Birmingham Street,                  Oldbury,                  B69 4DS</p> <p>Tel: 0121 541 1775</p>	

## **School Terms & Holidays**

Here are the schools terms and holidays for the following academic years; 2015/16 and 2016/17. These apply to all Sandwell community & voluntary controlled schools. Many academies and voluntary aided schools will also follow these dates, but you are advised to contact them in case they have alternative arrangements.

School Admissions Service  
PO Box 16230  
Sandwell Council House  
Freeth Street  
Oldbury  
B69 9EX

**Parent Support Line**

Tel: 0121 569 6765

**Email**

Annual Transfer:

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

Mid Year Transfer:

[midyear\\_admissions@sandwell.gov.uk](mailto:midyear_admissions@sandwell.gov.uk)

Appeals:

[schoolappeals\\_admissions@sandwell.gov.uk](mailto:schoolappeals_admissions@sandwell.gov.uk)

**Apply online at the Sandwell website**

The information in this booklet is correct at the time of publication but it is possible that changes may be made throughout the academic year.