Windsor Academy Trust

WAT Admissions Policy and Determined Arrangements

Normal Admissions Round - September 2026

Responsible Committee:	N/A
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1. Aims

Our admissions policy aims to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

We are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreements and articles of association.

3. Definitions

The *normal admissions round* is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches *compulsory school age* on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

4.1 Applications process for normal admissions round - Reception and Year 7

For applications to Reception and Year 7 in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for schools in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your home local authority.

4.2 Applications process for normal admissions round - Year 12

For applications to Year 12 in the normal admissions round you should use the application form provided by the school directly.

You will receive an offer for a school place directly from the school.

5. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Any such request should be made in writing to the school.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Our schools have the following published admission numbers (PAN):

For primary entry into Reception

- Manor Way Primary Academy: 30
- Tenterfields Primary Academy: 30
- Colley Lane Primary Academy: 60
- Milton Primary Academy: 60
- Greenways Primary Academy: 30
- Goldsmith Primary Academy: 60
- Rivers Primary Academy: 60

For secondary entry into Year 7:

- Kingswinford Academy: 180
- Windsor High School and Sixth Form: 280
- Cheslyn Hay Academy: 224
- Great Wyrley Academy: 150
- Clayton Hall Academy: 180
- Newcastle Academy: 120
- Sir Thomas Boughey Academy: 120
- Windsor Olympus Academy: 180

For Sixth Form entry into Year 12:

- Windsor High School and Sixth Form: 180
- Aspire Sixth Form (Joint Sixth Form of Cheslyn Hay Academy & Great Wyrley Academy): 150

6.2 Selective places

If the school offers selective places for aptitude, the admission requirements for these places and the application process will be specified in the individual admission arrangements found from pages 6 to 47.

6.3 Oversubscription criteria

The following criteria apply to all of the schools in our Trust:

All children whose Education Health Care Plan (EHCP) names one of our schools will be admitted to that school before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be allocated to those children who meet any of the specified oversubscription criteria, in order, until all places have been allocated. Each school's oversubscription criteria is specified in the individual admission arrangements found from pages 6 to 47.

6.4 Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children whose Education, Health and Care Plans names the school.

6.5 Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. Appeals

7.1 Appeal process for normal admissions round - Reception and Year 7

If your child's application for a Reception or Year 7 place at one of our schools is unsuccessful, you will be informed by your home local authority to whom you applied why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2026 on the Trust's and each school's website.

7.2 Appeal process for normal admissions round - Year 12

If your child's application for a Year 12 place at one of our schools is unsuccessful, you will be entitled to appeal to an Independent Appeals Panel. Further information about the appeals process will be provided by the school directly.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan names one of our schools will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the school's oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

To find out more about applying for an in-year admission please visit the relevant local authority website where you will find information on the application process:

- Dudley Metropolitan Borough Council
  For Manor Way Primary Academy, Tenterfields Primary Academy, Colley Lane Primary Academy, Kingswinford Academy and Windsor High School and Sixth Form
- Staffordshire County Council
  For Cheslyn Hay Academy and Great Wyrley Academy, Clayton Hall Academy, Newcastle Academy and Sir Thomas Boughey Academy
- Stoke-on-Trent City Council
  For Milton Primary Academy and Greenways Primary Academy
- Walsall Council
  For Goldsmith Primary Academy and Rivers Primary Academy
- Sandwell Metropolitan Borough Council
  For Windsor Olympus Academy

9. Monitoring arrangements

This policy and each school's admission arrangements will be reviewed and approved ('determined') by the Windsor Academy Trust Board of Directors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Board of Directors will publicly consult on these changes.

The Board of Directors will consult on the admission arrangements at least once every seven years, even if there have been no changes during that period.

MANOR WAY PRIMARY ACADEMY

Brier Mill Road, Halesowen, B63 3HA
Local Authority: Dudley Metropolitan Borough Council
https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Admission Number
The published admission number (PAN) for Reception at Manor Way Primary Academy is 30.

All children whose Education Health Care Plan (EHCP) names Manor Way Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Manor Way Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- **Second priority for admission** shall be given to children with a "serious and ongoing medical condition" where Manor Way Primary School is the most appropriate school to meet the condition.
- **Third priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Manor Way Primary Academy in the academic year 2026/27.
- **Fourth priority for admission** shall be given to other children arranged in order of priority according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

Tie Break
Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Additional Notes
- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council and/or school will not seek to obtain medical evidence on behalf of parents.

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

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

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

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications
Applications to Manor Way Primary Academy are coordinated by Dudley Metropolitan Borough Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

TENTERFIELDS PRIMARY ACADEMY

Tenterfields, Halesowen, B63 3LH
Local Authority: Dudley Metropolitan Borough Council
https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Admission Number
The published admission number (PAN) for Reception at Tenterfields Primary Academy is 30.

All children whose Education Health Care Plan (EHCP) names Tenterfields Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Tenterfields Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- **Second priority for admission** shall be given to children with a "serious and ongoing medical condition" where Tenterfields Primary Academy is the most appropriate school to meet the condition.
- **Third priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Tenterfields Primary Academy in the academic year 2026/27.
- **Fourth priority for admission** shall be given to other children arranged in order of priority according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

Tie Break
Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Additional Notes
- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council and/or school will not seek to obtain medical evidence on behalf of parents.

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

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

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

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications
Applications to Tenterfields Primary Academy are coordinated by Dudley Metropolitan Borough Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

COLLEY LANE PRIMARY ACADEMY

Colley Lane, Halesowen, B63 2TN
Local Authority: Dudley Metropolitan Borough Council
https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Admission Number
The published admission number (PAN) for Reception at Colley Lane Primary Academy is 60.

All children whose Education Health Care Plan (EHCP) names Colley Lane Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Colley Lane Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- **Second priority for admission** shall be given to children with a "serious and ongoing medical condition" where Colley Lane Primary Academy is the most appropriate school to meet the condition.
- **Third priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Colley Lane Primary Academy in the academic year 2026/27.
- **Fourth priority for admission** shall be given to other children arranged in order of priority according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

Tie Break
Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Additional Notes
- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council and/or school will not seek to obtain medical evidence on behalf of parents.

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

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

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

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications
Applications to Colley Lane Primary Academy are coordinated by Dudley Metropolitan Borough Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

MILTON PRIMARY ACADEMY

Leek Road, Milton, Stoke-on-Trent, ST2 7AF
Local Authority: Stoke-on-Trent City Council
https://www.stoke.gov.uk/admissions

Admission Number
The published admission number (PAN) for Reception at Milton Primary Academy is 60.

All children whose Education Health Care Plan (EHCP) names Milton Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Milton Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), 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 as a result of being adopted.
- **Second priority for admission** shall be given to children living in the catchment area* of the school who have an older brother or sister attending at the time of admission.
- **Third priority for admission** shall be given to children living within the catchment area* of the school.
- **Fourth priority for admission** shall be given to other children living outside the catchment area* of the school who have an elder brother or sister at the school at the time of admission.
- **Fifth priority for admission** shall be given to children who live nearest to the school as determined by a straight-line measurement from the child's home address point to the main entrance of the school.

Consideration will be given to any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Local Authority considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list at the top of the criterion of which they have been ranked.

* Copies of school catchment area maps are available from the Local Authority or individual schools.

Tie Break
If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation.

Additional Notes
- For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), step brother/sister (i.e. related by parent's marriage/civil partnership) or unrelated, but their parents are living together as partners at the same address as the child for whom the place is being requested. It also includes any other child living at the same address, under the terms of a Residence Order.
- Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance the school will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked to decide on behalf of the family.
- The Local Authority uses a geographic information system (GIS) to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data (The child's home address point is used to determine the catchment within which the property lies). For allocation and waiting list

purposes, this distance will be measured as a straight-line distance from home to school in miles.

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Late Applications
It is the applicant's responsibility to ensure that their application is submitted on-time. Any application submitted after the closing date is deemed to be late. All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the Stoke-on-Trent City Council School Admissions Team and those requests submitted after the closing date will be processed after all on-time applications.

Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications.
2. Exceptional circumstances, stated in writing with evidence, which prevented the form from arriving on time.
3. An error on the part of the school.

The Local Authority cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. Paper applications can be given to your local primary school. It is recommended that you obtain a receipt. If posting an application, it is recommended that the form is sent by recorded delivery.

Waiting Lists
If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, a waiting list based on the above criteria will be held until 31 December 2026. By local agreement, waiting lists may be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the waiting list does not guarantee a place at the school. All unsuccessful applicants will be placed on the waiting list of a school or schools and will remain on the list until the list closes, a place becomes available, or the family ask to be removed from the waiting list.

Repeat Applications
Applications to Milton Primary Academy are coordinated by Stoke-on-Trent City Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

GREENWAYS PRIMARY ACADEMY

Nursery Avenue, Stockton Brook, Stoke-on-Trent, ST9 9NY
Local Authority: Stoke-on-Trent City Council
https://www.stoke.gov.uk/admissions

Admission Number
The published admission number (PAN) for Reception at Greenways Primary Academy is 30.

All children whose Education Health Care Plan (EHCP) names Greenways Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Greenways Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), 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 as a result of being adopted.
- **Second priority for admission** shall be given to children living in the catchment area* of the school who have an older brother or sister attending at the time of admission.
- **Third priority for admission** shall be given to children living within the catchment area* of the school.
- **Fourth priority for admission** shall be given to other children living outside the catchment area* of the school who have an elder brother or sister at the school at the time of admission.
- **Fifth priority for admission** shall be given to children who live nearest to the school as determined by a straight-line measurement from the child's home address point to the main entrance of the school.

Consideration will be given to any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Local Authority considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list at the top of the criterion of which they have been ranked.

* Copies of school catchment area maps are available from the Local Authority or individual schools.

Tie Break
If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation.

Additional Notes
- For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), step brother/sister (i.e. related by parent's marriage/civil partnership) or unrelated, but their parents are living together as partners at the same address as the child for whom the place is being requested. It also includes any other child living at the same address, under the terms of a Residence Order.
- Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. In this circumstance the school will usually admit above the published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked to decide on behalf of the family.
- The Local Authority uses a geographic information system (GIS) to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data (The child's home address point is used to determine the catchment within which the property lies). For allocation and waiting list

purposes, this distance will be measured as a straight-line distance from home to school in miles.

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Late Applications
It is the applicant's responsibility to ensure that their application is submitted on-time. Any application submitted after the closing date is deemed to be late.

All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the Stoke-on-Trent City Council School Admissions Team and those requests submitted after the closing date will be processed after all on-time applications.

Late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications.
2. Exceptional circumstances, stated in writing with evidence, which prevented the form from arriving on time.
3. An error on the part of the school.

The Local Authority cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. Correctly submitted on-line applications generate an electronic receipt, which must be retained by the applicant. Paper applications can be given to your local primary school. It is recommended that you obtain a receipt. If posting an application, it is recommended that the form is sent by recorded delivery.

Waiting Lists
If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, a waiting list based on the above criteria will be held until 31 December 2026. By local agreement, waiting lists may be maintained until the end of the relevant academic year. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the waiting list does not guarantee a place at the school. All unsuccessful applicants will be placed on the waiting list of a school or schools and will remain on the list until the list closes, a place becomes available, or the family ask to be removed from the waiting list.

Repeat Applications
Applications to Greenways Primary Academy are coordinated by Stoke-on-Trent City Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

GOLDSMITH PRIMARY ACADEMY

Goldsmith Road, Harden, Walsall, WS3 1DL
Local Authority: Walsall Council
https://go.walsall.gov.uk/schools-and-learning/school-admissions

Admission Number
The published admission number (PAN) for Reception at Goldsmith Primary Academy is 60.

All children whose Education Health Care Plan (EHCP) names Goldsmith Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Goldsmith Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children and young people in care and previous children and young people in care.
- **Second priority for admission** shall be given to children who have a sibling in attendance at the school when the application is submitted and who will still be attending the school at the proposed admission date.
- **Third priority for admission** shall be given to children 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.
- **Fourth priority for admission** shall be given to children according to the 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.

Tie Break
If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation.

Additional Notes

- Children and young people in care are children who at the time of application are in the care of the Local Authority or 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 or 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.
- 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).
- 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 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 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.

- 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.

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Late Applications
Up to four 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 and will be subject to verification by the Admissions & Education Sufficiency Manager. This applies to applications received between 16 January 2026 and 14 February 2026.

More than four weeks after the closing date
Applications for schools received more than four 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. This applies to applications received between 15 February 2026 and 15 April 2026.

After the notification date (when school places have been offered)

- Your child will be offered a place at the highest-ranked school on your application if spaces are available.
- If you are a Walsall resident and none of your preferred schools have places, Walsall Council will offer a place at the nearest Walsall school to your home address with vacancies.
- Your child will automatically be added to the waiting list for any schools listed as higher preferences on your application. Waiting lists are held in admission criteria order.
- For schools outside the Walsall area, you will need to contact the relevant Local Authority to request that your child remains on their waiting list.

Waiting lists
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. After 16 April 2026 (or next working day), 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.

The Local Authority will retain waiting lists until 31 August 2026. After this, waiting lists for phased rounds will be held by the relevant admissions authority for a term only until 31 December 2026.

From 1 January 2027, 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.

Repeat Applications
Applications to Goldsmith Primary Academy are coordinated by Walsall Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

RIVERS PRIMARY ACADEMY

Livingstone Road, Blakenall, Walsall, WS3 1LY
Local Authority: Walsall Council
https://go.walsall.gov.uk/schools-and-learning/school-admissions

Admission Number
The published admission number (PAN) for Reception at Rivers Primary Academy is 60.

All children whose Education Health Care Plan (EHCP) names Rivers Primary Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Reception places at Rivers Primary Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children and young people in care and previous children and young people in care.
- **Second priority for admission** shall be given to children who have a sibling in attendance at the school when the application is submitted and who will still be attending the school at the proposed admission date.
- **Third priority for admission** shall be given to children 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.
- **Fourth priority for admission** shall be given to children according to the 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.

Tie Break
If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. Where distance is equal for two or more applications, a tie-breaker will be applied whereby places will be determined by random allocation.

Additional Notes
- Children and young people in care are children who at the time of application are in the care of the Local Authority or 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 or 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.
- 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).
- 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 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 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.

- 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.

Deferred Entry to Reception Class
Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Late Applications
Up to four 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 and will be subject to verification by the Admissions & Education Sufficiency Manager. This applies to applications received between 16 January 2026 and 14 February 2026.

More than four weeks after the closing date
Applications for schools received more than four 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. This applies to applications received between 15 February 2026 and 15 April 2026.

After the notification date (when school places have been offered)

- Your child will be offered a place at the highest-ranked school on your application if spaces are available.
- If you are a Walsall resident and none of your preferred schools have places, Walsall Council will offer a place at the nearest Walsall school to your home address with vacancies.
- Your child will automatically be added to the waiting list for any schools listed as higher preferences on your application. Waiting lists are held in admission criteria order.

- For schools outside the Walsall area, you will need to contact the relevant Local Authority to request that your child remains on their waiting list.

Waiting Lists
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. After 16 April 2026 (or next working day), 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.

The Local Authority will retain waiting lists until 31 August 2026. After this, waiting lists for phased rounds will be held by the relevant admissions authority for a term only until 31 December 2026.

From 1 January 2027, 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.

Repeat Applications
Applications to Rivers Primary Academy are coordinated by Walsall Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applica

KINGSWINFORD ACADEMY

Water Street, Kingswinford, Dudley, DY6 7AD
Local Authority: Dudley Metropolitan Borough Council
https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Admission Number
The published admission number (PAN) for Year 7 at Kingswinford Academy is 180.

All children whose Education Health Care Plan (EHCP) names Kingswinford Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Kingswinford Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- **Second priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Kingswinford Academy in the academic year 2026/27.
- **Third priority for admission** shall be given to other children arranged in order of priority according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

Tie Break
Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Additional Notes
- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the

child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council and/or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.

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

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications
Applications to Kingswinford Academy are coordinated by Dudley Metropolitan Borough Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

WINDSOR HIGH SCHOOL AND SIXTH FORM

Richmond Street, Halesowen, B63 4BB
Local Authority: Dudley Metropolitan Borough Council
https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

YEAR 7 ADMISSION

Admission Number
The published admission number (PAN) for Year 7 at Windsor High School and Sixth Form is 280.

All children whose Education Health Care Plan (EHCP) names Windsor High School and Sixth Form will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Windsor High School and Sixth Form when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.
- **Second priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending Windsor High School and Sixth Form in the academic year 2026/27.
- **Third priority for admission** shall be given to other children arranged in order of priority according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

Tie Break
Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Additional Notes
- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council and/or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.

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

Only in exceptional circumstances will a late application be considered alongside those applications that were made within the deadline. Supportive documentary evidence must be provided by the parent / carer at the time of application.

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

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

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

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications
Applications to Windsor High School and Sixth Form are coordinated by Dudley Metropolitan Borough Council. It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

YEAR 12 (SIXTH FORM) ADMISSION

Admission number
The published admission number (PAN) for Year 12 at Windsor High School and Sixth Form is 180.

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

All admissions will be administered by use of the criteria below:

Method of Application
In the Autumn Term of each year, the school will publish prospectuses and application forms. All current Windsor High School and Sixth Form students will be invited to an Open Evening - this event will be marketed locally and on the school website.

Prospectuses and application forms will be specifically issued to:

- All current Year 11 Windsor High School and Sixth Form students
- Students visiting from other education establishments
- Those making a specific request for this information by contacting the school

Information, advice and guidance meetings are set up for every prospective Sixth Form student - with their parent/carer - to provide expert professional support at a critical time of decision.

Entry Criteria for Courses
All students should have a positive, self-motivated approach and are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as outlined below:

- Students need to evidence a minimum of 5 GCSEs at grade 9 – 4 (or equivalent grades) including English and Maths.
- Individual courses may have subject-specific GCSE or equivalent qualification requirements for entry - these are outlined fully in the prospectus each year and available on the Aspire Website.

Students who do not meet the entry criteria should discuss the courses that they want to follow with the Director of Sixth Form and may be given permission to join in exceptional circumstances.

Applications from External Applicants
Each year a number of students can join our Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Windsor High School and Sixth Form. The application process and entry requirements are identical for both internal and external applicants.

Our minimum admission number for external applications is 20.

Oversubscription Criteria
All children whose Education Health Care Plan (EHCP) names Windsor High School and Sixth Form will be admitted to the school before any other places are allocated.

The following criteria will be used to allocate Year 12 places at Windsor High School and Sixth Form when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. (*See note below)
- **Second priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), step-brother / step-sister or fostered/adopted sibling living at the same home address and who will still be attending Windsor High School and Sixth Form in the academic year 2026/27. (** See note below)
- **Third priority for admission** shall be given to other children arranged in order of proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. (***See note below)

Additional notes
***** An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

****** Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to

provide documentary evidence to support the address they wish to be considered for allocation purposes.

******* In all cases the ‘proximity’ criterion (the last named priority) is to be used as a tiebreaker should the Sixth Form be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The ‘home’ address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

CHESLYN HAY ACADEMY

Saredon Road, Cheslyn Hay, WS6 7JQ
Local Authority: Staffordshire County Council
https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx

YEAR 7 ADMISSION

Admission Number
The published admission number (PAN) for Year 7 at Cheslyn Hay Academy is 224.

All children whose Education Health Care Plan (EHCP) names Cheslyn Hay Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Cheslyn Hay Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to children whose current exceptional circumstances satisfy both of the following tests:

  Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

  Medical grounds *must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.*

  Exceptional circumstances *must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.*

  Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

  Hardship *means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.*
- **Third priority for admission** shall be given to children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date. (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- **Fourth priority for admission** shall be given to children living within the catchment area.
- **Fifth priority for admission** shall be given to children who attend our major contributory schools - Cheslyn Hay Primary School, Glenthorne Primary School, St John's Primary School, Featherstone Primary School and Havergal CofE Primary School.
- **Sixth priority for admission** shall be given to other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then Staffordshire County Council will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. fifth and sixth priority.

Tie Break
If Staffordshire County Council cannot distinguish between applicants using the criteria listed, e.g children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx
- The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority and.or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 23 January 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Waiting Lists
Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2026. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

YEAR 12 (SIXTH FORM) ADMISSION

Admission number
The joint collegiate Sixth Form between Cheslyn Hay Academy and Great Wyrley Academy is known as the Aspire Sixth Form. The published admission number (PAN) for Year 12 is 150 in total across both sites.

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

All admissions will be administered by use of the criteria below:

Method of Application
In the Autumn Term of each year, the school will publish prospectuses and application forms. All current Cheslyn Hay Academy students will be invited to an Open Evening - this event will be marketed locally and on the school website.

Prospectuses and application forms will be specifically issued to:

- All current Year 11 Cheslyn Hay Academy and Great Wyrley Academy students
- Students visiting from other education establishments
- Those making a specific request for this information by contacting the school

Information, advice and guidance meetings are set up for every prospective Sixth Form student - with their parent/carer - to provide expert professional support at a critical time of decision.

Entry Criteria for Courses
All students should have a positive, self-motivated approach and are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as outlined below:

- Students need to evidence a minimum of 5 GCSEs at grade 9 – 4 (or equivalent grades) including English and Maths.
- Individual courses may have subject-specific GCSE or equivalent qualification requirements for entry - these are outlined fully in the prospectus each year and available on the Aspire Website.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Head of Aspire Sixth Form and may be given permission to join in exceptional circumstances (subject to additional reasonable conditions to be agreed during a discussion).

Applications from External Applicants
Each year a number of students can join Aspire Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Aspire Sixth Form. The application process and entry requirements are identical for both internal and external applicants.

Our minimum admission number for external applications is 20.

Oversubscription Criteria
All children whose Education Health Care Plan (EHCP) names Cheslyn Hay Academy will be admitted to the school before any other places are allocated.

The following criteria will be used to allocate Year 12 places at Cheslyn Hay Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. (*See note below)
- **Second priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), step-brother / step-sister or fostered/adopted sibling living at the same home address and who will still be attending Aspire Sixth Form in the academic year 2026/27. (** See note below)
- **Third priority for admission** shall be given to other children arranged in order of proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. (***See note below)

Additional notes
***** An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989. Section 14A of the Children Act 1989

defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

****** Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

******* In all cases the 'proximity' criterion (the last named priority) is to be used as a tiebreaker should the Sixth Form be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

GREAT WYRLEY ACADEMY

Hall Lane, Great Wyrley, WS6 6LQ
Local Authority: Staffordshire County Council
https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx

YEAR 7 ADMISSION

Admission Number
The published admission number (PAN) for Year 7 at Great Wyrley Academy is 150.

All children whose Education Health Care Plan (EHCP) names Great Wyrley Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Great Wyrley Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date. (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- **Third priority for admission** shall be given to children living within the catchment area.
- **Fifth priority for admission** shall be given to children who attend our major contributory schools - Moat Hall Primary Academy and Landywood Primary School.
- **Sixth priority for admission** shall be given to other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then Staffordshire County Council will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. fifth and sixth priority.

Tie Break
If Staffordshire County Council cannot distinguish between applicants using the criteria listed, e.g children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976

(see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx
- The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority and.or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 23 January 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2026. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

YEAR 12 (SIXTH FORM) ADMISSION

Admission number
The joint collegiate Sixth Form between Cheslyn Hay Academy and Great Wyrley Academy is known as the Aspire Sixth Form. The published admission number (PAN) for Year 12 is 150 in total across both sites.

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

All admissions will be administered by use of the criteria below:

Method of Application
In the Autumn Term of each year, the school will publish prospectuses and application forms. All current Cheslyn Hay Academy students will be invited to an Open Evening - this event will be marketed locally and on the school website.

Prospectuses and application forms will be specifically issued to:

- All current Year 11 Cheslyn Hay Academy and Great Wyrley Academy students
- Students visiting from other education establishments
- Those making a specific request for this information by contacting the school

Information, advice and guidance meetings are set up for every prospective Sixth Form student - with their parent/carer - to provide expert professional support at a critical time of decision.

Entry Criteria for Courses
All students should have a positive, self-motivated approach and are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as outlined below:

- Students need to evidence a minimum of 5 GCSEs at grade 9 – 4 (or equivalent grades) including English and Maths.
- Individual courses may have subject-specific GCSE or equivalent qualification requirements for entry - these are outlined fully in the prospectus each year and available on the Aspire Website.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Head of Aspire Sixth Form and may be given permission to join in exceptional circumstances (subject to additional reasonable conditions to be agreed during a discussion).

Applications from External Applicants
Each year a number of students can join Aspire Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Aspire Sixth Form. The application process and entry requirements are identical for both internal and external applicants.

Our minimum admission number for external applications is 20.

Oversubscription Criteria
All children whose Education Health Care Plan (EHCP) names Cheslyn Hay Academy will be admitted to the school before any other places are allocated.

The following criteria will be used to allocate Year 12 places at Cheslyn Hay Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. (*See note below)
- **Second priority for admission** shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), step-brother / step-sister or fostered/adopted sibling living at the same home address and who will still be attending Aspire Sixth Form in the academic year 2026/27. (** See note below)
- **Third priority for admission** shall be given to other children arranged in order of proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the school, with those living nearest accorded the higher priority. (***See note below)

Additional notes
***** An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

****** Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

******* In all cases the 'proximity' criterion (the last named priority) is to be used as a tiebreaker should the Sixth Form be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

CLAYTON HALL ACADEMY

Clayton Lane, Newcastle-under-Lyme, Staffordshire, ST5 3DN
Local Authority: Staffordshire County Council
https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx

Admission Number
The published admission number (PAN) for Year 7 at Clayton Hall Academy is 180.

All children whose Education Health Care Plan (EHCP) names Clayton Hall Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Clayton Hall Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to children whose current exceptional circumstances satisfy both of the following tests:

  Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

  Medical grounds *must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.*

  Exceptional circumstances *must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.*

  Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

  Hardship *means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.*
- **Third priority for admission** shall be given to children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date. (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- **Fourth priority for admission** shall be given to children living within the catchment area.
- **Fifth priority for admission** shall be given to other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then Staffordshire County Council will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. fifth and sixth priority.

Tie Break
If Staffordshire County Council cannot distinguish between applicants using the criteria listed, e.g children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx
- The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority and.or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 23 January 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Waiting Lists
Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2026. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

NEWCASTLE ACADEMY

Gallowstree Lane, newcastle-under-Lyme, Staffordshire, ST5 2QS
Local Authority: Staffordshire County Council
https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx

Admission Number
The published admission number (PAN) for Year 7 at Newcastle Academy is 120.

All children whose Education Health Care Plan (EHCP) names Newcastle Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Newcastle Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to children whose current exceptional circumstances satisfy both of the following tests:

  Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

  Medical grounds *must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.*

  Exceptional circumstances *must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.*

  Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

  Hardship *means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.*
- **Third priority for admission** shall be given to children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date. (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- **Fourth priority for admission** shall be given to children living within the catchment area.
- **Fifth priority for admission** shall be given to other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then Staffordshire County Council will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. fifth and sixth priority.

Tie Break
If Staffordshire County Council cannot distinguish between applicants using the criteria listed, e.g children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx
- The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority and.or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 23 January 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Waiting Lists
Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2026. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

SIR THOMAS BOUGHEY ACADEMY

Station Road, Halmer End, Stoke-on-Trent, ST7 8AP
Local Authority: Staffordshire County Council
https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx

Admission Number
The published admission number (PAN) for Year 7 at Sir Thomas Boughey Academy is 120.

All children whose Education Health Care Plan (EHCP) names Sir Thomas Boughey Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Sir Thomas Boughey Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to children whose current exceptional circumstances satisfy both of the following tests:

  Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

  Medical grounds *must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.*

  Exceptional circumstances *must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.*

  Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

  Hardship *means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.*
- **Third priority for admission** shall be given to children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date. (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- **Fourth priority for admission** shall be given to children living within the catchment area.
- **Fifth priority for admission** shall be given to other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Where it is not possible to accommodate all children applying for places within a particular category then Staffordshire County Council will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. fifth and sixth priority.

Tie Break
If Staffordshire County Council cannot distinguish between applicants using the criteria listed, e.g children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Copies of school catchment area maps are available from the local authority or individual schools. www.staffordshire.gov.uk/Education/Admissions-secondary/Catchment-areas.aspx
- The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority and.or school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 23 January 2026. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Waiting Lists
Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2026. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

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

WINDSOR OLYMPUS ACADEMY

Perrott Street, Smethwick, B18 4LX
Local Authority: Sandwell Metropolitan Borough Council
https://www.sandwell.gov.uk/school-admissions

Admission Number
The published admission number (PAN) for Year 7 at Windsor Olympus Academy is 180.

All children whose Education Health Care Plan (EHCP) names Windsor Olympus Academy will be admitted to the school before any other places are allocated.

Oversubscription Criteria
The following criteria will be used to allocate Year 7 places at Windsor Olympus Academy when oversubscribed, i.e. we receive more applications than spaces available:

- **First priority for admission** shall be given to looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order as well as children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Second priority for admission** shall be given to 10% of the PAN who can demonstrate an aptitude in our specialist subject area (sport). Parents will need to complete a Supplementary Information Form. The Supplementary Information Form and further details of the sports aptitude test can be found on the school website https://www.olympusacademy.org.uk/apply/sports-aptitude
- **Third priority for admission** shall be given to the siblings of students attending the school at the time of admission.
- **Fourth priority for admission** shall be given to other children - prioritised by distance measured in a straight line from a child's home address to the centre point of the school site.

In all cases, should the number of applicants within a category exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

Tie Break
If Sandwell Metropolitan Borough Council cannot distinguish between two or more applicants for the place during the allocation process the final place shall be decided by the random allocation.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, and exceed our PAN.

Additional Notes
- A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.
- A child in public care means a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989) at the time an application is made.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002.
- A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

- The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address Sandwell Metropolitan Borough Council will require two examples from the following list;
    - Council tax
    - Tenancy agreement
    - Solicitor's letter confirming completion of purchase

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

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

  It does not include:
  (a) cousins or other family relationships;
  (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school;

Waiting Lists
The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Late Applications
All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time.

If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Repeat Applications
Sandwell Metropolitan Borough Council will only consider more than one application in the same academic year if one or more of the following significant changes apply:

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