

GREENHEART

LEARNING PARTNERSHIP

Admissions Policy

Edgar Stammers Primary Academy

Signed off by Trust Board meeting dated: 26th February 2024

Effective from: 1st March 2025

Review Date: 1st March 2026

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Version Control

Changes to previous versions:

	26th February 2024:
Pages 3 & 4	Addition of local authority names: Birmingham Walsall Staffordshire (in red)
Page 5	Monitoring arrangements: Executive Head replaced with Director of Education

1. Aims

This policy aims to:

- Explain **how to apply** for a place at a Greenheart Learning Partnership (GLP) academy
- Set out the academy's **arrangements 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

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement 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 agreement 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

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

For applications 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 a minimum of 3 state-funded schools, in rank order.

[Apply for a primary school place | Walsall Council](#)

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

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

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, acting Headteachers, Head of School or Executive Headteachers 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 listed in section 6.

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

Admission number

Each academy within GLP has an agreed admission number of pupils for entry in each academic year.

Oversubscription criteria / Tie Break

As a Trust body all of our Academies operate within LA admissions procedure. Guidance on oversubscription policies can be found in the LA guidance.

Waiting Lists for all Walsall schools, other than Walsall Academy, will be maintained by Walsall Council until 31 August 2025, at this point they will be sent to the necessary school for coordinating in line with their midyear applications. Parents may enquire about their child's position on any Waiting list by contacting the emailing the Admissions & Education Sufficiency Team, schooladmissionsadvice@walsall.gov.uk.

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

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

- *If a child is offered a place at the school that was ranked 2nd on their application, then the child's name will only be placed on the waiting list for the school that was ranked 1st*

- *If a child is offered a place at their parent's first preference school the child's name will not be added to any waiting list kept for lower ranked schools, unless requested in writing.*

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

Any vacancies will be offered based on the admission criteria for the school. The Local Authority will continue to co-ordinate the primary and secondary phased rounds and will retain waiting lists until 31 August 2025.

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

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

When the academy is oversubscribed, after the admission of Children with an Education, Health and Care Plan, where the academy is named, priority for admission will be given to those children who meet the criteria set out below:

a. A 'looked after child'. A looked after child is a child who is a looked after child by a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. Details of eligibility must be supplied by the allocated social worker or foster carer.

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. Proof of eligibility will be required.

b. Children for whom it is essential to be admitted to the academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate family member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.

- c. Children who, on the date of application, have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step-brother or sister) who is living with them at the same address and on roll of the academy.
- d. Children of staff, where the member of staff has been employed by the academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstratable skill shortage.
- e. Children living nearest the school. 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.

Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will normally be offered a place as long as this does not prejudice provision or efficient education or the efficient use of resources.

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 oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be completed through the Walsall Local Authority website.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You can find details of the school's appeals timetable on the following webpage your home local authority website.

9. Monitoring arrangements

This policy will be reviewed and approved by the Director of Education every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Local Advisory Committee will publicly consult on these changes.