



Elston Hall Learning Trust Admissions Policy 2026-27 For Walsall Schools

Updated: For January 2025

Approved by Trustees: 7 January 2025

Review Date: January 2026

Elston Hall (EHLT) is a Multi-Academy Trust (MAT) and the Trustees of the Trust are its own admission authority.

The schools in the MAT are:

Elston Hall Primary School
Palmers Cross Primary School
Edward the Elder Primary School
Goldthorn Park Primary School
Pheasey Park Farm Primary School and Early Years Centre
Tipton Green Junior School

This policy only applies to its schools which fall under Walsall MBC, currently Pheasey Park Farm Primary School and Early Years Centre.

The Trust and its schools will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at <https://www.gov.uk/guidance/academy-admissions>

Walsall MBC will co-ordinate admissions on behalf of our Walsall schools in the Trust. Details surrounding The Walsall's coordinated primary admissions scheme are available from [School Admissions \(walsall.gov.uk\)](http://School Admissions (walsall.gov.uk))

PUBLISHED ADMISSION NUMBER

90 pupils (in three classes of 30 each as a maximum) will be admitted in the school year in which they are five, without reference to ability or aptitude.

ADMISSION ARRANGEMENTS

The application procedures and timetable for admissions will follow the Walsall Local Authority coordinated admission scheme. The Local Authority will co-ordinate the process.

OVER-SUBSCRIPTION

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. Children and young people in care.
2. Children who have an older sibling already in attendance at the school when the application is made and who will still be attending the school at the proposed admission date.
3. Children for whom a place at the school is essential on medical or social grounds, as supported in writing by a medical practitioner or social worker (applications will be subject to verification by the Trust Board).

4. Children whose parent/carer is a member of staff* employed at the school
5. 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.

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

Explanatory notes for Oversubscription Criteria:

Note 1-The definition of children and young people in care is:

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and 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.

Note 2 - The definition of 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 a 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).

The Trust Board will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school. However in the event that there is an insufficient number of places to allocate to twins, triplets etc. a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren) and in cases where this is unknown, the offer will be decided by lot.

Note 3 - Social or medical factors

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 preference form must be completed and evidence to support the claim must be submitted with the form. This can relate to the parent or child.

Requests for such consideration will be subject to verification by the Trust Board. This is necessary because parents will be asking the Trustees to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs.

Social

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 only in exceptional cases are places prioritised in respect of a child's medical or social grounds.

4.Children whose parent/carer is a member of staff* employed at the school for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

* Priority can only be given to children of staff at the individual Academy that the application is for.

This criteria applies to all permanent staff members.

Note 4 - Distance

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.

Definition of a home address

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

owned by the child's parent, parents or guardian; or

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

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

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

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

In the event that a family moves between the application and the date of offer, the parent(s), carer(s) or guardian(s) must inform the Secondary/Primary Admissions Teams as soon as possible of these circumstances.

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

N.B. An offer of a place will be withdrawn if the application form contains fraudulent or intentionally misleading information which would deny a place being given to a child with higher priority.

OVERSUBSCRIPTION CRITERIA FOR NURSERY

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

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

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

1. Children in Public Care (looked after children). (see note 1)
2. Children who have an older sibling already in attendance at the school, when the application is made and who will be still attending the school at the proposed admission date. (see note 2)
3. Children for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Trust Board). (see note 3)
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority. (see note 4)

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

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

Please note that there is no right of appeal against the refusal of a Nursery place.

APPLICATION PROCEDURES AND TIMETABLES FOR ADMISSIONS

Walsall Children's Services operates an inter-LA coordinated admission scheme for primary school admissions. All applications must be made through the online portal on Walsall Council's website.

Parents can select up to 3 preferred schools, rank them in order of preference and give reasons for their preference. Applications for non-Walsall resident pupils will be available through the pupils home LA.

Attendance at the school's nursery provision or co-located Early Years centre does not guarantee a place at the primary school.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to

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

All applications for named schools will be considered in accordance with each school's published admission criteria. Parents will be notified in writing by Walsall Children's Services of the offer of one place in the school. If parents wish to refuse a place this must be made in writing and sent to schooladmissionsadvice@walsall.gov.uk.

LATE APPLICATIONS

Applications that are received by Walsall Council after the closing date are classed as late applications. Details of the late application policy can be found in the 'Information for Parents about Admissions to Primary Schools' in September 2026 booklet.

Late applications are normally considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place.

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:

- Where the family was unable to submit the on-line application by the closing date because they moved into the Borough of Walsall after the closing date;
- the family was unable to comply with the admission timetable because of exceptional circumstances that prevented them from submitting an on-time application;
- when a lone parent has been ill for some time.

This applies to applications received between 16 January 2026 and 13 February 2026.

CHANGE IN PREFERENCE

Up to the closing date of 15th January 2026, parents may change their preferences if they wish to do so. After the closing date any change in preference, other than in exceptional circumstances, will be regarded as a late application and will be considered under the published late application policy. Documentary evidence is required to support claims of exceptional circumstances.

WAITING LISTS

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria set out above. If places become available after the offer date they will be offered to the child at the top of the waiting list. A child's position on a waiting list is not fixed and is subject to change when other children join the list. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late

applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

The waiting lists for all year groups will be maintained by Walsall Council. Waiting lists will be kept for one term only. From 1 January 2026, parents who wish their child to be added to the waiting list should submit an online midyear application form.

MID YEAR ADMISSIONS

Mid-Year Admissions are coordinated by Walsall Children's Services. Parents who wish their child to be admitted to Pheasey Park Farm Primary School outside the normal admission round should submit an on-line application through the Schools Admissions page of the Walsall Council website. [Moving to a different school | Walsall Council](#)

APPLICATIONS FOR CHILDREN TO BE ADMITTED OUTSIDE THEIR NORMAL AGE GROUP

Parents who wish to apply for their child to be admitted in a year group other than that which is designated by their chronological age should submit a written request to the Trust Board. The decision on whether or not to grant the request will be based on the individual circumstances of each case. Requests will only be approved in circumstances where it is in the best interests of the child to be educated outside of their chronological year group.

The request should include details of why the parents/carers believe it is in the best interests of their child to be educated out of their chronological year group and should include supporting evidence from an appropriate professional. Parents applying for midyear admission to a year group outside their child's chronological age, in a Walsall primary school will also need to submit an online midyear admission application to the Local Authority.

APPEALS ARRANGEMENTS

If your child has been refused a place at the school you have the right of appeal to an Independent Appeal Panel (IAP), which is managed by Walsall Council on behalf of the Trust. Where admission is refused, the reasons for the decision together with details on how to appeal will be sent to you by Walsall Council. There will not be a right of appeal against the refusal of admission for a nursery place. Please see Walsall Council's website for further information and timelines.

A parent who intends to appeal, should write to the clerk of the Trust Board care of the school to declare their intention within 14 days (10 working days) from the date of notification that their application for a place has been unsuccessful.

FAIR ACCESS PROTOCOL

The School will participate in the LA's Fair Access Protocol which will be used to place vulnerable and /or hard to place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

TIE-BREAKER FOR OVERSUBSCRIPTION

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

COMPLAINTS

The local government ombudsman can investigate written complaints about misadministration on the part of the admission appeals panel. The Secretary of State can consider complaints about failure to constitute the appeal panel correctly or whether the Trust Board has acted reasonably in exercising its function in respect of the appeals purposes. The Secretary of State is not empowered to consider complaints about the merits of a Panel's decision.