



Elston Hall Learning Trust Admissions Policy 2025-26 For Wolverhampton Schools

Updated: January 2024

Approved by Trustees: February 2024

Review Date: January 2025

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

The schools in the Trust 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 Wolverhampton Local Authority.

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>

Wolverhampton Local Authority will co-ordinate admissions on behalf of our schools in the Trust. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from www.wolverhampton.gov.uk/admissions

The City of Wolverhampton will administer the admission arrangements on behalf of Elston Hall Learning Trust.

Elston Hall Learning Trust ensures that all of its schools are inclusive. We welcome children from all backgrounds and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

Our Reception Year PANs for 2023/24 are:

Elston Hall Primary School – 90
Palmers Cross Primary School – 30
Edward the Elder Primary School - 30
Goldthorn Park Primary School - 60

Reception Admissions

The admission arrangements outlined in this section apply to children starting Reception for the first time in 2025-26

The closing date for admissions will be 23:59 on 15 January 2025. Allocation results will be notified on 16 April 2025 by The City of Wolverhampton Council.

All applicants must:

1. Complete the Common Application Form by applying online to the Local Authority where they reside.

Parents who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery **does not** mean automatic entry to the Primary school.

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

Where there are less applicants than the PAN, all children will be admitted. 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 and previous Children and Young People in Care

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.

Supporting evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

2. Medical/Social

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

Supporting Evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the **only** school that can meet their child's needs. This is necessary because parents would be asking the Authority to assess their child as having a stronger

case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for a particular school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

3. Siblings

Whether siblings attend the school and will be attending the school in September 2025. See definition of a sibling on page 7.

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 evidence by completing the Supplementary Information Form (SIF).

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

Parents should be aware that where the SIF is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school(s) concerned.

This criteria applies to all permanent staff members.

5. Distance

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the mid-point of the respective school's address and the child's home address. The distance is measured using the City of Wolverhampton Council's software. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Additional Arrangements and Information

Late Applications

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

Material changes of circumstance

In claiming material changes of circumstances, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the

completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton Council as this may affect the outcome of the application.

Waiting lists

The Authority will maintain the waiting lists until 31 December 2025.

A child's position on a waiting list is not fixed. 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.

In Year Fair Access Protocol

The Trustees of Elston Hall Learning Trust are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

Fraudulent or Misleading Applications

The City of Wolverhampton Council will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

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.

Changes of address

(occurring during the allocation process)

In these circumstances - or if a query arises in respect of your child's place of residence - you will be required to supply evidence of your new address. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy.

Applications for children to be admitted outside their normal age group

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 15 January 2025. This will include parents of a "summer born child" that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception in September 2026 rather than Year 1.

Any parent wishing to make such a request must put the request in writing to the Admissions and Appeals section no later 15 January 2025.

This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a class outside of their normal age group

and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher of the school concerned will also be sought as part of the decision-making process.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2026, then the original application is withdrawn, and the parents must submit a fresh application for a school place in September 2026 when applications open in the autumn term of 2025. Please note that parents only have the right to defer their application and re-apply for a place. Where the decision is to agree the request for an application in Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. **No place is reserved or held for the child in advance.**

Parents should be aware that if the request is agreed and the child is admitted outside of their normal age group in September 2026, the child will remain with their adopted cohort and be educated outside of their normal age group for the remainder of their education at the school. However, should a request be made to transfer from the allocated school to an alternative school, parents will need to apply to the admission authority of the new school to request that the child continues to be educated outside of their normal age group. Before any application is submitted it is strongly recommended that parents/carers also read the DfE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2025. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. With the exception

of a child with an Education, Health and Care Plan (EHCP), applications should be made at www.wolverhampton.gov.uk/admissions following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with Elston Hall Learning Trust's Schools Admission Policy.

All applicants must:

Complete the Common Application Form and return to the City of Wolverhampton Council

Admission Appeals

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions.

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Our schools have been advised by City of Wolverhampton Council to ask parent/carer to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

Financial Implications

There is no charge or cost related to the admission of a child to any of the schools within Elston Hall Learning Trust.

Definitions

Sibling

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

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

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2025). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Looked After Children

A 'Looked After Child' is a child who is 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)

Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between the National Offer Day of 16 April 2025 and the start of the academic year in September 2025 will be considered. The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.