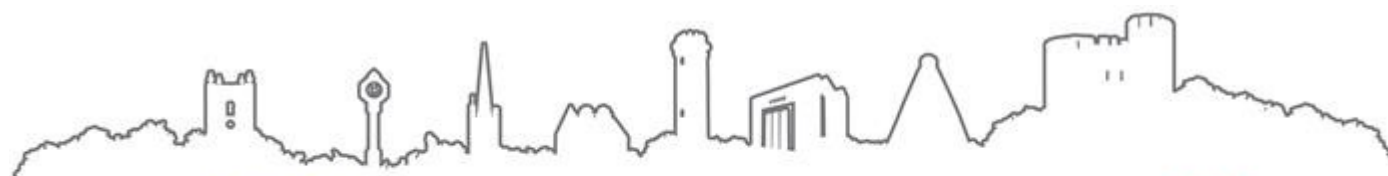


A parent's guide to
Secondary School
Admissions

2022-23

This booklet describes Dudley Council's arrangements for admitting children to secondary schools in September 2022.

If you would like this document on audiotape, in large type, or translation into your own community language, please contact The School Admissions Service.



Dudley
Metropolitan Borough Council

...the historic capital of the Black Country

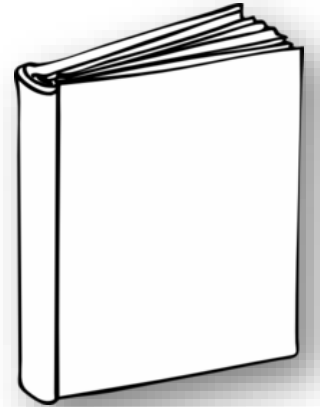


A guide for parents

This booklet provides details of the admission arrangements that will operate at secondary schools in the Dudley borough for admissions in September 2022.

We have also included general information which you may find useful.

If you would like further information about a particular school, a more detailed booklet ('the School Prospectus') may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or online include the School Profile and inspection reports by the Office for Standards in Education (Ofsted). The Dudley Secondary School Performance Tables relating to the 2020 examination and test results are currently available from the Council and in public libraries. The results for 2021 will not be available until December 2021.



Please pay particular attention to the timetable set out on Page 6, especially the closing date for applications, and the specific detail given about each school's admission arrangements that are set out from Page 20 onwards.

Local authorities (LAs) are required to liaise with each other in relation to the transfer of children from primary to secondary school for all schools, whether the schools are in Dudley or in other boroughs. This means that each child will only receive one offer of a school place, which will be sent to them by the LA where they live.

We do our very best to find places for all children at their first preference secondary school, but we cannot always do this. Overall, for admissions in September 2022 we were able to meet 96% of one of the preferences expressed. Most disappointments generally are caused when parents select popular schools at some distance from their home address. However, whichever school your child attends in Dudley, you may be confident that the LA and the school work closely to ensure your child will be educated to the highest standard.

A handwritten signature in black ink that reads "Catherine Driscoll".

Catherine Driscoll
Director of Children's Services – Children's Directorate
The Council House, Priory Road, Dudley, West Midlands DY1 1HF

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admission

CONTENTS

Types of admission authorities operating in Dudley	4
Transfer to secondary school process	4
Online applications	6
How can I contact the School Admissions Service?	9
Admissions policy for community secondary schools in Dudley	10
Examples of different preference rankings.....	12
Secondary school admissions flowchart	14
Co-ordinated admissions scheme.....	15
Your rights if the application is unsuccessful	15
What to consider before expressing your preferences	16
Details on individual secondary schools within Dudley borough	17
Secondary schools by category as at July 2021	18
Admission Policies for foundation, voluntary aided and academy secondary school	19
Educational Opportunities Year 10	84
Privacy Notice: School Admissions.....	85
<i>Supplementary guidance for parents of pupils with special educational needs:</i>	88
Addresses of neighbouring local authorities	91
Useful contacts.....	93

Types of admission authorities operating in Dudley

Community schools

Dudley Local Authority (LA) is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils to community schools including the admissions criteria.

The admissions policy for community schools has been confirmed following consultation with the governing bodies and Headteachers of all schools in the borough, as well as a number of other agencies.

Catchment areas do not exist in Dudley borough. See Page 10 for full details of the admissions policy adopted for community secondary schools. See Page 18 for a list of community schools.

Voluntary aided schools

The governing body is the admissions authority i.e. it has responsibility for deciding the arrangements for admitting pupils including their own admissions criteria.

The individual school governing body is responsible for determining admission and appeal arrangements for foundation and voluntary aided schools. You will find details of the various admissions policies adopted on Page 19 onwards.

See Page 18 for the list of voluntary aided schools.

Academy schools

Academies are public funded independent schools free from local authority and national government control. They have the responsibility of setting their own admission arrangements and criteria. The school's governing body is responsible for determining the admission and appeal arrangements for the academy.

See Page 18 for the list of academy schools.

All schools in Dudley will consider applicants on an equal basis and will not give priority to first preferred applicants. If a child meets the admissions criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent ranked highest on their form.

Please note that academies, and voluntary aided schools in Dudley borough have separate admission policies.

Transfer to secondary school process

General information

It is important that you thoroughly read and understand the parents' guide to secondary school admissions before completing any application form. Please note if there are persons with parental responsibility for the child, who are not living at your home address, you have a duty to ensure that you notify/consult those persons regarding this application.

Number of preferences

You are able to state up to six preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring Local Authority. You are strongly advised not to make only one school preference since it will not give you any advantage in the schools' admission process. The Admissions Service will allow an additional late preference after offer day if you have been unsuccessful in being allocated a place at one of your original preferences. If you wish to add more than one late preference and already put six preferences, then you will have to remove one of these.

Please note that places are not allocated on a first come, first served basis. You are therefore advised to attend open days and evenings at schools as well as assessing the likelihood of your preferences being agreed under the school's admissions policy before stating your preferences. You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child attending the school already). Also, if a school is very popular there is no guarantee that your child will be allocated a place.

Will I get priority for my first preferred school?

All schools will consider applicants on an equal basis and will not give priority to first preference applicants. If a child meets the criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent ranked highest.

Will I get priority for a school within my home LA?

Under current legislation we are unable to give priority to pupils who live within Dudley borough. All applications will be considered against the admissions policy of the school concerned, regardless of which borough the child resides in.

I don't live in Dudley borough. How do I apply for a Dudley secondary school?

You must include the school on the form provided by your own LA. Please note there may be different closing dates and admissions policies in operation (see list on Page 93 for contact numbers of neighbouring LAs).

I live in Dudley. How do I apply for a secondary school outside of Dudley borough?

You must include the school on the form provided by Dudley LA where you will be able to express up to six preferences for schools inside or outside of the Dudley borough. If you want to apply for a school outside the borough you must obtain the information booklet from the relevant LA, (see list on Page 93 for contact numbers of neighbouring LAs) to ensure that you understand the admissions policy for the school concerned. If you are successful in gaining a place at a school which is not maintained by Dudley LA, the council will not assist you financially to enable your child to attend the school concerned.

What happens if I do not return my application on time?

If you do not complete and return an application, your child will not be allocated a school place until all those who did have been offered places. It is then possible that your preferred schools will be too full to admit your child.

How can I get information about schools online?

The School Admissions Service web page gives links to school web sites and other web pages giving information about schools (such as the Ofsted site www.ofsted.gov.uk). It will also include a copy of this information booklet.

How to apply

From 1 September 2021, if you live in the Dudley borough, you should either apply online at www.dudley.gov.uk/admissions or complete a paper application, which is available on request from the School Admissions Service. You should state all of your school preferences up to a maximum of six in rank order.

Can I choose which school I send my child to?

You do not have the right to choose which school your child attends. Under current legislation you have the right to express a preference. This preference must be met unless to do so would be prejudicial to effective education and/or prejudicial to the efficient use of resources at the preferred school. i.e. the admission of further pupils will be detrimental to the teaching and learning experiences of other students.

How can I assess the likelihood of being allocated my preferred school?

Statistical and historical information, relating to admission at each school can be found on individual school pages.

Important dates – Please note these dates may vary in other LAs

Online application available	1 September 2021
Information to parents & school open evenings	Autumn Term 2021
Return date of paper application form.....	31 October 2021 by 5pm*
Return date of online applications.....	Midnight 31 October 2021
Decision emails to parents.....	1 March 2022 after 2 pm
Decision letters to parents	1 March 2022 by 2nd class post
Appeals to be heard	May/June 2022
Induction dates to new schools.....	end of June/beginning of July 2022

*** Failure to return your form by this date may affect the outcome of your application.**

What is the co-ordinated admissions scheme?

Local authorities (LAs) are required to co-ordinate secondary transfer admissions for all maintained (non fee paying) schools.

Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire LAs have agreed to co-ordinate the admissions process for admission to secondary schools.

For details of Dudley's scheme please contact the School Admissions Service on 0300 555 2345 or go to www.dudley.gov.uk/admissions

Online applications

Why should I apply online?

Some of the benefits of applying online are:

- It is quick and easy to use
- You can apply 24 hours a day, 7 days a week
- There is no risk that your application will be lost in the post
- You will receive an email confirmation that your application has been received
- You can change your application up to the closing date by contacting the School Admissions Service
- It is safe and secure

- You will be notified of the outcome of your online application after 2pm on 1 March 2022

When can I use the online system?

The online system will be available 24 hours a day, 7 days a week from 1 September 2021 until the closing date 31 October 2021.

Will my application be secure?

Yes. The system has a series of security features that prevents others from seeing your details.

Who makes the application?

The person who has parental responsibility should submit the application for the child's school place. If you need further advice about who should apply for your child's school place, please contact the School Admissions Service at admissions.cs@dudley.gov.uk. If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult with those other persons before expressing a preference for a secondary school. Please note the School Admissions Service will only accept changes from the person who made the original request.

What details will be requested?

You will not be asked to give any more information than you would need to if you were making a paper application.

How can I get information about schools online?

The admissions arrangements for schools are included in this guide for advice. For further information on a school please either phone the school or go to the school's own website.

If I can't finish the application, may I go back to it later?

Yes. You have until the closing date to complete your application.

Having made an electronic application, can I change my preferences or submit other information?

You can make changes to your application right up to the closing date. In order to do this you would need to contact the School Admissions Service at admissions.cs@dudley.gov.uk.

How will I know that the changes have been logged?

Every time you make or change your online application you will receive an email confirming the status of your application. You can also check the status of your application when you log in to the system and select your existing record.

Should I send a paper copy as well?

No. If you do submit an online application and a paper form the last one received will supersede the first one and the school allocation will be made using the data on the last received form.

Will I be told the result of my application electronically?

Yes. After 2pm on 1 March 2022.

What do I need to do to apply online?

All you need to apply online is access to a computer. The council offers free computer access at its libraries and Dudley Council Plus offices in Castle Street, Dudley.

Some schools will also provide computer access. You should check with your local school to find out whether they provide this service.

Paper applications

Even though it may be quicker and easier to apply online, paper applications can still be made available. Please phone the School Admissions Service on 0300 555 2345 to request a paper application form.

It is advisable that parents check with the School Admissions Service to ensure that their application form has been received before the closing date. You are advised to return your form either by hand to Dudley Council Plus, 259 Castle Street, Dudley, DY1 1LQ asking for a receipt, or return it by recorded delivery. The council will not accept responsibility for lost forms unless it has been sent by recorded delivery or you have a valid receipt.

What additional information should I provide to support my application?

It is very important that you check if supportive information is required for each school you are interested in by reading the information published by the relevant LA.

You must complete a supplementary form for Old Swinford Hospital School, Bishop Milner Catholic College (if applying as a Baptised Catholic), Ellowes Hall Sports College (if applying under the sporting aptitude or performing arts criteria) and Crestwood School (if applying under the sporting aptitude or performing arts criterion) which are available direct from the schools concerned. **Please note there may be an earlier date for the supplementary form to be completed and returned to the school than the 31 October 2021.** You must also ensure that you list the schools on your LA application form or your preference will not be valid.

Late applications

Preferences that are received after the closing date (31 October 2021) will only be considered after the applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline the applicant will be considered alongside all other applicants.

In each circumstance supportive evidence must be provided by the parent/carer at the time of application.

Please note that some schools may have a different policy for dealing with late applications and you should check with the relevant LA or school in each case.

Can I change my preferences and/or the order of my preferences after the closing date has passed?

There will be exceptional circumstances in which this will be allowed to take place. e.g. where a child moves house within Dudley Borough and as a result needs to make new preferences for schools within the new area. If there are no exceptional circumstances and you change your preferences, your application will be considered late.

When will I know the outcome of my application?

Dudley parents/carers will be informed of the decisions relating to their application in writing, posted 2nd class on 1 March 2022. If you apply online you will be notified by email after 2pm on 1 March 2022.

Can the admissions authority withdraw the offer of a school place once it has been made?

An admissions authority can withdraw the offer of a school place where a parent has obtained the place by providing either their primary school or the admissions authority with fraudulent or intentionally misleading information. (See also Page 16 of this booklet.)

This power has been used several times in previous years in Dudley where parents have provided false information.

How can I contact the School Admissions Service?

Telephone 0300 555 2345

admissions.cs@dudley.gov.uk

www.dudley.gov.uk/admissions

Information is also available at the above website

Admissions policy for community secondary schools in

Dudley

Please note that this section refers to community schools only. See Page 18 for a list of community schools. Dudley Council has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference. The Council does not support the use of selective admissions policies based on aptitude or academic achievement. The admission arrangements set by the Council ensure that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2014

Desired Outcomes of Dudley Admission Policy & Scheme:

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community secondary school wherever requested.
- To enable parents to make informed preferences and to ensure that the Council implements a fair and transparent admissions policy across the Borough for the benefit of all parents who wish to express preferences for Dudley secondary schools.
- To keep to the minimum the number of parents who are not allocated a place at any of their preferred secondary schools.
- To ensure that all parents receive only one offer of a school place at the same time, irrespective of the schools or Council for which they are applying, through coordination of the process.

Community Secondary School Admissions Policy for Normal Age of Entry in Academic Year 2022/2023

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community secondary schools that are oversubscribed i.e. receive more applications than can be accommodated.

- a) 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.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.
- c) 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 the preferred school in the academic year 2022/23.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

d) Any places that remain available once the above applicants have been admitted will be filled 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 preferred school.

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 a 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 will not seek to obtain medical evidence on behalf of parents.
- 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 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.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of children outside of their normal age group.

Please also see the admission outside the chronological age range policy. www.dudley.gov.uk/admissions

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Council setting out the reasons why they believe their child should be taught outside their chronological age group.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Parents do not have the right to insist that their child is admitted to a particular year group.

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 a 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 31 August 2023. 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.

Examples of different preference rankings

Katie

Katie lives near School D which is a community school. Her parents would like her to go to School B, a foundation school slightly further away or School C a Catholic School voluntary aided. They also want her to sit tests for grammar schools. Their preferences are:

- 1 School A (grammar)
- 2 School B (foundation)
- 3 School C (Catholic voluntary aided)
- 4 School D (community)
- 5 School E (grammar)
- 6 School F (community)

Katie did not pass school A test. She could not be offered school B as she lived too far away. She did not meet school C's criteria because she is not a Catholic. She met the admission criteria for school D and school F because she lives nearer to both. She also passed the test for school E. She was allocated school D because it was a higher ranked preference than schools E and F.

James

James lives 500 metres from a school and is his local school. His parents do not want him to go there. They want their son to sit the grammar school tests. The other schools they have expressed preferences for, with the exception of school B, are a considerable distance from the home address. Their preferences are:

- 1 School A (grammar)
- 2 School B (Catholic voluntary aided)
- 3 School C (grammar)
- 4 School D (voluntary aided)
- 5 School E (foundation)
- 6 School F (community)

James lives close to school B but is not a Catholic so does not qualify for a place. He has failed all the grammar school tests. He lives too far from his parents' other preferences to qualify for a place.

As none of his parents' preferences could be met, he was offered a place at the nearest school with available places. The school nearest to his home address had filled its places with children whose parents ranked it as one of their preferences so could not be offered.

Alice

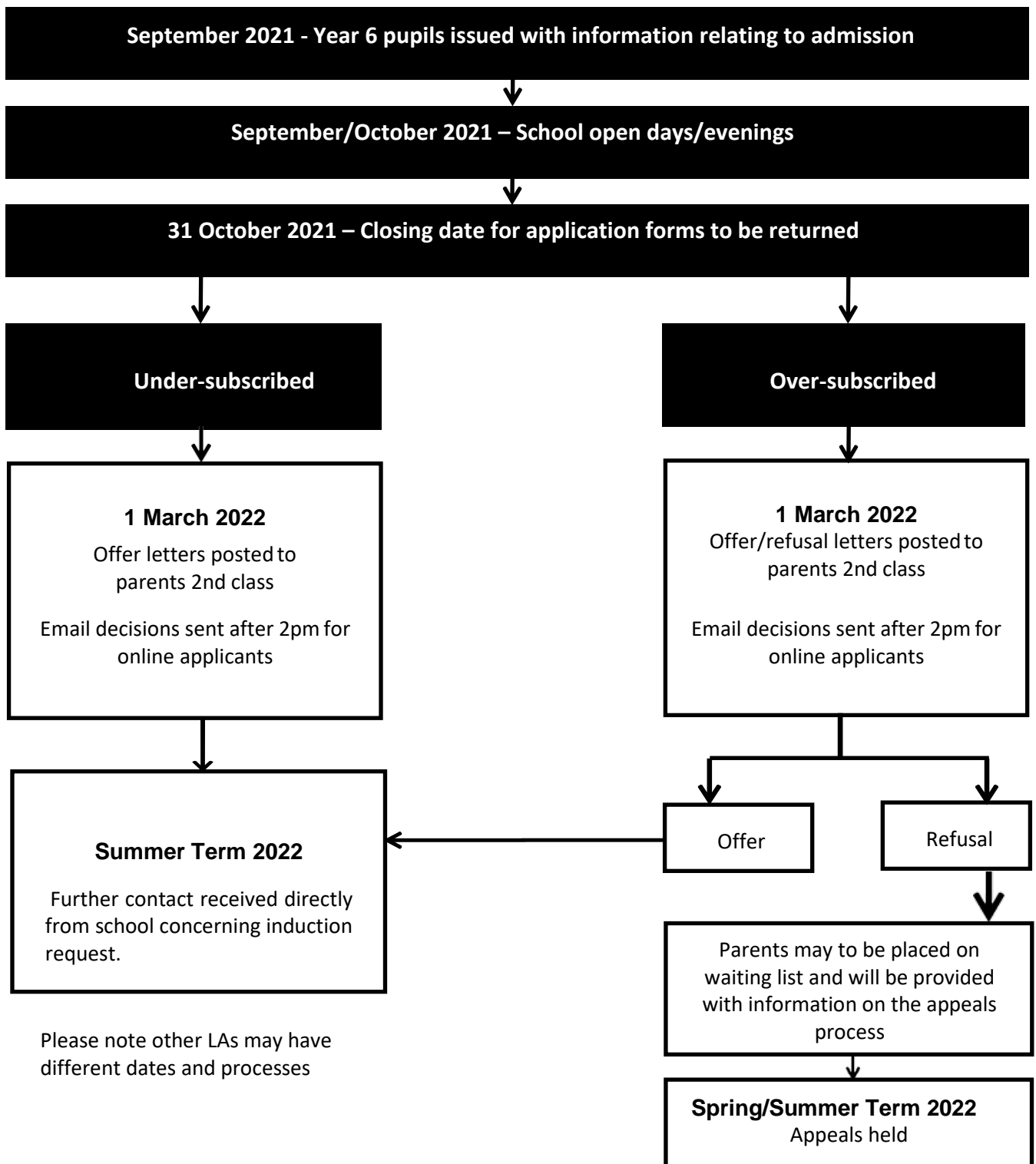
Alice lives in Stourbridge, close to the border with a neighbouring LA. Her parents want her to go to school A outside Dudley LA. They have obtained the admissions information booklet from the neighbouring LA and feel that Alice will meet the admission criteria because she is Catholic. Their preferences are:

- 1 School A (Catholic voluntary aided)
- 2 School B (community)
- 3 School C (community)

Alice met the admission criteria for all schools but was offered school A as this was ranked highest.

Secondary school admissions flowchart

September 2022



Co-ordinated admissions scheme

The Local Authority is required to co-ordinate admissions to secondary schools for all maintained (non fee paying) secondary schools within the Dudley Borough.

Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire local authorities have also agreed to co-ordinate the admissions process for schools in these areas.

Parents/carers are able to express up to six school preferences in ranked order via the home local authority of the child. This includes preferences for schools outside of the home local authority.

A scheme has been agreed with schools and the other local authorities that sets out the process and timetable for the exchange of information. For a full copy of the scheme please contact the School Admissions Service on 0300 555 2345 or visit www.dudley.gov.uk/admissions

Your rights if the application is unsuccessful

General

If your child is refused admission to any school you have a right of appeal to an independent appeals panel. Please note that you may lodge appeals for admission to as many schools as you originally requested.

Being offered or accepting a place at an alternative school will not affect the outcome of your appeal.

What happens if places become available between the point of allocation and the start of term?

Places will be allocated from the waiting list. Please see further details below.

Appeals for Dudley community schools

If you choose to exercise your right of appeal, arrangements will be made for you to attend the appeal hearing.

Please note that the independent appeal panel's decision is binding on both parents and the local authority. It is not the council's policy to consider repeat appeals in the same academic year unless there has been a significant material change in circumstances.

Waiting lists for Dudley community schools

If a 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 2023. 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, as detailed on Page 10 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.

Places that become available between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat applications

It is not the Local Authority'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.

What to consider before expressing your preferences

Please think very carefully before making your preferences and assess the likelihood of your application being agreed.

You will be able to assess whether a school is usually oversubscribed by the number of applications received for a school against the published admission number or the number of appeals held in previous years. This information is given from Page 19 onwards. Other local authorities can provide you with similar information.

Parents can also obtain information, advice and guidance from the School Admissions Service regarding the admissions process. You can contact any member of the team by phone on 0300 555 2345 between 9am and 5pm or the team will be present at the open evenings of some of the secondary schools as detailed on Page 81.

Please remember that you do not have the right to choose which school your child attends. Under current legislation you have the right to express a preference.

Medical applications

Only applications that are supported by the child's hospital consultant will be considered. Please see oversubscription criteria for more information. After the closing date for applications, a panel will be convened to consider the request and supportive information. The panel will consist of a number of professionals from services within Children's Services Directorate.

Whose address may I use on the application?

The child's 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 (1 March 2022) 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 relatives' address will not be considered.**

Due to problems in previous years it may be necessary for the School Admissions Service to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents may be asked to produce documentary evidence of the address given within 48 hours. This evidence would need to demonstrate where the child lives as well as the parent.

You will be asked to provide your council tax statement, your child benefit book/tax credit statement, and at least one utility bill together with a driving licence and bank statement clearly showing names and addresses.

Any permanent change of address should be notified to your child's primary school and the School Admissions Service immediately.

Please note if your child's permanent residence changes at any point from 1 September 2021 to 31 August 2022 it is the parent's responsibility to notify the local authority. You must do this even if you have notified your child's school.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

The School Admissions Service checks the information provided on the form is correct. Please also see Page 11.

What happens if I move house after I have completed an application form?

You will need to provide documentary evidence to confirm this. A change of address will be considered up to the 19 February 2022. After that date it may not be possible for the new address to be considered for allocation purposes. Please see previous page regarding address.

Failure to notify the School Admissions Service of a change of address after the submission of your application form may result in the offer of a school place being withdrawn.

What do I need to do before I return the completed application form?

- Ensure you have read and understood this guide and any relevant guides for other LAs for schools you have listed.
- Check that you have completed all relevant sections of the form.
- Ensure you have provided any supportive evidence required.
- Check that you have completed any additional forms where necessary (please check the admissions arrangements to each school to which you are applying).

Details on individual secondary schools within Dudley borough

This section contains important admissions details about each secondary school in the Dudley borough.

If you would like further information about a particular school, a more detailed booklet (the school prospectus) may be obtained direct from the individual secondary school concerned. Other documents available direct from the school or the internet include the School Profile, and inspection reports by the Office for Standards in Education (Ofsted) www.ofsted.gov.uk. The exam results for 2021 will not be available until December 2021.

The information relating to admissions in September 2018 2019 2020 and 2021 has been included in order to help you make a meaningful preference. (There is no guarantee that a similar situation will occur for admissions in September 2022.)

The table of information, on each school page, gives a breakdown of the number of places allocated in each category in accordance with the admission criteria.

Number on Roll (NOR): Total number of pupils on roll at the school

Published Admissions Number (PAN): i.e. maximum number of pupils being admitted in September 2022.

Distance - Home to school measurement

Distances are calculated on the basis of a straight-line measurement between the applicants' home address and the school's main entrance. The LA uses a computerised system from Servelec Synergy which calculates all distances in metres. The co-ordinates of the applicant's home address are taken from the Ordnance Survey's Address Base™ digital data product.

The co-ordinates of the school are those of the 'main entrance point' nominated by a senior member of school staff, marked and digitised with reference to Ordnance Survey MasterMap™ digital data product. If you would like further information in respect of this please contact the School Admissions Service on 0300 555 2345.

Last measurement

The distance measured in metres of the last applicant admitted under the distance criteria. Please note that this measurement will vary from year to year dependent on the addresses of the applicants and the number of brothers and sisters applying for places.

On request, the School Admissions Service will undertake individual measurements for parents before places are allocated.

Where the distance column indicates '-' all pupils requesting admission were admitted regardless of where they lived.

Secondary schools by category as at July 2021

Academy Schools		Community Schools
Beacon Hill Academy	Pedmore High School	The Dormston School
Bishop Milner Catholic College	Pegasus Academy	The Summerhill School
Crestwood School	Redhill School	The Wordsley School
Earls High School	Ridgewood High School	
Ellowes Hall Sports College	St James Academy	Voluntary Aided Schools
Kingswinford Academy	Thorns Collegiate Academy	Old Swinford Hospital School
Leasowes High School	Windsor High School & Sixth Form	
The Link Academy		

All schools will consider applications against their admissions criteria regardless of ranking.

Priority will not be given to first preference applicants.

Admission Policies for foundation, voluntary aided and academy secondary school

The Beacon Hill Academy

A Converter Academy

A member of the Dudley Academy Trust

Principal: Mr S Dhani

Type of school: Academy Age

range: 11 – 16 Number on

Roll: 1101

Published Admission Number 2022: 242

Admissions authority: Advisory Committee DfE

No: 332 5403

The Beacon Hill Academy, High Arcal Drive,
Sedgley, Dudley, DY3 1BP

Tel: 01902 677754

Email: helpline@beaconhillacademy.org.uk

Website: www.beaconhillacademy.org.uk

Dates of open evenings/days

TBC due to ongoing pandemic restrictions. Details will be published on school website and social media

How to apply for a place in Year 7 for September 2022

Beacon Hill Academy is a member of Dudley Academies Trust, which operates a number of academies in the West Midlands region. The admissions policy aims to make clear the admissions process, maximise the opportunity to meet parental preferences and to meet the individual needs of Learners wherever possible.

Aims

This policy aims to:

Explain how to apply for a place at the academy (school).

Set out the academy's arrangements for allocating places to the Learners who apply.

Explain how to appeal against a decision not to offer your child a place.

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, we are required by our 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.

Definitions

The normal admissions round is the period during which parents/carers 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.

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.

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.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

How to Apply

All applications will be coordinated via the home local authority of the applicant. Further details and timescales are set out in the local authority's coordinated scheme, which is available from The School Admissions Service. You can use this form to express your preference, in rank order.

There is no charge or cost related to the admission of a child to a school.

Applications for places will be made in accordance with Dudley local authority's coordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the local authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>

Alternatively, parents/carers can contact the academy who will provide them with a copy of the form.

Requests for Admission Outside the Normal Age Group
Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made based on 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/carers 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 Principal'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 based on the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers 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.

Allocation of Places

The academy has an agreed admission number of 242 learners per year group (1210 total across 5-year groups).

Learners with an Education Health and Care Plan
Learners with an education, health and care (EHC) Plan are placed in schools through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the school a child with a an EHC Plan that names the school. Schools must admit such Learners whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of Learners with an EHC Plan should contact their child's lead professional for any further information.

Oversubscription Criteria

All children whose education health and care (EHC) plan names the school, will be admitted 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 given to those children who meet any of the criteria set out below, against the following order of priority until all places are filled.

Learners who are currently Looked After or children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order. See notes below.

Learners with a "serious and ongoing medical condition" where Beacon Hill Academy is the most appropriate setting to meet the condition. Parents must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Beacon Hill Academy is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents.

Learners with a brother or sister, half-brother/sister

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

(where the children share one common parent), or step brother/step sister living at the same home address and who will still be attending Beacon Hill Academy in September 2022. The definition of brother or sister also relates to adopted or fostered children living at the same home address

Proximity of the child's home to the Academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the Academy.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. In each circumstance, the parent/carer must provide supportive documentary evidence at the time of application.

Tie Break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tiebreaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child's home address to the academy's front gates on [road name]. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

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 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 always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be

added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the Learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the in year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. The school will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to make a decision.

Parents/carers whose application is turned down are entitled to appeal.

Waiting List

Where the school has been oversubscribed in the normal admissions round and places have been refused to some applicants, unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by Learners moving into the area who qualify for a higher criteria or by parents/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. 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.

Repeat Applications

It is not the Board of Trustee'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.

Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

the grounds for your appeal in writing and send it to the following address:

Democratic Services Council House Priory Road,
Dudley DY1 1HF

The academy will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the academy is required to admit the child.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.

Parents/carers who want to appeal will normally have 20 school days, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission decision should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged no less than 5 school days before the appeal hearing.

Parents/carers will be given at least 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice. Appeals must be heard within 40 school days of the deadline for making an appeal.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	242	409	133	201	3	4	0	55	139	-	-
2020	242	403	109	212	5	5	0	44	158	-	-
2019	242	438	135	238	2	4	0	58	174	-	-
2018	242	415	107	191	0	6	0	56	129	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

Bishop Milner Catholic College

Principal: Mr R May

Type of School: Academy

Age Range: 11-18

Number on Roll: 839

Published Admission Number 2022: 145

Admissions Authority: Board of Directors

DfE No: 332 4800

Bishop Milner Catholic College, Burton Road,
Dudley, DY1 3BY

Tel: 01384 889422

Email: info@bmilner.dudley.sch.uk

Website: www.bmilner.dudley.sch.uk

Dates of open evenings/days

Two open evenings for prospective parents and students are held on:

16 September 2021 from 6.00pm – 7.30pm

23 September 2021 from 6.00pm – 7.30pm

for all parents and their children who wish to visit the college. *There will be an electronic booking system in place and available on our website August/September 2021.*

A Sixth Form open evening takes place on the 21 October 2021 from 6pm – 7.30pm

Bishop Milner Catholic College is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Catholic Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Bishop Milner Catholic College.

The admissions process for Bishop Milner Catholic College is part of the Dudley Local Authority coordinated admissions scheme. To apply for a place at Bishop Milner Catholic College in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Bishop Milner Catholic College on the application form. Applications need to be made by 31st October 2021. A Supplementary Information

Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

If the application is submitted using the online electronic system you will be advised of the outcome of your application on 1st March 2022, or the next working day, by the local authority on behalf of the school. If you do not apply on line, the local authority will post a letter advising you of the school that your child has been offered by second class post on 1st March 2022, or on the next working day.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 145 (PAN) pupils to be admitted to Year 7 in the school year which begins in September 2022. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Bishop

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Milner Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below) For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2022/2023. Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below)
2. Baptised Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 2 and 4 below)
3. Baptised Catholic children who attend one of our recognised feeder primary schools. (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (See Note 3 below)
6. Non-Catholic children who have a brother or sister attending Bishop Milner Catholic College at the time of admission (see Note 4 below)
7. Non-Catholic children who attend one of our recognised feeder primary schools. (see Note 5 below)
8. Non-Catholic children

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living

with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming 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.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 5

The named feeder schools for Bishop Milner Catholic College are: St Chad's Catholic Primary School, Sedgley; St Joseph's Catholic Primary School, Dudley; St Mary's Catholic Primary School, Brierley Hill; Holy Trinity Catholic Primary School, Bilston; Our Lady of Fatima RC, Birmingham; St Francis Xavier Catholic Primary School, Oldbury; St Gregory's Catholic Primary School, Smethwick; St Hubert's Catholic Primary School, Oldbury; St Philip's, Smethwick.

Note 6

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main entrance of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common

Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a child moves house after an application has been submitted, then parents must provide documentary evidence to confirm this. A change of address will be considered up to 19th February 2022. After this date it may not be possible for the new address to be considered for allocation purposes.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Applications for children to be admitted into a class

outside of their normal age group.

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. 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. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered 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.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome. If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2023, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2023 when applications open in the autumn term of 2022. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 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.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Board of Directors at the school address. Appeals will be heard by an independent appeal.

Please note that parents do not have the right to appeal if their request for their child to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

Repeat Applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. 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, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

Late Applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications that are received after the closing date deadline of 31st October 2021 will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants. In each circumstance, supporting documentary evidence must be provided by the parent at the time of application.

You are encouraged to ensure that your application is received on time.

Change in preference after closing date

Once parents have submitted their preference, after the closing date of 31st October 2021 they will not be

allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

Waiting List

In addition to their right to appeal, children who have not been offered a place at Bishop Milner Catholic College can request that their name be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2023 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. 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.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places. Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2022 will be re-ranked to take into account that they will no longer be attending that feeder school from 1st September 2022. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2022.

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.

In year fair access protocol

The Board of Directors of Bishop Milner Catholic College is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

when admitting the child would mean exceeding the published admission number.

Applications other than the normal intake to year 7 (in year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Bishop Milner Catholic College, 01384 889422 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Admission in to sixth form

The school operates a sixth form for a total of 160 pupils. 80 places overall will be available in Year 12. Whilst the admission number is 20, if fewer than 60 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 80.

Applications for the Sixth Form should be made directly to the school using the application form available from the school applications@bmilner.dudley.sch.uk or from the school's website. Completed application forms must be returned to the school by Friday 17 December 2021.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are:

5 x grade 5 – 9 GCSE (or equivalent) subject passes with higher passes required for specific courses.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are

applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are few than 80 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Bishop Milner Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Over-subscription criteria for sixth form

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Baptised Catholic children (see Note 2 above)
3. Non-Catholic children who are looked after or previously looked after (see Note 3 above)
4. Other Non-Catholic children .

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).
Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written

evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.) For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Faith	Non-Catholic who attend feeder primary	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	145	581	267	146	4	2	64	9	51	16	436	20/1
2020	145	593	236	145	2	3	50	9	53	28	582	24/0
2019	140	633	269	*149	3	2	75	12	41	16	327	39/2
2018	140	601	217	*150	4	1	53	24	32	36	702	30/2

* The Governing Body agreed to admit additional pupils after allocation date.

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Crestwood School

Headteacher: Mrs C Sutton

Type of School: Academy

Age Range: 11 - 16

Number on Roll: 934

Published Admission Number 2022: 210

Admissions Authority: Invictus Academy Trust

DfE No: 332 4000

Crestwood School, Bromley Lane, Kingswinford, DY6 8QG

Tel: 01384 686850

Email: info@crestwood-s.dudley.sch.uk

Website: www.crestwoodschool.co.uk

Dates of open evenings/tours

Open evening

22 September 2021 6.00pm - 8.30pm

Open mornings

24 September 2021 9.30am – 10.45am

27 September 2021 9.30am – 10.45am

28 September 2021 9.30am – 10.45am

Principles

The School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their preferred school wherever possible.

The admission arrangements set by the Governing Body ensure that the process is fair and equitable for all.

Legal Context:

The School Admissions (Admissions Arrangements and Co-Ordination of Admission Arrangements) (England) Regulations 2012

The Education (Admission of Looked After Children)(England)Regulations 2005

School Admissions Code 2014

School Admissions Policy for Normal Age of Entry in September 2022

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations

Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Published Admission Number - 210

The following criteria will be used to allocate the available places at Crestwood School when oversubscribed i.e. receive more applications than spaces available.

All preferences for Crestwood School will be assessed against the following priorities, regardless of ranking.

a) 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, residence, or special guardianship order. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the school is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 student would experience if they had to attend 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 Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 the preferred school in September 2022. (NB: this does not include pupils attending the sixth form)

d) Admission shall be given to five percent (5%) of the PAN (210 cohort) who can demonstrate a significant sporting aptitude. This will be determined by a selection test based on sporting skills and athleticism.

e) Admission shall be given to five percent (5%) of the PAN (210 cohort) who can demonstrate a significant performing arts aptitude. This will be determined by a selection test based on an aptitude test for their chosen

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Performing Art.

We wish to preserve the gender balance of our year groups so the intention is that in d and e above, the 21 students admitted in this way will be made up of 10 boys and 11 girls or vice versa.

Any places that remain available once the above applicants have been admitted will be filled 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 Crestwood School.

Note: 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.

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. 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).

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.

In accordance with legislation, a child with a Health and 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 amount of places available for children who do not have a EHCP.

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 parent(s)) genuine principal place of residence at the time of the allocation of places ie where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than

guardianship), the friend 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.

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 Governing Body will exceed the admission number to prevent separation of twins/triplets.

Late Applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance 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 School's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023.

Inclusion on the 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 ie they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Places that become available (below the published admissions number or any number that the School agree they can admit) between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e those ranked highest will be offered first.

Application Process

For admissions at the normal point of entry the Local Authority will co-ordinate all applications for all schools in Dudley. In year admission applications will be co-ordinated by the Local Authority.

Repeat Applications

It is not the Governing Body'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.

Admission of Children Outside of their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Governing Body setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distances	Sporting Aptitude	Performing Arts	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	210	538	259	211	7	5	0	63	118	10	7	2220	15/1
2020	210	510	218	210	3	6	0	55	136	7	3	2357	-
2019	150	561	251	*210	1	4	0	64	123	9	9	1944	10/1
2018	150	442	195	*193	3	1	0	54	134	-	-	-	-

*The Governing Body agreed to admit additional pupils at the time of offer.

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Dormston School

Headteacher: Mr S Dixon

Type of School: Community

Age Range: 11 - 16

Number on Roll: 1142

Published Admission Number 2022: 224

Admissions Authority: Dudley LA

DfE No: 332 4023

Dormston School, Mill Bank, Sedgley, Dudley,
DY3 1SN

Tel: 01384 816395

Email: info@dormston.dudley.sch.uk

Website: www.dormston.dudley.sch.uk

Dates of open evenings/days

14 October 2021. 7pm - 9pm

Tours of the school every morning at 9.00am and 11.15am week commencing 18 October 2021.

Contact the School Office for an appointment.

How to apply for a place in year 7 for September 2022:

- By completing the application form which is available from your home LA.

Admissions policy See Page 10

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals /Heard and Allowed
2021	224	568	281	241	3	2	0	71	165	2695	12/1
2020	224	635	297	225	6	3	0	88	127	2038	26/2
2019	224	644	279	224	4	3	0	68	149	1630	19/1
2018	224	593	305	228	4	2	2	66	150	1646	37/4

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

The Earls High School

Headteacher: Mr J Fox

Type of school: Academy

Age range: 11 - 16

Number on Roll: 1215

Published Admission Number 2022: 240

Admissions authority: The Local Governing Body

DfE No: 332 4106

The Earls High School, Furnace Lane,
Halesowen, B63 3SL

Tel: 01384 816105

Email: info@earls.dudley.sch.uk

Website: www.earlshighschool.org

Dates of open evenings/days

21 September 2021 6.00pm - 8.30pm

22 September 2021 9.00am – 11.00am*

23 September 2021 6.00pm - 8.30pm

24 September 2021 9.00am – 11.00am*

*Welcome by Headteacher at 9.00am

Tours start at 9.15am

Principles:

The Earls High School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

The Earls High School does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Local Governing Body ensures that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) (Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2014

Admissions Policy for Normal Age of Entry in Academic Year 2022/2023

Published Admission Number: 240

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.

a) 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. See notes below.

b) Second priority for admission shall be given to children with a 'serious and ongoing medical condition' where The Earls High School is the most appropriate school to meet the condition.

(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 Earls High School is the most appropriate to meet their child's medical condition rather than any other school. The Local Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 The Earls High School in the academic year 2022/2023.

d) Any places that remain available once the above applicants have been admitted, will be filled 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 Earls High School.

Notes

- Relevant looked after children 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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

with accommodation by a Local Authority 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 and Care Plan (EHCP), will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a place 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 friends 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 you to confirm that this is the case. The 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 Local Governing Body will exceed the admission number to prevent separation of twins / triplets.

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

Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Application Process

For admissions at the normal point of entry Dudley Local Authority will co-ordinate all applications for the School.

In-year admission applications will be co-ordinated by Dudley Local Authority.

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.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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 school's published admissions criteria and the list will operate from the point of allocation of places until 31st August 2023. 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 over-subscription criteria, as detailed on page 33, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

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 children's applications.

Places that become available between the point of allocation and 31st August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Local Governing Body'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.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	240	754	198	*250	3	1	0	67	179	5255	-
2020	240	851	256	*250	7	4	0	71	166	2656	10/2
2019	240	928	286	*248	8	6	0	61	173	2445	18/1
2018	240	891	338	*250	3	1	1	82	161	2253	24/2

*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Ellowes Hall Sports College

Headteacher: Ms C Leslie

Type of school: Academy

Age range: 11 - 18

Number on Roll: 1062

Published Admission Number 2021: 180

Admissions Authority: Invictus Academy Trust

DfE No: 332 5401

Ellowes Hall Sports College, Stickley Lane, Dudley,
DY3 2JH

Tel: 01384 686600

Email: info@ellowes.dudley.sch.uk

Website: www.elloweshall.co.uk

Date of Open Evenings/Days:

Friday 15th October 1.30pm – 4.30pm. Parents are welcome to view the school in action on this day. A booking system will be in operation, nearer the time.

Saturday 16th October 9.30pm – 1:30pm

Sixth Form: second Thursday in November 6.30pm – 8.30pm

Parents are welcome to view the school in action the week following the open day/evening. A booking system will be in operation, nearer the time.

The transfer to Year 7 process will be administered on behalf of Ellowes Hall Governors by Dudley LA (Admission Service) who will apply our admission criteria on our behalf. The number of intended admissions for the year commencing 1st September 2022 will be 180. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

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, residence, or special guardianship order.

A 'looked after child' is a child who is a) in the care of the local authority, or b) being provided with

accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to school.

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.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Second Priority: For admission shall be given to children with a 'serious ongoing medical condition' where Ellowes Hall Sports College is the most appropriate school to meet the condition.

Note: Parents must provide supportive information from their child's Hospital 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 had to attend another school. Parents should also indicate why Ellowes Hall Sports College is the most appropriate school to meet their child's medical conditions rather than any other school. Ellowes Hall Sports College Governing Body will not seek to obtain medical evidence on behalf of parents.

In accordance with legislation a child with an Education Health and Care Plan will be offered a place at the school named in the Education Health and Care Plan. This may reduce the amount of places available for children who do not have a Education Health and Care Plan

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 stepbrother/sister, living at the same address and who will still be attending Ellowes Hall in September 2022.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Note: 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 friends or relatives address will not be considered for allocation purposes.

Where parents have a shared responsibility for a child and the child lives with both parents for the 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 evidence must demonstrate where the child lives.

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. Ellowes Hall Sports College Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.

Fourth Priority: Admission shall be given to five percent (5%) of the PAN who can demonstrate a significant sporting aptitude. This will be determined by a selection test based on sporting skills and athleticism.

Admission shall be given to five percent (5%) of the PAN who can demonstrate a significant performing arts aptitude. This will be determined by a selection test based on an aptitude test for their chosen Performing Art. We wish to preserve the gender balance of our year groups so the intention is that the 10% students admitted in this way be made up of 5% boys and 5% girls.

Any places that remain available once the above applicants have been admitted will be filled 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 Ellowes Hall Sports College.

Note: 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.

Application Process

Applications for Admission will be co-ordinated via the Dudley LA Admissions Service on behalf of Ellowes Hall Sports College Governing Body. Further detail and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from the School Admissions Service.

Late Applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with. There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Waiting Lists

If Ellowes Hall Sports College 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 Ellowes Hall Sports College published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on Ellowes Hall Sports College waiting list does not mean that a place will eventually become available. 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.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not Ellowes Hall Sports College Governing Body's Policy to consider repeat applications in the same academic year, unless there have been significant and material change in the circumstances of the applicant.

Mid-year Admissions

Admission of children outside of their normal age group

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the School who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as mid-year admissions. These applications should typically be made on a School to School Transfer

Form which is available from the Local Authority Admission Services. In the event of direct applications to Ellowes regarding a mid-year admission, the Governing Body will ensure that it responds direct to the parents, advises of the statutory right of appeal where applicable and copies the correspondence to Dudley Local Authority.

Sixth Form Entry

Entry to the Sixth Form at age 16 will be based on student's suitability for Further Education. Please see Prospectus for details. The number of intended admissions for the year commencing 1st September 2021 will be limited to 100. For more information regarding the admission process and a Sixth Form Application Form please contact Mr J Horton Head of 6th Form Tel 01384 686 560

Appeals

Appeals regarding admission should be made to Democratic Services, Council House, Dudley DY1 1HF. Please note the Appeals Panel will be Independent of Ellowes Hall Sports College Governing Body.

	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Total Number Admitted under Sporting Aptitude	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	180	424	189	224	1	2	0	76	127	18	-	-
2020	180	487	218	*221	1	2	0	81	120	16	1887	10/2
2019	180	527	239	*224	5	1	0	69	130	21	2078	14/2
2018	180	487	226	**225	5	2	0	65	132	20	-	-

*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

** The Governing Body offered additional places after offer day

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Kingswinford Academy

Headteacher: Mr T Macdonald

Type of school: Academy

Age range: 11 - 16

Number on Roll: 909

Published Admission Number 2022: 180

Admissions authority: Windsor Academy Trust
Board

DfE No: 332 5402

Kingswinford Academy, Water Street, Kingswinford,
DY6 7AD

Tel: 01384 296596

Email:
info@kingswinford.windsoracademytrust.org.uk

Website:
www.kingswinford.windsoracademytrust.org.uk

Dates of open evenings/days 2021

Thursday 23 September 5.00pm – 8.00pm

Tours and talks

Monday 20 September 9am – 11am

Tuesday 21 September 9am – 11am

Wednesday 22 September 9am – 11am

Admission Arrangements September 2022

Students will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1st September 2022 will be 180, organised as eight forms of entry.

Kingswinford Academy has an Inclusive Education Policy and the Admissions Policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of students at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Students will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Where applications for admission exceed the number of places available, the following criteria will then be

applied, in the order set out below, to decide which student to admit:

First priority for admission shall be given to all looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.

To students who have a brother/sister, half brother/half sister, (where the children share one common parent) or step-brother/step-sister, living at the same home address already at the school at the time of admission. This also applies to adopted or fostered children living at the same home address.

On the basis of proximity. This is determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. See Section 14A of the Children Act 1989 which 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 a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

The home address is considered to be the student'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 student 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 student, and the student 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 student lives.

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 Local Advisory Board will exceed the admission number to prevent separation of twins / triplets.

Random allocation will be used as a tie-break in category 3 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of students outside their normal age group

Parents may seek to apply for their child's admission to Kingswinford Academy outside of their normal age group. For example, if their child is exceptionally gifted or talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age.

A decision as to whether this is an appropriate course of action will be made by the Local Advisory Board who will take into account the circumstances of the case and the Headteacher. Parents and carers do not have the right to insist their child is admitted to a particular Year Group.

Late Applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and student has been refused admission because other students 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.

Students on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A student'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.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2023 will be offered to a student according to their ranking on this list i.e. those ranked highest will be offered first.

Appeals

If you are not offered a place at the school, you have the right to appeal to an independent panel. The Local Authority will administer this process on behalf of The Trust, the relevant form and guidance notes can be obtained from The School Admissions Service.

Repeat Applications

It is not the Trust'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.

How to apply for a place in Year 7 for September 2022
Parents must complete the Application Form which is provided by your home Local Authority.

The timetable for the process of admissions will follow the same timetable as the LA (Admissions Service) who will apply the criteria of this policy on behalf of the Local Advisory Board of Kingswinford Academy.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Note: These arrangements refer to the school year commencing 1st September 2022. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be

no change in the arrangements or matters described before 1st September 2022 or in relation to subsequent school years.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	180	615	146	*191	3	5	64	118	6804	5/1
2020	180	583	153	*185	2	6	59	118	-	-
2019	180	595	126	*193	3	5	45	140	-	-
2018	180	595	133	172	4	3	63	102	-	-

* The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Leasowes High School

Headteacher: Mr M Mynott

Type of school: Academy

Age range: 11 - 16

Number on Roll: 976

Published Admission Number 2022: 180

Admissions authority: Invictus Academy Trust

DfE No: 332 4110

Leasowes High School, Kent Road,
Halesowen, B62 8PJ

Tel: 01384 686606

Email: info@leasowes.dudley.sch.uk

Website: www.leasoweshighschool.co.uk

Date of open evenings/days

14th September 6.30pm - 8.30pm Open evening

16th September 6.30pm - 8.30pm Open evening

21st September 9.00am - 11.00am Open morning

22nd September 9.00am - 11.00am Open morning

23rd September 9.00am - 11.00am Open morning

Please see our website to book places via our booking system

Principles:

Leasowes High School has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible. Leasowes High School does not support the use of selective admissions policies based on aptitude or academic achievement. The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

Legal Context: • School Standards and Framework Act 1998 as amended by the Education Act 2002 • The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012 • The Education (Admission of Looked After Children)(England)Regulations 2005 • School Admissions Code 20143

Proposed School Admissions Policy for Normal Age of Entry in Academic Year 2022/2023

Published Admission Number: 180

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.

a) 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, residence, or special guardianship order. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Leasowes High School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criterion. 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 Leasowes High School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 Leasowes High School in the academic year 2022/2023.

d) Any places that remain available once the above applicants have been admitted, will be filled 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.

Notes

• Relevant looked after children 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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

accommodation by a Local Authority 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 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, a child with a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.

- Any child not obtaining a place 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 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, 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 you to confirm that this is the case. The 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 Governing Body will exceed the admission number prevent separation of twins / triplets.

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

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to school setting out the reasons why they believe their child should be taught outside of their chronological age group.

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.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance 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 2023. 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 basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 42, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body'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.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	150	515	201	*210	2	0	0	70	138	5558	-
2020	150	516	160	*210	6	0	0	50	154	3195	1/0
2019	150	554	220	*210	3	2	0	63	143	2601	14/2
2018	150	551	175	*190	1	3	0	49	137	3539	5/1

*The Governing Board agreed to admit additional children

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

The Link Academy

Principal: Mrs E Edwards-Morgan

Type of school: Academy

Age range: 11 - 16

Number on Roll: 926

Published Admission Number 2022: 210

Admissions authority: Advisory Committee

DfE No: 332 4003

The Link Academy, Simms Lane, Netherton,
Dudley, DY2 0PB

Tel: 01384 816500

Email: info@thelinkacademy.org.uk

Website: www.thelinkacademy.org.uk

Dates of open evenings/days

30 September 6.00pm - 8.00pm

Principal and Chief Executive's speech at 6.15pm and
7.00pm

*Mon 27th September- Friday 1st October 9.15am –
11.00am

* Tours by appointment only

Principles:

The Link Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

The Link Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
School Admissions Code 2014

School Admissions Policy for Normal Age of Entry in Academic Year 2022/2023

Published Admission Number: 210 per year group (1050 total across 5 year groups)

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.

a) 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. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where The Link Academy is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 Link Academy is the most appropriate to meet their child's medical condition rather than any other school. The Trust will not seek to obtain medical evidence on behalf of parents.)

c) 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 / stepsister, living at the same address and who will still be attending The Link Academy in the academic year 2022/2023.

d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres,

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

from the home address to the main entrance of the school.

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 a Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place 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 friends 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 you to confirm that this is the case. The 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 school through the admissions criteria. The Governing Body will exceed the admission number prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

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.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance 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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2023. 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 basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 45, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available.

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.

Places that become available between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Trust'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.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals /Heard and Allowed
2021	210	340	185	220*	2	4	0	67	147	-	-
2020	210	310	142	175	0	5	0	63	107	-	-
2019	210	314	151	186	3	3	0	64	116	-	-
2018	210	332	138	162	0	0	0	57	105	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

*The Governing Board agreed to admit additional children

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Old Swinford Hospital School

Headteacher: Mr P T Kilbride

Type of school: Voluntary Aided

Age range: 11 - 18

Number on Roll: 608

Published Admission Number 2022: See below for admission numbers effective from September 2021 and which will increase the number on roll

Admissions authority: Governing Body

DfE No: 332 5400

Old Swinford Hospital, Heath Lane,
Stourbridge, DY8 1QX

Tel: 01384 817325

Email: admissions@oshsch.com

Website: www.oshsch.com

Date of open events

Saturday 18th September 9.00am – 11.30am
(Lower School Years and Sixth Form boarding)

Tuesday 19th October 4.30pm – 7.00pm (Sixth Form)

Admissions Policy for Admissions in September 2022

This policy sets out how places are allocated to children who apply to Old Swinford Hospital as boarders and day pupils.

Questions about our admissions process can be raised with us by contacting us on admissions@oshsch.com or calling us on 01384 817325. You may also be able to find the information you are looking for by reading our online 'Frequently Asked Questions Document' which, although not a part of this policy, provides general guidance for the admissions process and you can find this on www.oshsch.com under 'Admissions'. An admissions timeline is also on our website.

The policy has twelve sections:

Section 1 Introduction

Section 2 Admissions Numbers for the Academic

Year 2022-2023

Section 3 Boarding Places

Section 4 Day Places

Section 5 Admissions Criteria for Boarding Places

Section 6 Additional Admissions Criteria for Year 7 (11+) Flexi-Boarder Places

Section 7 Admission Criteria for Year 7 (11+) Day Places

Section 8 Admissions Criteria for Year 12 (16+) Day Places

Section 9 Oversubscription Criteria

Section 10 Waiting Lists

Section 11 Other Admissions Information

Section 12 Grade Requirements for Sixth Form Courses 2022-2023

1. Introduction

1.1. Old Swinford Hospital¹ is a boarding and day school for pupils aged 11-18. The majority of places are boarding places.

1.2. The School does not have a catchment area. To be admitted to the School, pupils must have full United Kingdom nationality or other approved residential status in the United Kingdom.²

1.3. We are a school established in the traditions of the Church of England and Christian witness lies at the heart of school life. However, pupils and staff of all faiths and none, and of all backgrounds, are welcomed as part of our community for we believe that strength is best derived from diversity.

1.4. We consider that it is a natural extension of an education in a Church of England primary school for some children to continue their education at secondary level in another church school and so the School has three feeder schools for Year 7 day entry, all designated Church of England schools, and all located less than 1.5 miles from us (see section 9).

1.5. The Admissions Authority is the Governing Body.³

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

1.6. All parents/carers must complete the School's own application form which can be done online through our website (www.oshsch.com). Parents/carers of children from England will also need to complete their Local Authority Common Application Form (CAF) where their application is for a place in Year 7.

1.7. It is important that children who come here to board are able to engage with boarding life. We will not admit any child as a boarder unless they have satisfied the School that they are suitable to board (see section 5).4

1.8. We reserve the right to withdraw the offer of a place where it has been offered in error or parents/carers have not responded within the time stated in the offer letter or it is found that the offer was obtained through a fraudulent or intentionally misleading application. We also reserve the right to withdraw a place after a pupil has started at the School where that place was fraudulently obtained.

1.9. The principal years for admissions are Years 7 and 12. For enquiries about vacancies in Years other than the principal admission years please contact the School.

1.10. The School is partially selective in Year 7 (see section 6) where:

1.10.1. Forty-eight flexi-boarder places are awarded on academic ability; and

1.10.2. Sixteen flexi-boarder places are awarded on aptitude in music or sport.

1.11. For entry to the Sixth Form there is a minimum grade requirement with further grade criteria for specific courses details of which may be found in section 12. Grade requirements are the same for internal pupils and external applicants.

1.12. Any query or enquiry about admissions, or the availability of places in any year, should be directed to the School.

2. Admission Numbers for the Academic Year 2022- 2023

2.1. The formal admission numbers for each category for each year of entry presume that, once entered onto the School roll, all pupils remain enrolled until the end of Year 13; so the admission numbers are formally as follows:

Year of Entry	Boarding Places	Day Pupils
7	134	46
12		20

2.2. Places are available equally to boys and girls however:

2.2.1. Places in boys' boarding accommodation may not be taken by girls and vice versa.

2.2.2. Elements of the curriculum in Years 7-11 will be taught in single sex classes therefore, places below the Sixth Form for boys may not be taken by girls and vice versa.

2.3. Year 7 (11+)

This is the principal year of entry. The School may admit up to 134 boarders. It may admit up to 70 boarders who board on a termly or weekly basis. The number of flexi-boarders is limited to 64. Section 3 explains termly, weekly and flexi-boarder. There are 46 day places.

2.4. Year 12 (16+)

Many pupils at the School continue their education into the Sixth Form. Assuming all Year 11 pupils qualify for a place in Year 12 the School may admit a further 20 day pupils. However, not all existing pupils continue their education into the Sixth Form so in reality vacancies may arise for both boarding and day.

3. Boarding Places

3.1. The majority of places available are boarding places in that the School provides pupils with overnight board and lodging.

3.2. There are different categories of boarders: termly boarders, weekly boarders and flexi-boarders, although the admissions procedure is the same for all categories excepting Year 7 flexi- boarders where places are awarded on academic ability or aptitude in music or sport.

3.2.1. Termly boarders reside at the School each and every day and night of each term, except over half-term. They may go home on exeat weekends, usually after sport on a Saturday, returning after supper the following day. They may go home more frequently if their parents/carers so choose.

3.2.2. Weekly boarders do everything that termly

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

boarders do except stay overnight at the School on weekends. They reside at the School each and every day and night, Monday to Friday, of each term, except over half-term. They may go home more frequently if their parents/carers so choose.

3.2.3. Flexi-boarders do everything that termly boarders do except routinely stay overnight; their arrangement is more flexible to suit their, and their families, needs. They are required to stay over 3-4 times per term. On other occasions they may arrive for breakfast and may depart after the end of prep. They are full members of a boarding house with access to all of its facilities. They are provided with accommodation in the form of work and storage areas and a bed when required.

3.3. Parents/carers of boarders will be expected to pay boarding fees once their child is admitted into the School and full details of these boarding fees can be found on our website under Admissions.5

3.4. Eligible families may be able to reclaim at least part of the boarding fee as a Working Tax/Universal Tax Credit and parents/carers should consult www.hmrc.gov.uk for details. There are also a number of charitable organisations who, in certain circumstances, may be able to offer some support towards fees, particularly to those children with a boarding need. Applications to both HMRC and charitable organisations have to be made by parents/carers and cannot be done by the School but please contact the School for any information you need either to make an application or for information on possible sources of support.

4. Day Places 6

There are 46 day places in Year 7 and a further 20 day places in the Sixth Form.

5. Admission Criteria for Boarding Places

5.1. We recognise our responsibility under the Children Act 1989 to safeguard and promote the welfare of boarders and accordingly applicants who wish to board are necessarily assessed to determine their suitability for boarding. This assessment includes:

5.1.1. An interview;

5.1.2. A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school;

5.1.3. Consideration of any other information that the parents/carers may wish to provide to support the applicant's application or which may be provided at the request of the parents/carers by another person, or which comes to the attention of the School from any other source including during any visits to the School.

5.1.4. Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.

5.2. All applicants must be assessed as suitable to board before they are admitted to the School as boarders.

5.3. For termly or weekly boarders in Years 7-11 there are no academic tests, grade requirements or aptitude assessments.

5.4. For flexi-boarder places in Year 7 forty-eight places (twenty-four each for boys/girls) are awarded on the basis of academic ability and sixteen places (eight each for boys/girls) are awarded on the basis of aptitude (see section 6).

5.5. In order to take up an offer of a Sixth Form boarding place, applicants, both internal and external, must achieve the minimum grade requirement and further grade criteria for specific courses details of which may be found in section 12.

5.6. For Sixth Form applicants who did not sit GCSEs an equivalent can be submitted and parents/carers should contact the School to ascertain the acceptability of those equivalents.

5.7. Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted by the Covid pandemic.

5.8. In the event of oversubscription places are allocated to applicants using the oversubscription criteria set out in section 9.

6. Additional Admission Criteria for Year 7 (11+) Flexi-Boarder Places

Places by Ability

6.1. Forty-eight flexi-boarder places (twenty-four each for boys/girls) in Year 7 will be awarded on the

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

basis of academic ability as determined by an assessment test taken in the Michaelmas Term, before the year of entry.

6.2. The assessment test is designed to assess visuo-spatial skills, speed and accuracy in number skills and the application of mathematical skills to novel situations, understanding in reading, abstract reasoning and vocabulary skills. Test dates and further details are available on the School's website.

6.3. A minimum score is not required.

6.4. A rank order of results will be drawn up. There will be one list for boys and one list for girls.

6.5. In the event that the assessment test produces two or more equally placed candidates on their respective list, then the oversubscription criteria for Year 7 boarder entry will be applied to determine the order in the rank of the equally placed candidates (see section 9).

6.6. The rank order will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.

Places by Aptitude

6.7. Eight places (four each for boys/girls) will be awarded for musical aptitude and eight places (four each for boys/girls) will be awarded for sports aptitude.

6.8. Musical aptitude:

Applicants wishing to be considered for a place based on musical aptitude are required to sit an aptitude assessment. Assessment dates and further details are available on the School's website in the Admissions section.

6.9. Sports aptitude:

Applicants wishing to be considered for a place based on sports aptitude are required to sit an aptitude assessment. Assessment dates and further details are available on the School's website in the Admissions section.

6.10. A minimum score in aptitude assessments for music or sport is not required.

6.11. A rank order of aptitude assessments results will

be drawn up. There will be a list for boys and a list for girls in each of music and sport.

6.12. In the event of the aptitude assessments producing two or more equally placed candidates on their respective list, then the oversubscription criteria for Year 7 boarder entry will be applied to determine the order in the rank of the equally placed candidate (see section 9).

6.13. In the event that there are insufficient applications to fill the places to be awarded on aptitude in music/sport for boys, the unfilled places will be added to the places that can be awarded on aptitude in sport/music for boys.

6.14. In the event that there are insufficient applications to fill the places to be awarded on aptitude in music/sport for girls, the unfilled places will be added to the places that can be awarded on aptitude in sport/music for girls.

6.15. The rank order of results will be sent to the Local Authority who offer places in rank order to those parents/carers having selected the School as a preferred choice under the co-ordinated admissions arrangements.

Order

6.16. Where children have applied in more than one flexi-boarder category the order of allocating places will firstly be by rank in the test for ability then, if they are unsuccessful in gaining this place, by rank in aptitude.

7. Admission Criteria for Year 7 (11+) Day Places

7.1. There are no academic tests, grade requirements or aptitude assessments for Year 7 day places.

7.2. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).

8. Admission Criteria for Year 12 (16+) Day Places

8.1. In the event of being oversubscribed, offers of day places will be subject to the relevant oversubscription criteria (see section 9).

8.2. All day places in Year 12 will be awarded on the basis of having met the minimum grade requirement in

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

specified GCSEs. Evidence of grades will be provided by the applicant's statement of results generated by their school on results day.

8.3. In order to take up a place offered applicants, both internal and external, must achieve the minimum grade requirement and further grade criteria for specific courses details of which may be found in section 12.

8.4. For applicants who did not sit GCSEs an equivalent can be submitted and parents/carers should contact the School to ascertain the acceptability of those equivalents.

8.5. Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted by the Covid pandemic.

9. Oversubscription Criteria

Termly and Weekly Boarding Places

9.1. First priority for admission shall be given to any child who is a 'looked after child'⁸ and all previously looked after children⁹ including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹⁰

9.2. Thereafter, and in the following order, to children:

9.2.1. Of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

9.2.2. Who have satisfied the Governors that they have a significant degree of boarding need.¹¹

9.2.3. Who are eligible for armed forces premium.¹²

9.2.4. Who are eligible for pupil premium.¹³

9.2.5. With a sibling, half-sibling,¹⁴ step sibling, adopted or fostered sibling living at the same address who is, or was, a boarder at the School.

9.2.6. Of staff¹⁵

9.3. The final oversubscription criterion for termly

and weekly boarding places shall be a random ballot.

Flexi-Boarder Places

9.4. Places offered on ability will be awarded first, and in rank order, to those who sat the assessment test. For tied places priority is then as for termly and weekly boarders.

9.5. Places offered on aptitude will be awarded first, and in rank order, to those who sat the aptitude assessments for a place. For tied places priority is then as for termly and weekly boarders.

Year 7 Day Places

9.6. First priority will be given to any child who is a 'looked after child' and all previously looked after children including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

9.7. Thereafter, and in the following order, to children:

9.7.1. Who at the time of the application were attending a primary school from the list below¹⁶:

Oldswinford Church of England Primary School, Field Lane, Stourbridge

Pedmore Church of England Primary School, Hagley Road, Pedmore, Stourbridge

St James's Church of England School, Kingsway, Stourbridge

9.7.2. Who are eligible for armed forces premium.

9.7.3. Who are eligible for pupil premium.

9.7.4. With a sibling, half-sibling, step sibling, adopted or fostered sibling living at the same address who is, or was, a pupil in the School.

9.7.5. Of staff.

9.8. The final oversubscription criteria will be children whose normal¹⁷ place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

Sixth Form Day Places

9.9. Where oversubscribed the following criteria will be applied in making offers.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

9.10. First priority will be given to any child who is a 'looked after child' and all previously looked after children including those children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

9.11. Thereafter, and in the following order, to children:

9.11.1. Who are eligible for armed forces premium.

9.11.2. Who are eligible for pupil premium.

9.11.3. With a sibling, half-sibling, step sibling, adopted or fostered sibling living at the same address who is, or was, a pupil in the School.

9.11.4. Of staff.

9.12. The final oversubscription criteria will be applicants whose normal place of residence as determined by a straight line measurement in metres lies closest to the main entrance to the School in Heath Lane.

Tie Break

9.13. In the event of there being applicants who rank or otherwise equally meet admission criteria in any admission category, year group or other criteria, including in-year admissions, out of year admissions and change of status, and there being insufficient places, the place will be awarded according to the oversubscription criteria for each category and if these do not resolve the tie there shall be a random ballot of tied applicants.

10. Waiting Lists¹⁸

10.1. Parents/carers can ask to be placed on a waiting list if their child is unsuccessful in obtaining a place for any school year group.

10.2. The waiting list for Years 7 and 12 will operate from the point of allocation of places and continue. Children on the waiting list will be considered along with any new applications by the date when any vacancy occurs. The length of time on the waiting list is not material to whether or not a place is finally awarded. The place will be awarded according to the stated oversubscription criteria.

10.3. Children assessed to be unsuitable for boarding

will not be placed on a waiting list for a boarding place.

11. Other Admissions Information

Special Educational Needs and/or Disabilities

11.1. The School is required to admit children whose Education, Health and Care Plan (EHCP) names the School subject to any applicants for boarding places being assessed as suitable to board.

Admission over or under age

11.2. The School will not normally admit a child other than into their chronological year group. However, in exceptional circumstances where there is a compelling educational or social justification, the School may permit an application for admission on behalf of a child who is over or under the normal age for his/her year group.

11.3. Applications should be made following the processes previously outlined for the relevant admission category together with an accompanying letter, addressed to the Headmaster, and setting out reasons why it would be in the child's best interest to be admitted outside of their normal age group.

11.4. If the Headmaster considers admission outside of a child's normal age group is in the best interests of the child then the parents/carers application for that child will be entered into the normal admissions process and be treated the same as all other applications including, in the case of an application for a boarding place, for suitability to board.

11.5. Parents/carers are asked to make applications for places outside of a child's normal age group as soon as possible so that the relevant information can be considered and, if appropriate, in order for the application then to be included in the usual admissions process.

Applications for Children from a Multiple Birth

11.6. Special conditions may apply in the event that one child from a multiple birth does not gain admission to the School through the admissions criteria when the other or others do. In this instance the School may, at its discretion, exceed the published admission number for the benefit of family concerned so as to prevent separation of such children provided, if the application is for a boarding place, the child is assessed as suitable to board (see section 5).

Late Applications

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

11.7. Applications 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.

11.8. Where circumstances are such that the parents/carers could not have reasonably submitted the application within the deadline, it will be considered alongside all other applications.

Applications for places in years which are not principal admissions years²⁰

11.9. Excepting flexi-boarding places in Years 7-11, the School accepts applications for places in Years which are not principal years of admission as long as there is a vacancy in that Year and for the type of place applied for.

11.10. Flexi-boarding places in Years 7-11 are available only where a child sat the relevant academic or aptitude assessment in Year 6.

11.11. Subject to availability, applications can be made to fill flexi-boarding vacancies in Year 12 provided the minimum and subject specific grade requirements are met.

11.12. For all boarding places the admissions criteria in section 5 apply and for each type of place the oversubscription criteria above apply.

Applications to Change Boarding/Day Status

11.13. There is no automatic transfer between categories for pupils already in the School.

11.14. Changing status will be subject to there being a vacancy in that category and for a boarding place that there is also accommodation available.

11.15. Applications will be considered alongside, and in competition with, all other applications for a place in that Year and in that category at that time. Where appropriate parents may be required to apply through the Local Authority in-year transfer process.

11.16. Transfers to a vacant flexi-boarding place in Years 7-11 will only be considered where the pupil sat the relevant academic or aptitude assessment in Year 6 and will be subject to any waiting list in operation.

11.17. Applications to change status to become a boarder will be subject to the pupil being assessed as suitable to board.

Applications Outside of the Normal Admissions Round

11.18. An application outside of the normal admissions round is an in-year application and not a late application. The School will consider applications outside of the normal admissions round subject to places being available at that time and any waiting list. Where appropriate parents may be required to apply through the Local Authority in-year transfer process.

11.19. For all boarding places the admissions criteria in section 5 apply and for each type of place the relevant oversubscription criteria apply.

11.20. Enquiries for in-year admission, or the availability of places in any Year, should be directed to the School.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

12. Grade Requirements for Sixth Form Courses 2022-2023

Primary Requirement: For any course of study all students require at least 6 GCSE at Grade 5 or above and including English and Maths or the agreed equivalent for applicants who did not GCSEs.²¹

Additional Requirement: Additional to the primary requirement specific subjects have the following minimum grade requirements:

SUBJECT	Additional GCSE grade requirements
Art and Design	Grade 6 in Art
Biology	Grade 6 in Maths and English Language, Grade 6 in Biology and either Grade 6 in one other science or Grades 6:6 in Double Science
BTEC Sport	Grade 4 in PE or 4:4 in Double Science
Business	Grade 6 in Business Studies or Grade 6 in Maths and English Language
Chemistry	Grade 6 in Maths and English Language, Grade 6 in Chemistry and either Grade 6 in one other science or Grades 6:6 in Double Science
Computer Science	Grade 6 in English Language, Grade 6 in Maths and either Grade 6 in one science or 6:6 in Double Science
Design and Technology	Grade 6 in Maths and/or Grade 6 in Technology
Economics	Grade 6 in Maths and Grade 6 in English Language
English Language & Literature	Grade 6 in English Language and Grade 6 in English Literature
English Literature	Grade 6 in English Language and Grade 6 in English Literature
French	Grade 6 in French
Further Maths	Grade 8 in Maths
Geography	Grade 6 in Geography and Grade 6 in English Language
German	Grade 6 in German
History	Grade 6 in History and Grade 6 in English Language
IT OCR Cambridge Technical	Grade 5 in ICT, Grade 5 in English Language and Grade 5 in Maths
Maths	Grade 7 in Maths
Music	Grade 6 in GCSE Music or Grade 5 in RSM Theory and Grade 5 in RSM Practical
Politics	Grade 6 in English Language
Physics	Grade 6 in Maths and English Language and Grade 6 in Physics and either Grade 6 in one other science or Grades 6:6 in Double Science
Psychology	Grade 6 in Maths and either Grade 6 in Biology or Grade 6:6 in Double Science
Philosophy & Ethics	Grade 6 in any humanities subject

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

- 1 *Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and has in place an appropriate and current Safeguarding Policy.*
- 2 *Or under a study or exchange scheme as may be approved from time to time.*
- 3 *Admissions are regulated by The School Standards and Framework Act 1998, The Education (Pupil Registration)(England) Regulations 2006, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012, and the School Admissions Code.*
- 4 *By doing so they are acting in accordance with their responsibilities under the Children Act 1989 (as amended).*
- 5 *Parents/carers ability to pay boarding fees is not part of the admissions process, but, under the Education (Pupil Registration)(England) Regulations 2006, reg. 8(1)(o), where parents/carers have not paid boarding fees (including any interest) in full by the end of the term to which the fees relate, the child of those parents/carers will be deleted from the school register forthwith and will not be admitted to the School the following term.*
- 6 *Day pupils are not boarders. They are not provided with overnight board or lodging or any boarding accommodation and do not have access to the facilities of a boarding house. Accordingly, day pupils are required to leave the School's premises shortly after 3.45pm unless they are involved in a performance or a match or are required to attend a rehearsal, training or discharge peer mentoring duties. Day pupils are not provided with meals, are not ordinarily permitted to use the School's facilities after school hours and do not stay at the School to do prep.*
- 7 *The School can accommodate applications for places awarded on aptitude from disabled pupils. The School should be informed of any disability at the earliest possible time to ensure that an appropriate aptitude assessment can be put in place.*
- 8 *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 (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.*
- 9 *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 arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements order are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangement order. A 'special guardianship order' is an order under S14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian (or special guardians).*
- 10 *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.*
- 11 *Parents will be asked to demonstrate boarding need and the degree of boarding need. This may include for example, but not be limited to, children of Crown Servants and other parents/carers working abroad, children who ordinarily live in remote locations and children at risk or with an unstable home environment or other family circumstance which generates a need that may best be met from an education in a boarding environment.*
- 12 *The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of Armed Services personnel.*
- 13 *The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.*
- 14 *Sharing one common parent.*
- 15 *Children of staff where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
- 16 *There is no order of priority between feeder schools and therefore no order of priority between children based on the feeder school they attend.*
- 17 *Parents may be required to provide evidence in support of their child's normal place of residence at the time of application. If the parents do not live together, 'normal' place of residence will be taken as residence of the parent/carers with whom the child spends the majority of the time. An application can only be made from a single address, and only a single application can be made for each child.*
- 18 *Allocation of places from the waiting list will have regard to the availability of boarding places for boys and boarding places for girls as places in a boys' house may not be taken by girls and vice versa. Allocation of places from the waiting lists below the*

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Sixth Form will also have regard to the availability of places in girls/boys classes where subjects are taught separately. Allocation of places from the waiting lists for the Sixth Form will also have regard to the availability of places in subject classes.

19 *Prior to September 2020 waiting lists were kept for one year only. Lists for these earlier years will be established as and when a parent asks for their child's name to be placed on that list.*

20 *Allocation of vacant places will have regard to the availability of boarding places for boys and boarding places for girls as places in a boys' house may not be taken by girls and vice versa. Allocation of vacant places below the Sixth Form will also have regard to the availability of places in girls/boys classes where subjects are taught separately. Allocation of vacant places in the Sixth Form will also have regard to the availability of places in subject classes.*

21 *Subject to there being places available in the Sixth Form, and on the required course, candidates who applied but did not meet the entry criteria can discuss the courses that they want to follow with the Director of Sixth Form and may be awarded a place. This will be particularly relevant for candidates who have had their education interrupted by the Covid pandemic.*

Pedmore High School

Head Teacher: Mr G Lloyd

Type of school: Academy

Age range: 11 - 16

Number on Roll: 600

Published Admissions Number 2022: 150

Admissions authority: Invictus Education Trust

DfE No: 332 4105

The Pedmore High School, Grange Lane, Stourbridge,
DY9 7HS

Tel: 01384 686711

Email: info@pedmorehighschool.uk

Website: www.pedmorehighschool.uk

Dates of open evenings/days

Thursday 23 September 2021 6pm - 9pm

Tuesday 28 September 2021 9am - 10.30am

Thursday 30 September 2021 9am -10.30am

Pedmore High School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

The following criteria will be used to allocate the available places if more applications are received than spaces available.

a) 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, residence, or special guardianship order. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Pedmore High School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 pupil would experience if they had to attend another school. Parents should also indicate why Pedmore High School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 the school in September 2022.

d) Any places that remain available once the above applicants have been admitted, will be filled 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 Pedmore High School.

Notes

- Relevant looked after children 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.

- 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 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).

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

- In accordance with legislation, a child with a EHCP, Health and Care Plan (EHL) will be offered a place if the school named in the Statement as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have a EHCP, or Education, Health and Care Plan (EHL).
- Any child not obtaining a place 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.
- 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 Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application Process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late Applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Waiting Lists

If a 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 schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

Applications Made During the Year (i.e. Mid-Year Admissions)

Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as in-year admissions.

Application forms for mid-year admissions are available from the Local Authority.

Admission of children outside their normal age group

Where a parent requests their child is admitted out of

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include 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. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals /Heard and Allowed
2021	150	260	103	142	0	1	0	46	95	-	-
2020	150	257	80	127	4	1	0	34	88	-	-
2019	150	257	73	135	2	2	0	31	100	-	-
2018	150	235	72	108	1	1	0	35	71	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Pegasus Academy

Principal: Mr A Landers

Type of school: Academy

Age range: 11 – 16

Number on Roll: 595

Published Admission Number 2022: 146

Admissions authority: Advisory Committee

DfE No: 332 5405

Pegasus Academy, Scotts Green Close,
Dudley, DY1 2DU

Tel: 01384 253722

Email: office@pegasusacademy.org.uk

Website: www.pegasusacademy.org.uk

Dates of open evening/day

Tuesday 21st September 6.00pm - 8.00pm
Talks by the Principal and Chief Executive of the Trust
at 6.15pm and 7.00pm

Wednesday 22 September/Thursday 23 September -
No appointment necessary. A tour of the Academy will
leave the entrance foyer at 9.15am.

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. There are no charges relating to the admission of students to Pegasus Academy. The number of intended admissions for the academic year commencing 1st September 2022 will be 146 which will be the Published Admissions Number (PAN).

Over-subscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Children who are currently Looked After or children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order. See notes below.

2. Children with a "serious and ongoing medical condition" where Pegasus is the most appropriate setting to meet the condition. Parents must provide

supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why Pegasus is the most appropriate setting to meet their medical need. The Academy will not seek to obtain medical evidence on behalf of parents.

3. Children with a brother or sister, half-brother/sister (where the children share one common parent), or step brother/step sister living at the same home address and who will still be attending Pegasus in September 2022. The definition of brother or sister also relates to adopted or fostered children living at the same home address

4. Proximity of the child's home to the Academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the Academy

Notes

Relevant looked after children 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).

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.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).

In accordance with legislation, a child with an Education,

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Health and Care Plan (EHCP) will be offered a place at Pegasus if the Academy is named as the most appropriate to meet the child's individual needs. This may reduce the amount of places available for children who do not have a EHCPs.

The home address is considered to be the child's principal place of residence, the address where the child lives for the majority of the Academy week (i.e. 3 out of the 5 Academy's days available).

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to Pegasus through the admissions criteria. If necessary, Pegasus will exceed its published admission number in order to prevent the separation of twins or triplets.

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.

Appeals regarding admissions are made in writing to the Independent Admissions Appeals Panel via the Clerk to the Governing Body.

Late Applications

Applications received after the closing date (31st October 2021) will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent/carer could not have reasonably submitted the application within the deadline the applicant will be considered alongside all other applicants.

In each circumstance, supportive documentary evidence must be provided by the parent/carer at the time of application.

Unsuccessful late applicants will be added to the waiting list in accordance with the admissions criteria.

Waiting Lists

If the Academy is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful can ask to be placed on a waiting list. Children on the waiting list will be ranked in accordance

with the Academy's published admissions criteria and the list will operate from the point of allocation of places until 31st August 2023. After 31st August 2023 the waiting list will no longer be in operation.

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

A child's position on the waiting list is not fixed and is subject to change during the period of operation i.e. they can go up or down the list.

Places that become available between the point of allocation and 31st August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

How to Apply for a Place at Pegasus for Year 7 in September 2022

Parents must complete the application form which is provided by your home Local Authority. The timetable for the processing of admissions applications will follow the same timetable as the Dudley Local Authority Admissions Service which will apply this policy on behalf of the Governors of Pegasus Academy.

Note: These arrangements refer to the Academy year commencing 1st September 2022. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1st September 2022 or in relation to subsequent Academy years.

Admission of Children Outside Their Normal Age Group

Parents/Carers may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In such cases, parents/carers should make a written application to the Academy. Each application will be considered individually on the basis of the circumstances of each case and in the best interests of the child concerned.

Once a decision has been made, parents/carers will be informed in writing setting out the reasons for the decision.

Other Relevant Policies

This policy should be read in conjunction with the Academy's Equality Policy.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals /Heard and Allowed
2021	146	260	90	117	1	2	0	30	84	-	-
2020	146	247	84	113	3	6	0	29	75	-	-
2019	146	232	80	117	0	1	0	38	78	-	-
2018	146	262	110	128	2	0	0	47	79	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Redhill School

Headteacher: Mr J Clayton

Type of school: Academy

Age range: 11 – 16

Number on Roll: 1232

Published Admission Number 2021: 235

Admissions authority: Governing Body

DfE No: 332 4119

Redhill School, Junction Road, Stourbridge, DY8 1JX

Tel: 01384 816355

Email: info@redhill.dudley.sch.uk

Website: www.redhill.dudley.sch.uk

Dates of open evenings/days

Open Mornings 9.15am to 10.45am

16th September 2021

17th September 2021

20th September 2021

24th September 2021

Open Evening 5.30pm to 8.30pm

21st September 2021

All events will be subject to any Covid 19 restrictions at the time

Determined Admissions Policy for Normal Age of Entry in September 2022

Redhill School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Admission Number - 235

The following criteria will be used to allocate the available places if more applications are received than

spaces available.

a) 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. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the Redhill School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 pupil would experience if they had to attend another school. Parents should also indicate why Redhill School is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 the school in September 2022.

d) Any places that remain available once the above applicants have been admitted, will be filled 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 Redhill School.

Notes

- Relevant looked after children 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. 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 order¹⁸ or special guardianship order¹⁹).

- 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.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

- 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 a Statutory Statement of Special Educational Needs or Education Health Care Plan (EHCP) will be offered a place if the school named in the Statement or EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have a Statutory Statement of Special Educational Needs or EHCP.

- Any child not obtaining a place 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 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, 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.

- 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 Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.

- Admission of children outside their normal age

group. Applications for school places outside of the normal age group will be considered by the Governing Body where there are exceptional circumstances. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development and where relevant their medical history. The Governing Body will also take into account the views of the head teacher. Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group the application will then be considered in line with the normal admission procedures.

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

Application Process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late Applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a 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 schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31

August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	235	677	280	245*	8	5	0	68	164	1922	5/0
2020	235	689	269	245*	8	3	0	75	159	1792	12/1
2019	235	716	322	245*	3	2	0	87	153	1566	18/1
2018	235	701	315	245*	5	6	0	96	138	1640	15/2

*The Governing Body have over recent years agreed to admit additional pupils at the time of offer.

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Ridgewood High School

A Stour Vale Academy Trust School

Headteacher: Mrs R Cope

Type of school: Multi Academy Trust

Age range: 11 - 16

Number on Roll: 721

Published Admission Number 2022: 180

Admissions authority: Governing Body

DfE No: 332 4121

Ridgewood High School, Park Road West,
Stourbridge, DY8 3NQ

Tel: 01384 818445

Email: info@ridgewood.dudley.sch.uk

Website: www.ridgewood.dudley.sch.uk

Dates of open days/evening

Open Mornings: 9.15 am -10.45 am
Tuesday 21st September 2021
Monday 27th September 2021
Friday 1st October 2021

Open Evening: 6.00pm - 8.30 pm
Wednesday 22nd September 2021

Determined Admissions Policy for Normal Age of Entry in September 2022

Ridgewood High School has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.
Admission Number - 180

The following criteria will be used to allocate the available places if more applications are received than spaces available.

a) 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. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where Ridgewood High School is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 pupil would experience if they had to attend another school. Parents should also indicate why Ridgewood High school is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 the school in September 2022.

d) Any places that remain available once the above applicants have been admitted, will be filled 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 Ridgewood High school.

Notes

- Relevant looked after children 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).

- 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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

or main purpose is to benefit society.

- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).
- In accordance with legislation, a child with an EHCP will be admitted to the school if the school is named in the plan.
- Any child not obtaining a place 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 friends 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.
- 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 Governing Body will exceed the admission number for the school concerned to prevent separation of twins / triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Application Process

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from The School Admissions Service.

Late Applications

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

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a 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 schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2023. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

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.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application

alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	180	267	110	126	1	1	0	32	92	-	-
2020	180	244	86	103	2	0	0	38	63	-	-
2019	180	263	90	126	1	4	0	53	68	-	-
2018	180	356	131	154	2	0	0	41	111	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

St James Academy

Headteacher: Mr I Moore

Type of School: Academy

Age Range: 11 - 16

Number on Roll: 687

Published Admission Number 2021: 180

Admissions Authority: Advisory Committee

DfE No: 332 4612

St James Academy, St James's Road,
Dudley, DY1 3JE

Tel: 01384 816045

Email: general@stjamesacademy.org.uk

Website: www.stjamesacademy.org.uk

Dates of open evenings/days

Open evening

Tuesday 22 September 6.00pm – 8.00pm

Open mornings

Wednesday 23 September 9.30am – 12 noon

Thursday 24 September 9.30am – 12 noon

Come and see for yourself – it's a great place to be!
Informal visits are welcome during the day. Please
telephone the school to make an appointment.

Principles:

St James Academy has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

St James Academy does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England)

(Amendment) Regulations 2012

- The Education (Admission of Looked After Children) (England) Regulations 2005
- School Admissions Code 2014

Proposed School Admissions Policy for Normal Age of Entry in Academic Year 2022/2023

Published Admission Number: 180

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.

a) 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. See notes below.

b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where St James Academy is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child's Hospital 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 St James Academy is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

c) 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 St James Academy in the academic year 2022/2023.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

d) Any places that remain available once the above applicants have been admitted, will be filled 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.

Notes

- Relevant looked after children 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.
- 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 if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any child not obtaining a place 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 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, 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 you to confirm that this is the case. The Academy 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 Governing Body will exceed the admission number prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Council setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children 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 rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Multi Academy Trust Board who will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance 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 31 August 2023. 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 basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 70 will be used to determine which applicant will have the place.

Inclusion the waiting list does not mean that a place will eventually become available.

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.

Places that become available between the point of allocation and 31 August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Governing Body'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.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals /Heard and Allowed
2021	180	314	102	193*	0	4	0	42	147	-	-
2020	180	287	108	170	1	2	0	58	109	-	-
2019	180	293	94	178	1	0	0	49	128	-	-
2018	180	265	81	119	4	0	0	28	87	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

*The governing body agreed to admit additional children

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Summerhill School

Headteacher: Mr Tim Harris

Type of school: Community Age
range: 11 - 16

Number on Roll: 1034

Published Admission Number 2021: 210

Admissions authority: Dudley LA

DfE No: 332 4020

Summerhill School, Lodge Lane, Kingswinford,
DY6 9XE

Tel: 01384 816165

Email: info@summerhill.dudley.sch.uk

Website: www.summerhill.dudley.sch.uk

Dates of open evenings/days

Open Evening:

Thursday 7 October 7.00pm- 9.00pm *

Open Day Tours:

- Monday 11 October 9.15am
- Wednesday 13 October 9.15am
- Friday 15 October 9.15am

Tours start at 9.15am and last approximately 1 hour. Places can be booked by calling Reception.

*Subject to change depending upon prevailing Covid restrictions at the time.

How to apply for a place in year 7 for September 2022

- By completing the application form that is available from your home LA

• **Admissions policy** – See Page 10

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	210	539	232	211	12	8	0	61	130	2251	3/0
2020	210	445	188	210	3	2	0	66	139	-	-
2019	210	408	169	197	5	2	0	63	127	-	-
2018	210	406	201	207	2	2	1	63	139	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Thorns Collegiate Academy

Associate Principal: Mr M Kelay

Type of school: Academy

Age range: 11 - 16

Number on Roll: 878

Published Admission Number 2022: 200

Admissions authority: Shireland Collegiate
Academy Trust

DfE No: 332 4001

Thorns Collegiate Academy, Stockwell Avenue,
Quarry Bank, DY5 2NU

Tel: 01384 987973

Email: info@tca.shirelandcat.net

Website: www.thornsca.org.uk

Dates of open evenings/tours

Opening Evening

30th September 2021 5.30pm – 8.00pm

Open Mornings

4th, 5th and 6th October 2021 9.00am– 11.00am

Procedures for Admission

The Admissions Authority for Thorns Collegiate Academy is the Collegiate Academy Trust which will comply with the national co-ordinated admissions scheme. Thorns Collegiate Academy has an agreed admission number of 200 students.

As part of the national co-ordinated admissions arrangements across all Admissions Authorities, parents MUST complete an online registration form provided by their Local Authority by 31 October 2021. In completing this form Thorns Collegiate Academy must be chosen as one of the 6 preferences on the LA form.

Preference forms received after the closing date will be considered where the Local Authority identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the 'Applications to Transfer to Year 7'.

Those who are offered a place at the Academy will be informed on 1 March 2022 by the home Local Authority.

Those not offered admission will be informed on 1 March 2022 and will be offered a place at an alternative school by the home Local Authority.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is having or has experienced problems such as ill health and the Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include 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 may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should submit a request to the school with their application specifying the age of the child, which year group they wish him/her to be admitted and the reason for the request.

Procedures when the Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

- Looked after children and those 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)
- Siblings (brother and sister at the Academy at the time of admission)

Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

- Thereafter, on the basis of distance between their home address and the main entrance to the Academy. (Distance will be calculated according to a straight line measurement between the applicant's home and the main entrance to the Academy as measured by an external consultant)

NB: Children with an Education Health Care Plan naming the Academy will be admitted before other applicants.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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 at the time of making an application to a school.

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.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

Operation of waiting list and appeals

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on the waiting list. This will be maintained by the Local Authority. Children placed on the waiting list will be ranked in accordance with the Academy's published admissions criteria. For Dudley schools, waiting lists will normally operate until the 31 August 2023.

Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, see Appendix A)

Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Thorns Collegiate Academy

All in year admissions are managed by Dudley Local Authority. Applications for places at Thorns should be made directly to the Dudley Local Authority.

If several requests for places in the same year are received at the same time, places will be offered according to the criteria set out below:

- Looked after children and those 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).

- Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form). Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

- Thereafter, on the basis of distance between their home address and the main entrance to the Academy. (Distance will be calculated according to a straight line measurement between the applicant's home and the main entrance to the Academy as measured by an external consultant)

NB: Children with an Education Health Care Plan naming the Academy will be admitted before other applicants

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 at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

The Academy does not maintain waiting lists for in year applications.

Appendix A

Appeals

The Governing Body of Thorns Collegiate Academy (TCA) has contracted the appeals function to Dudley Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and TCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing TCA (this will be a

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to TCA rather than the one offered. The LA officer will explain why a place at TCA has been refused.

You cannot appeal for TCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for TCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. Families will be given 10 days' notice of an appeal hearing date and

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

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	200	335	146	173	1	1	0	52	119	-	-
2020	270	353	141	183	3	0	0	41	139	-	-
2019	270	379	173	228	4	3	0	64	157	-	-
2018	270	301	162	180	2	2	0	45	131	-	-

There is no guarantee that a similar situation will occur for admissions in September 2022

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Windsor High School and Sixth Form

Headteacher: Mr S Lanckham

Type of school: Academy

Age range: 11 - 19

Number on Roll: 1726

Published Admission Number 2022: 280

Admissions authority: Governing Body

DfE No: 332 5404

Windsor High School and Sixth Form, Richmond
Street, Halesowen, B63 4BB

Tel: 0121 550 1452

Email: info@windsor.windsoracademytrust.org.uk

Website: www.windsor.windsoracademytrust.org.uk

Dates of open evenings/days

Monday 20 September 6.00pm

Tuesday 21 September 9.30am

Wednesday 22 September 6.00pm

Thursday 23 September 6.00pm

Sixth Form open evening

Wednesday 20 October 6.00pm

Admission Policy – 2022/2023

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. There is no charge relating to the admission of students. The school's admission policy offers no guarantee of places.

The Pupil Admission Number (PAN) for the year commencing September 1st, 2022 will be 280. All admissions will be administered by use of the criteria detailed below.

Over Subscription

All schools must admit any child with a statement of special educational needs that names the school directly.

Where applicants for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. "Looked after children – children in public care",

as required by the Education (Admission of Looked after Children) (England) Regulations 2006. 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. *See note below

2. Where a child has 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 (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Windsor High School and Sixth Form in September 2022. **See note below

3. 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

Note

* 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).

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.

** 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 tie breaker should the school 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

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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.

Special conditions will apply in the event that one child from a multiple birth does not gain admission to the school through the admissions criteria; in this instance the school governors will exceed the admission number for the family concerned to prevent separation of such children.

Year 7 admissions for September entry will be administered on behalf of the Governors of Windsor High School and Sixth Form by Dudley LA (Admissions Service) using the criteria outlined above.

Appeals

Appeals regarding admissions will be considered by an Independent Appeals panel.

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.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, the applicant will be considered alongside all other applicants.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Unsuccessful late applications will be added to the waiting list in accordance with the admissions criteria.

Waiting Lists

If the school is oversubscribed and students have been refused admission because other students have a higher priority for admission under the published admissions criteria, then parents may request to be

added to a waiting list.

Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until July 31st 2023. After July 31st 2023 the waiting list will no longer be in operation. Dudley LA will operate this waiting list on behalf of the school.

Inclusion on the waiting list does not mean that a place will eventually become available.

A child's position on the waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available below the published admissions number or any number that the school agree that they can admit from March 2022 will be offered to students according to their ranking on the list i.e. those ranked highest will be offered first.

Dudley LA (Admissions Service) will also help co-ordinate any In Year Admissions on behalf of the school.

Sixth Form Admissions Policy 2022/2023

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.

The Student Admission Number (PAN) for the year commencing September 1st, 2022 will be 180. All admissions will be administered by use of the criteria detailed below.

Method of Application:

Prospectuses and application forms will be published during the Autumn Term each year. All current Windsor students will be invited to an Open Evening and the event will be marketed locally and on the school website. Prospectuses and application forms will be specifically issued to:

- All current Year 11 Windsor students
- Students visiting from other education establishments
- Those making specific requests by contacting the school

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

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

Entry Criteria for Courses:

Students need to demonstrate evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade 9 – 4 (or equivalent grades) including English and Maths.

Individual courses may have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus each year.

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

Applications From Students Not Currently Studying in Year 11 at Windsor High School and Sixth Form:

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 will be identical for both internal and external applicants.

Our admission number for external applications is a minimum of twenty.

All schools must admit any child with a statement of special educational needs that names the school directly.

Where over-subscribed we will give priority to applicants as follows:

1. "Looked after children – children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. 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. (* See note below)

2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/sister or fostered/adopted sibling living at the same home address (i.e. the genuine principle place of residence where they normally and regularly live) and who will be attending Windsor High

School and Sixth Form in September 2022. ** See note below

3. 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

*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).

**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 tie breaker should the school 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.

All of the above applicants must meet the Entry Criteria. In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to our Sixth Form are entitled to appeal to an Independent Appeals Panel.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	280	719	354	292*	0	3	108	181	2483	11/1
2020	285	760	323	285*	3	3	88	191	2560	15/0
2019	280	776	290	285*	4	5	98	178	2709	20/2
2018	280	715	250	290*	0	1	118	171	3195	11/1

There is no guarantee that a similar situation will occur for admissions in September 2022

*The Governing body agreed to admit additional children on offer day

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Dates of open evening/days

The Wordsley School

Headteacher: Mr G Burton

Type of school: Community

Age range: 11 - 16

Number on Roll: 819

Published Admission Number 2022: 211

Admissions authority: Dudley LA

DfE No: 332 4030

The Wordsley School, Brierley Hill Road,
Wordsley, Stourbridge, DY8 5SP

Tel: 01384 816015

Email: info@wordsley.dudley.sch.uk

Website: www.wordsley.dudley.sch.uk

Thursday 21st October 2021

A series of Open Mornings are available for prospective year 7 pupils in September 2022 which will take place throughout September 2021 and October 2021. You will need to make an appointment with the school's Reception at any point from Monday 6th September 2021.

How to apply for a place in year 7 for September 2021

By completing the application form which is available from your home LA.

Admissions policy See Page 10

Academic year	Published Admission Number	Total Applications	Total 1st Preference Applications	Total Number Admitted	Looked After Children	Education, Health & Care Plan	Medical	Siblings	Distance	Furthest distance admitted (metres)	Number of Appeals / Heard and Allowed
2021	211	408	162	193	3	2	0	45	143	-	-
2020	181	405	166	181	5	6	0	30	132	5342	-
2019	151	455	213	166	3	11	0	52	100	1370	17/0
2018	151	371	154	160*	2	1	0	31	124	-	-

*The Governing Body have over recent years agreed to admit additional pupils at the time of offer

There is no guarantee that a similar situation will occur for admissions in September 2022

Secondary school open days and evenings 2021

The Beacon Hill Academy 01902 677754	TBC due to ongoing pandemic restrictions. Details will be published on school website and social media.	
Bishop Milner Catholic College 01384 889422	<p>16 September 2021 6pm – 7:30pm 23 September 2021 6pm – 7:30pm</p> <p>There will be an electronic booking system in place and available on the school website August/September 2021.</p> <p>A Sixth Form open evening takes place on the 21 October 2021 from 6pm – 7.30pm</p>	
Crestwood School 01384 686850	<p>22 September 2021 6:00pm - 8:30pm 24 September 2021 9:30am - 10:45am 27 September 2021 9:30am - 10:45am 28 September 2021 9:30am - 10:45am</p>	
Dormston School 01384 816395	14 October 2021 7pm - 9pm	
The Earls High School 01384 816105	<p>21 September 2021 6.00pm - 8.30pm 22 September 2021 9.00am – 11.00am* 23 September 2021 6.00pm - 8.30pm 24 September 2021 9.00am – 11.00am*</p> <p>*Welcome by Headteacher at 9.00am. Tours start at 9:15am</p>	
Ellowes Hall Sports College 01384 686600	<p>15 October 2021 1:30pm to 4:30pm – Booking system in place 16 October 2021 9:30am – 1:30pm</p> <p>6th Form Open Evening 11 November 2021 6:30pm – 8:30pm</p>	
Kingswinford Academy 01384 296596	<p>23 September 5.00pm – 8.00pm</p> <p>Tours and talks: 20 September 9.00am – 11am 21 September 9.00am – 11am 22 September 9.00am – 11am</p>	
Leasowes High School 01384 686606	<p>14 September 6.30pm - 8.30pm 16 September 6.30pm - 8.30pm 21 September 9.00am - 11.00am 22 September 9.00am - 11.00am 23 September 9.00am - 11.00am</p> <p>Please book places via school website</p>	

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

<p>The Link Academy 01384 816500</p>	<p>Dates of open evenings/days: 30 September 6.00pm - 8.00pm Principal and Chief Executive's speech at 6.15pm and 7.00pm 27 September – 1 October 9.15am – 11.00am* *Tours by appointment only</p>
<p>Old Swinford Hospital School 01384 817325</p>	<p>18 September 9.00am – 11.30am (Lower School Years and Sixth Form boarding) 19 October 4.30pm – 7.00pm (Sixth Form)</p>
<p>Pedmore High School 01384 686711</p>	<p>23 September 6.00pm – 9.00pm 28 September 9.00am - 10.30am 30 September 9.00am - 10.30am</p>
<p>Pegasus Academy 01384 253722</p>	<p>21 September 6.00pm - 8.00pm Talks by the Principal and Chief Executive of the Trust at 6.15pm and 7.00pm 22/23 September Tours 9:15am</p>
<p>Redhill School 01384 816355</p>	<p>16 September 9.15am – 10:45am 17 September 9.15am – 10:45am 20 September 9.15am – 10:45am 21 September 5:30pm – 8:30pm 24 September 9.15am – 10:45am</p>
<p>Ridgewood High School 01384 818445</p>	<p>21 September 9.15am – 10.45am 22 September 6pm - 8:30pm 27 September 9.15am – 10.45am 1 October 9.15am – 10.45am</p>
<p>St James Academy 01384 816045</p>	<p>22 September 6.00pm – 8.00pm 23 September 9.30am – 12 noon 24 September 9.30am – 12 noon</p>
<p>Summerhill School 01384 816165</p>	<p>7 October 7.00pm – 9pm 11 October 9.15am* 13 October 9.15am* 15 October 9.15am* *Booking required, lasts approx. 1 hour</p>
<p>Thorns Collegiate Academy 01384 987973</p>	<p>30 September 5.30pm – 8.00pm 4,5,6 October 9.00am – 11.00am</p>

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

<p>Windsor High School and Sixth Form 0121 550 1452</p>	<p>20 September 6.00pm 21 September 9.30am 22 September 6.00pm 23 September 6:00pm</p> <p>Sixth Form Open Evening 20 October 6pm</p>
<p>The Wordsley School 01384 816015</p>	<p>21 October 2021 6:30pm – 8:30pm</p> <p>A series of Open Mornings are available throughout September 2021 and October 2021. You will need to make an appointment with the school's Reception.</p>
<p>Admissions staff will be available at some of the open evenings to assist with queries regarding the admission process.</p>	

Educational Opportunities Year 10

Children who are due to move to year 10 in September 2021 may wish to consider other educational opportunities available in the local area. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

To find information out about UTC's in the area please visit www.utcolleges.org.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

If you decide that you would like to apply for a place at any of the schools available, you will need to complete an application form. Please contact the school direct for further information.

- Aston University Engineering Academy, Birmingham. B7 4AG (0121 380 0572) www.auea.co.uk
- Health Futures UTC, West Bromwich. B70 8DJ (0121 794 2888) www.healthfuturesutc.co.uk
- Thomas Telford University Technical College, Wolverhampton. WV10 0JR (01902 872180) www.thomastelfordutc.com
- Walsall Studio School, Walsall. WS1 1RL (01922 211292) www.walsallstudioschool.co.uk
- Bournville College, Birmingham. B31 2AJ (0121 694 5000) www.sccb.ac.uk/bournville-college-academy
- Waverley Studio College, Birmingham. B9 5SX (0121 566 6622) www.waverleystudiocollege.co.uk
- Birmingham Ormiston Academy, Grosvenor Street, Birmingham. B4 7QD (0121 359 9300) www.boa-academy.co.uk

Privacy Notice: School Admissions

This notice explains what personal data (information) we hold about you, how we collect, how we use and intend to share information about you. We are required to give you this information under data protection law.

Who is the Data Controller for the information you provide?

Dudley Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on 0300 555 8283 or by email to information.governance@dudley.gov.uk.

We collect and hold information about you and your child in order to process your application regarding your child's admission to school. The Local Authority and schools will need this information to ensure the application is assessed appropriately.

Why do we need your information?

We use your information to allocate your child a place at school in accordance with the School Admissions Code December 2014 and the legislation set out in the Schools Standards and Framework Act 1998.

The Council is responsible for processing admissions to reception class and transfers from primary to secondary school, and also processes all in year admission requests i.e. where a child is moving between schools within the authority, or has moved into the authority from another authority.

What legal basis allows us to use your information?

The Department of Education's School Admissions Code published in September 2021, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998. This requires parents and carers to apply for a school place, requests parents/carers to express their school preferences, and allows them an opportunity on the form (and any supplementary form/s) to outline the reasons why they are requesting the school(s) of preference. For school appeals, the Department for Education's School Admission Appeals Code published in February 2012, which has statutory force underpins legislation set out in the School Standards and Framework Act 1998 which sets out the requirement to allow a parent/carer to appeal for a school place if they have been refused. The lawful basis for processing your personal data is 'Public Task' as we need the information to carry out our public functions as set out in law.

We collect the following information

You are required to complete all aspects of the application form. We collect the following information:

- your personal information (such as name, home address, contact details and email address).
- your child's personal information (such as name, date of birth, address if different from yours).
- Council Tax number.
- current or previous education provision.
- school preference information and parent's reasons for selection.
- name and date of birth of any sibling already attending your preferred school.
- looked after children, adoption, special guardianship order or child arrangement history.
- professional supporting documents if relevant to your application.
- background education history if applying for an in-year admission.
- country of origin if a new arrival to the country.

- Medical information about your child if pertinent to the application in line with the medical criteria. We also obtain personal information from other sources as follows:
- additional admissions related information that you have provided directly to your preferred or offered school.
- confirmation of looked after children, adoption, special guardianship order or child arrangement history from Virtual Schools.
- confirmation of Education Health and Care Plan status from SEN Department.
- the result of any school's own academic/aptitude test that your child has taken part in.
- faith information if application relates to faith criteria.

How do we collect your information?

The initial application for your child to start primary school or transfer from primary to secondary school can either be submitted online or a paper application. Transfers in-year require a hard copy application to be completed. Additional information may be requested either by letter, email, telephone, or face-to-face.

Who do we share the information with?

The Admissions Team intends to, where a lawful basis exists, also use your information for other legitimate purposes and will share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school application, to fulfil the council's safeguarding duty and comply with the Prevent Strategy, and to provide Central Government bodies with mandatory data returns, The Home Office to notify of potential illegal immigration, and the Police, at times, request information as part of a criminal investigation. We intend, where necessary, to also share your information with:

- Any of your preferred schools, including the school your child is allocated.
- Members of the independent appeals panel, where necessary, in accordance with the School Admission Code and the School Admissions Appeals Code.
- Black Country Foundation Partnership Trust for school health visits and checks
- Relevant information with neighbouring authorities when applying for a school in their authority in accordance with the schools Standards and Framework Act 1998
- Birmingham Community Healthcare Trust (BCHT) to assist with the administration and management of the Child Health Information System.
- Teams within Dudley Council working to improve outcomes for children and young people.
- External bodies including; other Councils/boroughs where appropriate, Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudication.
- For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, Council Tax Records, the Housing Team, Elections and the Fraud Team
- We will share personal information with law enforcement or other authorities if required by applicable law.

How long will the personal information be kept?

The information provided will be retained by the Admissions Service until your child reaches government statutory school leaving age.

Will this information be used to make an automated decision about me?

No – School places are allocated for Primary Reception and Secondary Year 7 intake using an automated decision-making process. The local authority will have manually entered the criteria for each application, the system will then allocate the highest school preference that each child can be offered.

Keeping your information secure

Your information will be securely stored on the Management Information System used by the Council to process application for school admissions and appeals. Currently this is the Synergy Servelec system, but this may change should the Council change its IT provider at any time in the future.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you. The new General Data Protection Regulation also gives you additional rights about information we hold about you and how we use it, including the right to:

Request to have your information deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.

Request your information to be rectified if it is inaccurate or incomplete.

Have your information transferred or copied should you move to another authority.

To submit a Subject Access Request email the Admissions Team at admissions.cs@dudley.gov.uk

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on Tel: 0300 555 2345 between 9.00am – 5.00pm Monday to Friday.

You have the right to complain to us if you think we have not complied with our obligation for handling your personal information. Please contact our Data protection officer at information.governance@dudley.gov.uk or write to Data Protection Officer, Information Governance Service, The Council House, Priory Road, Dudley, West Midlands, DY1 1HF. Your concerns will be investigated via the respective Council's complaints procedures.

If you are not satisfied with the Council's response, General Data Protection Regulation (GDPR) gives you the right to complain to the information Commissioner's Office (ICO). You can visit the ICO website at: <https://ico.org.uk/concerns/handling/>

In addition, the Corporate Privacy Notice is available at <https://www.dudley.gov.uk/privacy-disclaimer-statement/>

Supplementary guidance for parents of pupils with special educational needs:

This supplementary guidance provides additional information to parents and parent carers of children with a special educational need (SEN) who live in Dudley and attend a mainstream school either within Dudley or within a neighbouring local authority. *This guidance should be read in conjunction with the rest of this document.*

The majority of children with SEN will attend their local mainstream school. All mainstream schools receive funding within their budget so that they can put appropriate provision in place to meet the needs of all children including those who are identified as requiring SEN Support. Schools are required by law to have a qualified special educational needs co-ordinator (SENCo). All schools must have regard to the Children and Families Act 2014 and the SEND Code of Practice 2015 as well as the Single Equalities Act 2010 when making provision for children and young people with SEND.

Schools are required to publish a **SEN Information report** on their website. This will detail how they make provision for children with SEN.

SEN Support:

If your child is identified as SEN Support, the process will be the same as that for all children when choosing their next school as they move from the primary to secondary phase of their education.

Where a pupil is placed at SEN Support, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of personal learning plans or similar SEN records through regular meetings.

If your child has special educational needs you may want to talk to the headteacher and/or SENCo in the schools that you are considering to find out more about the school and to discuss your child's special educational needs with them. You can also look at their website and the published SEN information report.

EHCP:

A very small number of pupils, approximately 3%, will have special educational needs which are complex and severe and which will require the LA to issue an Education Health Care Plan (EHCP). Where a child has an EHCP the LA will work with you to determine what arrangements and support will be required to meet your child's special educational needs.

If your child has an EHCP the process with regard to secondary transfer will be different. The SEN Team is responsible for the administration of all activities in connection with those children who have an EHCP and works closely with the School Admissions Service to ensure that all children with an EHCP have an appropriate school placement at the beginning of the new school year.

Every child is entitled to access mainstream school provision within the local community. Our policy is to include all children with special educational needs into mainstream settings where this is in their best interests. Most children with an EHCP will therefore attend their local school.

All mainstream schools provide support for children with an EHC Plan. You can find out more information about the support that is available by looking at the School Information Report which is published on the school's website or talk to the Special Educational Needs Co-ordinator (SENCo) or Headteacher.

However, we recognise that special schools have an important role in providing for children and young people with more complex SEN. If your child has an EHCP this may identify that specialist provision is required, if this is the case you will need to contact the SEN Team who will be able to help you identify the most appropriate school for your child. Details of all Dudley schools and education settings are published in the Dudley Local Offer.

The SEN Team can be contacted on:

Tel: 01384 814360

Email: senteam@dudley.gov.uk

Legislation and guidance

The legislation and guidance which govern the local authority's (LA) responsibilities in relation to pupils with special educational needs are:

- Children and Families Act 2014
- The Special Educational Needs and Disability Code of Practice DfES 0 to 25 Years – January 2015
All schools have copies of these documents.

Pupils with special educational needs or disability (SEND)

The vast majority of pupils who have special educational needs or disability (SEND) will have those needs met within their local mainstream school at Special Educational Need Support (SENS).

SEN support is the new name for school action and school action plus.

Where a pupil is placed at SENS, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of Individual Education Plans (IEP) or similar SEN records through regular meetings.

A very small number of pupils, approximately 2%, will have educational needs which are so complex and severe that they will be undergoing, or have completed, a Statutory Assessment under the Children and Families Act 2014.

The Statutory Assessment process may result in the LA issuing an Education Health Care Plan (EHCP) and, once this is the case, the LA will determine what arrangements and support will be required to meet the child's needs.

Expressing a preference

In the Autumn Term, the School Admissions Service offers all parents of Year 6 pupils, including those who have a child with a Statement of Special Educational Needs, the opportunity to express a preference for a mainstream secondary school.

All parents, including those parents whose child has an EHCP, have the opportunity to specify up to six mainstream secondary school preferences.

Dudley Council is committed to inclusive education and, therefore, the LA must ensure that a child is educated in a mainstream school unless "the school is unsuitable to the child's age, ability, or aptitude, or the placement would be incompatible with the efficient education of other children with whom the child would be educated, or with the efficient use of resources".

This is in line with the guidance in the SEN Code of Practice. The only exception to this is if a parent indicates that they do not want their child educated in a mainstream setting. (Children and Families Act section 33 and 39).

Wherever possible the secondary allocation process aims to offer the first preferred school to as many parents as possible, on the basis of the clearly stated published admissions criteria on Page 10 of this booklet.

A parent's guide to Secondary School Admissions 2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

The SEN Team works very closely with the School Admissions Service to allow the allocation process to operate to ensure that, wherever possible, pupils have the opportunity to attend a school as close as possible to their home address in line with the council's local school policy.

You should consider very carefully the likelihood of obtaining a school place, which is not local to your home address, particularly where that school has been regularly oversubscribed, i.e. receiving more applications than places, in the past.

Transport

It is very important not to assume that your child will receive transport on transfer to a secondary school.

Transport is provided in line with the Transport Policy and will only be provided if your child has a special educational need or disability and/or the school placement is, of necessity, further than three miles from your home address. Where a preference is made for a school that is not the most local secondary school to your home address it is very unlikely that transport will be provided. If you have any queries about transport, you are advised to contact your child's case officer at The SEN Team or the Transport Manager - 01384 816972.

Timescales

All parents are advised to notify the Local Authority of their school preference, whether they have an EHCP or not.

It is important to note that parents whose children are due to transfer with an EHCP can expect to have a discussion about secondary transfer in their child's Annual review Meeting in Y5. School preferences for children with an EHCP must be made available to the SEN Team at the start of the Autumn Term of the academic year of transfer, but no later than 30 September in Y6.

If your child has an EHCP, the Admissions Service and the SEN Team will consult on any preferences you have expressed.

During the remainder of the Autumn Term, the SEN Team will prepare the documentation for consultation with your preferred school(s). This is a duty required of the local authority by the SEN Code of Practice (Paragraph 8:80 - 8:86).

However, it is important to note that the governing body of any mainstream school cannot refuse to admit a child solely because they have special educational needs or disability. Should any concerns arise at the point of consultation, the SEN Team will work closely with the parents, the school and School Admissions Service in an attempt to resolve any difficulties.

Once the consultation process is successfully completed, one of your preferred schools will be named on your child's EHCP.

A decision on your child's school placement will be confirmed in a draft EHCP, no later than 15 January 2021. This allows for a period of 15 working days during which you can talk to us about any concerns you may have. The updated EHCP must be issued by 15 February 2021.

Information for parents who live outside Dudley Borough and whose child has a Statement of Special Educational Needs or EHCP

If you live outside Dudley, i.e. your home address falls under another council, you must contact your own local authority as soon as possible. If you want to express a preference for a Dudley secondary school place, your own local authority has to consult, on your behalf, with the Dudley schools of your preference and with Dudley Local Authority through the SEN Team.

Contact numbers for neighbouring local education authorities can be found on Page 91 of this booklet.

Right of appeal

All parents have the right of appeal on the final secondary school placement. For children who do not have an EHCP, this is through the admissions appeal process which is managed independently of the local authority.

For the parents of a child with an EHCP, the appeal process is through the Special Educational Needs and Disability Tribunal (SENDIST), which is an independently managed Government organisation. The SEN Team will be able to advise you on this process should the need arise.

Having read this additional information you may have some questions. For further information you should either approach your child's school, or contact your child's case officer, based at the SEN Team on 01384 814360.

Addresses of neighbouring local authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about the likelihood of a place being available.

Birmingham	Schools Admissions and Fair Access Service Directorate for Education and Skills PO Box 16513 Birmingham B2 2FF	0121 303 1888 www.birmingham.gov.uk/schooladmissions email: admissions@birmingham.gov.uk
Worcestershire	School Admissions Worcestershire Children First County Hall Spetchley Road Worcester WR5 2YA	01905 822700 www.worcestershire.gov.uk email: schooladmissions@worcschildrenfirst.org.uk
Sandwell	School Admissions Education Skills & Employment Directorate Sandwell Metropolitan Council PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX	0121 569 6765 www.sandwell.gov.uk/schooladmissions email: annual_schooladmissions@sandwell.gov.uk
Staffordshire	School Admissions & Transport Service 1 Staffordshire Place Education Department Tipping Street Stafford ST16 2DH	01785 278593 / 0300 111 8007 www.staffordshire.gov.uk email: admissions@staffordshire.gov.uk

A parent's guide to
Secondary School Admissions
2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

Wolverhampton	School Admissions Transfer Section Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1RR	01902 551122 www.wolverhampton.gov.uk email: schooladmissions@wolverhampton.gov.uk
Walsall	Admissions & Pupil Place Planning Team Walsall Council Zone 2E Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 www.walsall.gov.uk e-mail: secondary.admissions@walsall.gov.uk

Note: The details contained in the booklet, which relates to the admission of children to school in 2021/22, were correct in July 2021. It should not be assumed that there will be no changes after that date, or that the information contained will apply to the admission of children in subsequent years.

Useful contacts

Name of Service	Email / website	Telephone
Dudley Family Information Service	Fis.cs@dudley.gov.uk	01384 814398
Travel Support Team	www.dudley.gov.uk/residents/learning-and-school/education-travel-support	01384 814301
Special Education Needs Team	senteam@dudley.gov.uk	01384 814360
SENDIASS	www.dudley.gov.uk/dudleysendiass dudley.sendiass@dudley.gov.uk	01384 817373
The Schools Adjudicator	www.gov.uk/government/organisations/office-of-the-schools-adjudicator Osa.team@schoolsadjudicator.gov.uk	01325 340402
The Department for Education	www.gov.uk/dfe	0370 000 2288
The Local Government Ombudsman	www.lgo.org.uk	0300 061 0614
Free School Meals	Freeschoolmeals.benefits@dudley.gov.uk	01384 814543 (answer machine service)
Elective Home Education	www.dudley.gov.uk/residents/learning-and-school/education-investigation-service/educating-your-child-at-home	01384 814317
Education Investigation Service	www.dudley.gov.uk/residents/learning-and-school/education-investigation-service eis@dudley.gov.uk	01384 814317
Connexions Dudley	www.connexionsdudley.org/ Connexions@dudley.gov.uk	01384 811400
Education and Skills Funding Agency	www.gov.uk/government/organisations/education-funding-agency	0370 000 2288

A parent's guide to
Secondary School Admissions
2022-23

One click... makes it quick
www.dudley.gov.uk/admissions

For further information visit

www.dudley.gov.uk/admissions

Call: 0300 555 2345

Email: Admissions.cs@dudley.gov.uk

Correspondence address only

School Admissions

Children's Services Directorate

The Council House

Priory Road

Dudley

West Midlands

DY1 1HF

26/07/2021