



## **Short Heath Federation Mid Year Admissions Policy**

**September 2017**

1. If you require a place for your child at Rosedale Church of England Infant School or Short Heath Junior School, you should contact the school office in the first instance.
2. You will be asked to complete an admissions form as well as the schools' supplementary information form.
3. Once the midyear admissions form has been completed, the school will determine whether there are places available in the applicant's year group.
4. The school will also decide if the application needs consideration under Walsall's Fair Access Protocol.
5. Once the application has been assessed in accordance with the published admission criteria of the school and, if appropriate the Fair Access Protocol, the school will write to the applicant to indicate whether the application has been successful.
6. If the application has been successful, arrangements can be made for the child to start school as soon as possible and school will make contact with the child's previous school to seek relevant information about the child, to request their personal file and to arrange the electronic transfer of their Pupil Number to the school roll.
7. If the application has been unsuccessful, the school will pass on details of how the decision can be appealed.
8. If unsuccessful, the child's name will be added to the waiting list for that year group, which is maintained by the school. Children remain on the waiting list for a term, and school staff will contact parents termly to see if they wish their child to remain on the waiting list.
9. Parents of children with a statement of Special Educational Needs (SEN) must contact the SEN team at Walsall Children's Services or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.

For Rosedale and Short Heath, the annual admission number is 60. This is the maximum number of children who can be given a place in any year group.

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

1. Children in Public Care (looked after children);
2. Pupils who have an older sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date;



3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or social worker. Such applications will need to be verified;
4. For applications to Rosedale Church Of England Infant School, up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship;
5. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

If there is oversubscription in criteria 2 – 4, priority will be given to those living closest to the school, as measured in a straight line.

#### Explanatory notes for over subscription criteria

1. Children in Public Care – children who are in the care of the Local Authority or provided with accommodation by a local authority.
2. Sibling – a sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:
  - A brother or sister sharing the same parents;
  - A half brother or sister sharing one common parent;
  - A step-brother or sister (ie related by their parent's marriage);
  - Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order).

The school will try to ensure that, as far as possible, siblings (including twins, triplets or children from multiple births) can attend the same school. In the event that there is an insufficient number of places to allocate to twins, triplets etc a decision will be made as to which children the place(s) are to be offered. In this situation a place or places will be offered to the first born (older children) and in cases where this is not known, the offer will be decided by lot.

3. Social or medical factors – If parents believe that there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the admissions form must be completed and evidence to support the claim must be submitted with the form. This criterion may apply where one or both parents or the child has a disability that may make travel to a school further away difficult. Requests for such consideration will be subject to verification by the school's governing body if there is a decision to be made about which child has a stronger case than others, some of whom may live closer to the school.



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

Social – Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is the only school that can meet the child’s needs.

4. Rosedale, as a controlled church school will offer a maximum of 15 church places in any year group. If there is an over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line. ‘Regular worshipper4’ is defined as attending a place of worship on at least one occasion per month over the last twelve months.
5. Distance – Distance will be measured in a straight line from the centre point of the home address using the Local Authority’s computerised measuring system with those living closer to the school receiving the higher priority.

Definition of a home address:

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

- Owned by the child’s parent, parents or guardian; or
- Leased to or rented by the child’s parent, parents or guardian under lease or written rental agreement of not less than six months duration.

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

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

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

In the event that a family moves between the application date and the date of offer, the parent(s), carer(s) or guardians(s) must inform the school as soon as possible of these circumstances.



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

### **Oversubscription criteria for Lane Head Nursery**

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

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

Priority for nursery places will be given to children born between 1 September 2010 and 31<sup>st</sup> August 2011. If places are oversubscribed the following oversubscription criteria will apply:

1. Children in Public Care (looked after children);
2. Pupils who have an older sibling already in attendance at the school or paired infant or junior school (Rosedale and Short Heath) when the application is made and who will still be attending the school at the proposed admission date;
3. Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a social worker. Applications may be subject to verification by the school's governing body where necessary.
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

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

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