



## Admissions to Primary Schools in September 2016 Parents' Information Leaflet



### Dear Parent/Carer

You have been given this leaflet because you live in Walsall and your child is eligible to enter a Reception class (children born between 01.09.11 and 31.08.12) or transfer to a Junior school in September 2016 (children born between 01.09.08 and 31.08.09). If you don't live in Walsall you should contact the Local Authority (LA) in which you live for details of how to apply for a school place (contact details for other authorities are on page three of this document).

In this leaflet you will find details of how to apply even though the school may be in another Local Authority. You will also find details of how to apply online and how you will find out the result of your application.

You can get further, more detailed, information from our website ([www.walsall.gov.uk/education](http://www.walsall.gov.uk/education)) where you can view a copy of our full 'Information for Parents' booklet. **You should read the 'Information for Parents' booklet before submitting your application.**

If you need help to make your online application, telephone our Parent Support Adviser on 01922 652578 or a member of the Admissions and Pupil Place Planning Team on 01922 652585.

With this leaflet you will find a Supplementary Information Form (SIF). The SIF must be completed if you are applying for any of the Voluntary Aided Catholic or Church of England primary schools or Voluntary Controlled Church of England primary schools. The SIF is not an application for a school place and you must also submit an online application.

You can make your application online either from home or any public library, all you need is an email address. If you are unsure about how to use the internet, our Parent Support Adviser or staff in libraries will be pleased to help you. To make an application online please follow the instructions at [www.walsall.gov.uk/education](http://www.walsall.gov.uk/education).

### The closing date for applications is **15 January 2016.**

When you apply online you will receive the result of your application by email on 18 April 2016. To find out details of individual Walsall schools look at the online version of the 'Information for Parents booklet'.

Please follow the online instructions carefully. If you are unable to complete the form on your first visit you may finish it later by logging on to the website and continuing with the application. Be sure that you have completed your form properly before you submit it.

You can apply for any school online, but if you wish to be considered for a place at a Voluntary Controlled or Voluntary Aided primary school you will also have to complete a Supplementary Information Form (SIF). This form is included in this pack and is available on the Walsall Council website.

Schools in other boroughs may require additional forms, so you will need to contact the relevant school or LA.

### When children can start school – **'Rising Five' Admission**

Children must, by law, start school at the beginning of the term after their fifth birthday. However, children can start school in the September of the school year in which they have their fifth birthday. You may delay your child's entry to school (deferred entry), but all children must start school by the term after their fifth birthday.

If you want to delay your child's entry to school to after their fifth birthday then you must request this in writing and still complete an online form.

**Please note that having a place in the nursery class attached to a school does not guarantee a place in the reception class at that school. You must apply separately for a place in the Reception Class.**

# The Application Process

You can apply for up to three primary/infant schools for Reception, or three junior schools for Year 3. Please ensure that you make only ONE online application. **The schools do not have to be Walsall schools. You can apply for schools in other local authorities.**

For some schools outside Walsall you may need to fill in extra forms. To find out whether this applies to your preferences, please contact the school direct or speak to the admissions team in the relevant local authority.

You are strongly advised to contact the appropriate local authority if you are applying on medical, social or denominational grounds for schools outside Walsall as you may need to complete supplementary forms or provide additional information.

All schools have 'oversubscription criteria'. These are rules which help us to decide which children should be offered places in the event of our receiving more applications than there are places available. Criteria for all Walsall schools are included in the 'Information for Parents' booklet, which is available online. **If you are applying for a school outside of Walsall you should contact the relevant local authority to obtain details of the admission criteria for the school.**

It is very important that you complete your online application form fully and accurately. Please ensure that all relevant parts of the application are completed and submit your application by the closing date of 15 January 2016. Your child's chances of being offered one of your preferred schools may be significantly reduced if you do not submit your application on time.

## Pupil details

- 1 Please give full details of the child for whom you are requesting a school place. Ensure that you complete each part of the application. If you have any questions please contact the Parent Support Adviser or the Admissions and Pupil Place Planning Team who will be happy to help you.
- 2 If your child has a statement of special educational needs or an Education, Health & Care Plan, it is important that you complete this section of the application as the Admissions and Pupil Place Planning Team will forward your application to the SEN Team for processing, as your child has priority for admission.
- 3 If your child is in public care (ie in the care of the Local Authority) or was previously looked after, your child will be given priority for admission to primary school, so please fill in these details carefully.

## School Preferences

- 4 Please list all the schools you wish your child to be considered for in the order you would like us to consider them. **Please note that each school must only be entered once.** If you express a preference for only one school, or repeat the name of the school in more than one box, this will **not** increase your chances of being offered this school. If you have an older child/children (sibling connection) at the school you are applying for you must list them in this section. The sibling connection is only considered if the older child will still be at the school when the younger child starts and **must** be living at the same address as the younger child. If your child is at an infant school and has an older sibling who attends a paired junior school you must tick the box on the application to indicate that there is a sibling connection and the provide details of the older sibling.
- 5 If you would like your child to be considered for a place at any school on medical or social grounds, you must tick the box in this section and complete the other reasons box that appears. You will need to provide a letter from a medical or social work professional, stating that this is the only school that can meet the child's needs and giving reasons why. Any application made on these grounds will need to be verified by the Executive Director of Children's Services.
- 6 Please ensure that the application is completed by a person who has parental responsibility for the child named in the application, as failure to do so could delay the processing of your application. **In accepting the terms and conditions you are stating that you understand that a place may be withdrawn if it is offered because of fraudulent or misleading information and that you will notify the Admissions and Pupil Place Planning Team if you change address during the process, or if an older sibling is admitted to the school after you have submitted your application.**

There is space in the application to include your reasons for applying but please note that any information that you include in this section will only be taken into account if it relates to the admission criteria for your preferred schools.

# Useful Dates for Primary School Admissions

## Reception and Infant-Junior Applications 2016 Important Dates

<b>15 January 2016</b>	Deadline for completing online applications, including Supplementary Information Forms if applying for a faith school
<b>YOU CANNOT CHANGE YOUR PREFERENCES AFTER THIS DATE UNLESS THERE IS A GENUINE REASON FOR DOING SO</b>	
<b>18 April 2016</b>	<b>National Notification Day</b> Online applicants will be sent an email unless parents opted out. Offer letters will be sent out
<b>20 April 2016</b>	Offers will be released over the telephone
<b>28 April 2016</b>	Parents who do not wish to accept the place offered to their child must return their refusal forms. Places on waiting lists are available upon request.
<b>23 May 2016</b>	Appeal forms are due back to Democratic Services
<b>June-July 2016</b>	Appeals hearings will be held
<b>July 2016</b>	Schools will contact parents regarding start dates etc

## Useful Contact Information

Parent Support Adviser	Tel: 01922 652578 Email: schooladmissionsadvice@walsall.gov.uk
Walsall Admissions and Pupil Place Planning Team	Tel: 01922 652585 Email: primary.admissions@walsall.gov.uk
Birmingham School Admissions Team	Tel: 0121 303 1888 (choose Option 4)
Dudley School Admissions Team	Tel: 01384 814223 Email: admissions.cs@dudley.gov.uk
Sandwell School Admissions Team	Tel: 0121 569 6765 Email: annual_schooladmissions@sandwell.gov.uk
Staffordshire School Admissions Team	Tel: 01785 278593 Email: admissions@staffordshire.gov.uk
Wolverhampton School Admissions Team	Tel: 01902 554176 Email: schooladmissions@wolverhampton.gov.uk

# Walsall Borough Primary Schools Telephone Numbers

School Name	DfE N°	Telephone N°	School Name	DfE N°	Telephone N°
Abbey Primary	335 2041	01922 710753	Millfield Primary	335 2220	01543 452513
All Saints Academy	335 2019	01922 710210	Moorcroft Wood Primary	335 3327	01902 495943
Alumwell Infant	335 2001	01922 720886	New Invention Infant	335 2114	01922 710871
Alumwell Junior	335 2000	01922 721391	New Invention Junior	335 2122	01922 710376
Barcroft Primary	335 3329	01902 368132	Old Church CE (C) Primary	335 3100	0121 568 6329
Beacon Primary	335 2247	01922 710874	Palfrey Infant	335 2030	01922 720713
Bentley West Primary	335 2101	01922 720792	Palfrey Junior	335 2028	01922 721092
Birchills CE Primary Community Academy	335 3114	01922 721063	Park Hall Infant Academy	335 5200	01922 721443
Blackwood	335 2234	0121 353 1876	Park Hall Junior Academy	335 5201	01922 720761
Blakenall Heath Junior	335 2002	01922 710145	Pelsall Village	335 2237	01922 682073
Bloxwich Academy	335 4001	01922 710226	Pheasey Park Farm Primary	335 5203	0121 366 6183
Blue Coat CE (A) Infant	335 3301	01922 720740	Pinfold Street Primary	335 2103	0121 568 6366
Blue Coat CE (A) Junior	335 3300	01922 720921	Pool Hayes Primary	335 2119	01902 368144
Brownhills West Primary	335 2225	01543 452766	The Radleys Primary	335 2228	01922 721383
Busill Jones Primary	335 2004	01922 710700	Reedswood E-ACT Academy	335 2010	01922 721323
Butts Primary	335 2006	01922 721073	Rivers Primary Academy	335 2017	01922 710164
Caldmore Community Primary	335 2123	01922 721359	Rosedale CE (C) Infant	335 3101	01902 368910
Castlefort JMI	335 2222	01543 452158	Rough Hay Primary	335 2104	0121 568 6421
Christ Church CE (C) JMI	335 3000	01922 710080	Rushall Primary	335 2205	01922 682300
Chuckery Primary	335 2250	01922 449104	Ryders Hayes School	335 2224	01922 683008
Cooper & Jordan CE VA Primary	335 2249	01922 743765	Salisbury Primary	335 2105	0121 568 6779
County Bridge Primary	335 2117	01922 720718	Short Heath Junior	335 2116	01902 368499
Croft Academy	335 2005	01922 720689	St Anne's Catholic Primary	335 3324	0121 353 5114
Delves Infant & Nursery	335 2012	01922 720754	St Bernadette's Catholic Primary	335 3325	01543 452921
Delves Junior	335 2043	01922 721112	St Francis Catholic Primary	335 3322	01922 682583
Edgar Stammers Primary Academy	335 3805	01922 471390	St Giles CE Primary	335 3102	01902 368308
Elmore Green Primary	335 2016	01922 710162	St James Primary	335 2248	01543 452328
Fibbersley Park Primary	335 3326	01902 366220	St John's CE Primary	335 3111	01543 452197
Goldsmith Primary Academy	335 2007	01922 710182	St Joseph's Catholic Primary	335 3310	0121 568 6496
Greenfield Primary	335 2239	01922 682234	St Mary of the Angels Catholic Primary	335 3323	01922 743411
Hillary Primary	335 2246	01922 720812	St Mary's the Mount Catholic Primary	335 3302	01922 720711
Holy Trinity CE Primary	335 3010	01543 452327	St Michael's CE (C) Primary	335 3110	01922 682309
Jubilee Academy Mossley	335 2243	01922 710357	St Patrick's Catholic Primary	335 3304	01922 720063
King Charles Primary	335 2102	01922 721368	St Peter's Catholic Primary	335 3306	01922 710872
King's Hill Primary	335 2106	0121 568 6301	St Thomas of Canterbury Catholic Primary	335 3312	01922 720712
Leamore Primary	335 2024	01922 710514	Sunshine Infant and Nursery	335 2003	01922 710174
Leighswood	335 2245	01922 743621	The Charles Cuddy Walker Academy	335 2011	01922 720822
Lindens Primary	335 2235	0121 353 9273	Walsall Wood	335 2218	01543 452664
Little Bloxwich CE (VC) Primary	335 3003	01922 684301	Watling Street Primary	335 2219	01543 452320
Lodge Farm JMI	335 2238	01902 368587	Whetstone Field Primary	335 2214	01922 743498
Lower Farm Primary	335 2042	01922 710479	Whitehall Junior Community School	335 2031	01922 720778
Manor Primary	335 5202	0121 353 1738	Whitehall Nursery and Infant	335 2032	01922 721991
Meadow View JMI	335 2240	0121 366 6182	Woodlands Academy of Learning	335 2118	01922 710613

**You must submit your application online at [www.walsall.gov.uk/education](http://www.walsall.gov.uk/education) by 15 January 2016**