Shireland Collegiate Academy Trust

Wallbrook Primary Academy – Admissions Policy Intake – 2026/27

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Introduction

Wallbrook Primary Academy (WPA) is a 3-11 primary school supported by Shireland Collegiate Academy Trust. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

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 2021

Our Vision & Values

The Trust's vision is to provide exceptional educational opportunities for students to develop both their abilities and their respect for others. The Trust has three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Trust Primary Academies. They are: **Excite / Explore / Excel**

Admission number(s)

WPA is a one-form entry primary and as such has a Published Admission Number (PAN) of **30 pupils** for entry in Reception.

WPA will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority (LA) has specifically named WPA as the most appropriate placement.

Application process

WPA will process applications inside the normal LA process for co-ordinating school offers. To apply for a place at WPA in the normal admissions round, an application must be submitted to LA in which you live naming "Wallbrook Primary Academy" on the application form.

As applications to WPA are part of the LA's co-ordinated admissions arrangements, parents/carers will be offered a place at one school. If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day.

Those that are not offered a place at WPA will be informed on the national offer day and will be offered a place at an alternative school by the LA.

Oversubscription Criteria

When WPA is oversubscribed, after the admission of pupils with an EHCP naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[1]

2. Priority will next be given to children with a 'serious and ongoing medical condition' where WPA is deemed the most appropriate school to meet the condition.

   (Parents must provide supportive information from their child's Hospital Consultant at the time of application 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 WPA 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.)

3. Priority will next be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or stepbrother/stepsister, living at the same address and who will still be attending WPA in the academic year 2026/27 academic year.

[1] 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 as defined by section 22 (1) of the Children Act 1989 at the time of

making the application for a school place

4. 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

- 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.

Tie Break

If two or more applications to WPA cannot be separated by the oversubscription criteria, random allocation will be undertaken by a body that is unconnected from the Academy Trust as a tie break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed the PAN.

Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term in which the child reaches compulsory school age if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

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 Academy Trust 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 Academy Trust 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.

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 WPA 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 2027. 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, 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 2027 will be offered to children according to their ranking on this list i.e those ranked highest will be offered first.

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. To apply for a place other than the normal intake into the reception class, parents must apply using the in-years application form. Please contact Dudley Local Authority to obtain this mid-year 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.

Parents will be advised of the outcome of their application in writing from the Dudley Local Authority and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

Appendix A – Appeals

The Governing Body of WPA has contracted the appeals function to Dudley 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 WPA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing WPA (this will be a 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 WPA rather than the one offered. The LA officer will explain why a place at WPA has been refused.

You cannot appeal for WPA 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 WPA. 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.