



**Directorate of Children's Services**

**Consultation on Proposed  
Admission Numbers and  
Arrangements for Community  
and Voluntary Controlled  
Primary Schools  
And Proposed Coordinated  
Scheme for all Primary Schools  
(Normal Age of Entry – 2012/2013 Academic Year)**

***'Putting children and young people first in Dudley'***

***December 2010***

**Jane Porter**  
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Directorate of Children's Services  
Westox House  
1 Trinity Road  
Dudley  
West Midlands DY1 1JQ



## Directorate of Children's Services

### Consultation Document

**Consultation on:** Proposed Admission Numbers and Arrangements for Community and Voluntary Controlled Primary Schools and Proposed Coordinated Scheme for all Primary Schools.

**Summary:** Local Authorities have a duty to consult on the proposed admission numbers and arrangements relating to admissions at the normal age of entry in the academic year 2012/2013 by 1 March 2011.

The only changes are to the closing date for making an application and the dates given for data exchange between Local Authorities and admission authorities within the coordinated scheme.

**Deadline:** *All responses must be received 1 March 2011.*

**Consultees:**

- Black Country Chamber of Commerce
- Black Country Connexions
- Black Country Learning and Skills Council
- Centre for Equality & Diversity
- Chairs of Governors
- Children's Centres
- Children's Trust Executive Board
- Community Centres
- Community Forums / Groups
- Councillors
- Directorate Staff
- DOSTI
- Dudley Association of Governing Bodies
- Dudley Borough Churches Forum
- Dudley Children's Fund NCH
- Dudley Community Partnership
- Dudley Council Directorates – Corporate Board
- Dudley Council for Voluntary Services
- Dudley Group of Hospitals
- Dudley Muslim Association
- Dudley Parent Partnership
- Dudley Primary Care Trust
- Dudley Safeguarding Children's Board
- Education Business Partnership

Further Education Colleges  
Headteachers  
Kashmiri Pakistani Professionals Forum  
Libraries  
Local Admissions Forum  
Members of Parliament  
Neighbouring Local Authorities Directors of Children's Services  
Roman Catholic Diocesan Schools Commission  
Select Committee for Children's Services  
Standing Advisory Council on Religious Education  
Unions and Professional Associations  
West Midlands Children's Education Services for Travelling  
Children (WMCESTC)  
West Midlands Police  
Worcester Diocesan Board of Education  
**Maintained nursery schools**  
**Private and voluntary sector nurseries**  
**Parents/carers of pupils in maintained, private and**  
**voluntary nurseries whose children were born between**  
**1.9.07 and 31.8.08**

**Public Access** Consultations, plans and policies will be published as follows:

Public Libraries  
Dudley MBC website [www.dudley.gov.uk](http://www.dudley.gov.uk)  
Westox House

**Responses to:** CONSULTATION RESPONSES  
Executive Support Team  
Directorate of Children's Services  
Westox House  
1 Trinity Road  
Dudley DY1 1JQ  
[director.children@dudley.gov.uk](mailto:director.children@dudley.gov.uk)

*Your responses will be co-ordinated by the above person.  
Any responses will be provided by the appropriate responsible  
officer for this consultation.*

All responses may be published. A **large print version**, and translation into other languages is available on request to the above address.

Jane Porter  
Acting Director of Children's Services

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## Document Summary

### Principles:

Dudley Council 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 Council does not support the use of selective admissions policies based on aptitude or academic achievement.

### 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 2004
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2010

### Desired Outcomes of Proposed 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 or voluntary controlled primary 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 primary schools.
- That the number of parents who are not allocated a place at any of their preferred primary schools remains low.
- That the process is coordinated to such an extent that all parents receive only one offer of a school place at the same time, irrespective of the schools or LA for which they are applying.

## **Summary of Main Proposed Changes to Existing Admissions Policy & Arrangements:**

- The timetable including the national closing date for applications and the date parents are notified of their decision.
- Published Admission Numbers

### **Dudley Metropolitan Borough Council**

#### **Proposed Community and Voluntary Controlled Primary School Admissions Policy for Normal Age of Entry in Academic Year 2012/2013**

*Dudley Council has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their local school wherever possible. The Council does not use a selective admissions 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 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 and voluntary controlled primary 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”.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical condition” where the preferred community or voluntary controlled 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 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 Local Authority 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 the academic year 2012/13.
- 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 local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to the school.
- In accordance with legislation, a child with a Statutory Statement of Special Educational Needs will be offered a place at 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 Statutory Statement of Special Educational Needs.
- Any Dudley child not obtaining a school at any of their preferred primary schools will be allocated a place at the next nearest school with a place available and 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 parent’s 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 (i.e. 3 out of 5 days available). 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 the child’s details.
- 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.

- 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 Authority will exceed the admission number for the school concerned to prevent separation of twins / triplets, providing it does not contravene infant class size limits. In this circumstance, the Local Authority will select the child to be offered by random selection i.e. drawing lots. The School Admissions Service will liaise with the family to ensure that they fully understand the implications. There will also be an offer of a school place at an alternative school where all of the children can be accommodated together.

### **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 2012/13 academic year if they so wish. Parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

### **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 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 December 2012.

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 31st December 2012 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

## **Local Authority Coordinated Primary Admissions – 2012/13 Academic Year**

***The following scheme will apply to all primary school admission authorities within Dudley MBC.***

### **Primary Schools For Whom Dudley Local Authority is Responsible for Admission Arrangements**

All Community and Voluntary Controlled Schools

### **Primary Schools For Whom the Governing Body is Responsible for Admission Arrangements**

Alder Coppice Foundation  
The CE Primary School of St Edmund & St John  
Jessons CE  
Cradley CE  
Halesowen CE  
Our Lady & St Kenelm RC  
Pedmore CE  
St Chad's RC  
St James's CE  
St Joseph's RC (Dudley)  
St Joseph's RC (Stourbridge)  
St Mary's RC

## **Part 1 – The Scheme**

### **The Primary Common Application Form (PCAF)**

1. Dudley Local Authority will devise a standard application form known as a Common Application Form (PCAF), which will enable parents of children to apply for admission to Dudley primary schools.
2. During September all maintained primary schools in Dudley will be forwarded blank PCAFs for parents who wish to apply for admission to a Dudley Primary School at the normal age of entry in 2012/13. They will also receive copies of the composite prospectus for issue alongside the PCAF.
3. The PCAF will enable parents to express up to five school preferences in ranked order and to give reasons for those preferences.

## **Supplementary Application Forms**

4. The Governing Body of a school for which Dudley Local Authority is not the Admissions Authority can require parents to provide additional information on a supplementary form where that information is relevant to the schools admissions policy. Where a supplementary form is required it must be returned to the school concerned by the published closing date.
5. If a school, where the Governing Body is the Admission Authority, receives a supplementary form it will not be treated as valid unless the parent has also completed the PCAF.
6. Parents will be required to return the completed PCAF to their first preferred primary school or Dudley Local Authority by 16<sup>th</sup> January 2012 (National Closing Date). Applications received after this date will be treated in accordance with the procedure for late applications.
7. The schools should forward any PCAFs received directly onto the School Admissions Service on a weekly basis. The School Admissions Service will acknowledge receipt of the application forms to the school.

## **The Process for Determining Offers & Timetable**

8. Ranked preferences for maintained schools within Dudley are required to be received electronically from surrounding Local Authority areas by 30<sup>th</sup> January 2012. These preferences will be merged into Dudley's database.
9. Ranked preferences for maintained schools outside Dudley Local Authority will be forwarded electronically to the Local Authorities concerned by 30<sup>th</sup> January 2012.
10. Where an admission authority chooses to apply its own admissions policy, Dudley Local Authority will forward details of the applications received, together with any supporting information provided by the parent to the governing body by 17<sup>th</sup> February 2012.
11. By 29<sup>th</sup> February 2012 all admission authorities will have considered its applications and provided the Local Authority (where it is not Admission Authority) with a list of those applicants in accordance with its admissions criteria.
12. Surrounding Local Authorities will be sent electronic lists of pupils living within their area who have been provisionally allocated places in Dudley Schools by 12<sup>th</sup> March 2012.
13. Potential offers to be made by other Local Authorities and admission authorities will be considered against the rankings made by the parents concerned and the highest ranked school for which the child meets the admission criteria will be provisionally allocated.

14. Dudley and surrounding Local Authorities will send each other the results of the offers by 21st March 2012.
15. Local Authorities /admission authorities repeat the processes set out in 13, onwards and send each other final results 30th March 2012.
16. Where a Dudley child does not meet the admissions criteria for any of the preferred schools, a place will be allocated at the nearest Dudley school to the child's home address with a space available.

### **Decision Letters**

17. Allocation letters to all applicants in the Dudley Authority will be posted by Dudley Local Authority 2<sup>nd</sup> class post on 16th April 2012. Email decisions to parents who applied online will be released after 5pm on 16th April 2012. Offers being made to Dudley children on behalf of a voluntary aided school, a foundation or a school in the neighbouring Authority will be sent by Dudley Local Authority on behalf of the relevant admissions authority.
18. Dudley Local Authority will notify Dudley applicants of all decisions relating to the preferences expressed on the PCAF, including those for other admission authorities within Dudley on this date.
19. This letter will provide information about the statutory right of appeal against decisions not to allocate places at requested schools and /or contact details for the appropriate admissions authority for advice.

### **Waiting Lists and Late Applications**

20. Dudley Local Authority will maintain waiting lists for Community & Voluntary Controlled Primary Schools from 16<sup>th</sup> April 2012 until the 31st December 2012. Further information is provided within the admissions policy.
21. There will be exceptional circumstances in which a late application will be considered for a Dudley School alongside those applications that were made within the deadline.

### **Applications Made During the Year ( i.e. In-Year Admissions)**

22. Applications received for places in year groups other than at the normal age of entry to primary school will be treated as in-year admissions.
23. Parents who reside in Dudley and request admission mid year will do so by completing an application form obtainable from the Admissions Service. This applies to parental requests for all schools irrespective of the admission authority concerned. A separate scheme for dealing with in-year admissions is being consulted upon at present.

## **Part 2 – Timetable for Coordinated Admissions Scheme**

16 <sup>th</sup> January 2012	Closing Date for Return of Dudley PCAF.
30 <sup>th</sup> January 2012	Details of applications to be sent to other LAs and to be received by other LAs.
17 <sup>th</sup> February 2012	Details of applications to be sent to other Admission Authorities within Dudley.
29 <sup>th</sup> February 2012	All Dudley Admission Authorities who allocate own places to provide LA with list of applicants in criteria order.
12 <sup>th</sup> March 2012	Surrounding LAs to be sent lists of provisional offers
21 <sup>st</sup> March 2012	Dudley LA and surrounding LAs to share results of 1 <sup>st</sup> cycle of results.
30 <sup>th</sup> March 2012	Dudley LA and surrounding LAs finalise allocation of places.
16 <sup>th</sup> April 2012	Dudley LA to post letters 2 <sup>nd</sup> class post to its residents advising them of the outcome of their school preferences (except for those parents of children with a Statutory Statement of Special Educational Need).

## Proposed Admission Numbers 2012/13

The admission number represents the number of pupils to be admitted to the school at the normal age of entry in the 2012/13 academic year.

Any comments/views will be considered before the actual admission numbers are determined and subsequently published.

<b>Name of School</b>	<b>Proposed Admission Number for 2012/13</b>
Amblecote Primary	45
Ashwood Park Primary	60
Belle Vue Primary	60
Blanford Mere Primary	45
Blowers Green Primary	30
Bramford Primary	60
Brierley Hill Primary	30
Brockmoor Primary	60
Bromley-Pensnett Primary	45
Bromley Hills Primary	45
Brook Primary	45
Caslon Primary	30
Christ Church Primary (Voluntary Controlled)	60
Church of the Ascension Primary (Voluntary Controlled)	45
Colley Lane Primary	75
Cotwall End Primary	60
Crestwood Park Primary	30
Dawley Brook Primary	30
Dingle Primary	30
Dudley Wood Primary	60
Fairhaven Primary	30
Foxyards Primary	45
Gig Mill Primary	75
Glynne Primary	60
Greenfield Primary	40
Ham Dingle Primary	54
Hasbury CE Primary (Voluntary Controlled)	30
Hawbush Primary	30
Hob Green Primary	30
Howley Grange Primary	60
Huntingtree Primary	45
Hurst Green Primary	60

Hurst Hill Primary	60
Kate's Hill Primary	50
Lapal Primary	45
Lutley Primary	85
Maidensbridge Primary	30
Manor Way Primary	30
Milking Bank Primary	60
Mount Pleasant Primary	45
Netherbrook Primary	60
Netherton CE Primary (Voluntary Controlled)	45
Newfield Park Primary	45
Northfield Road Primary	60
Oldswinford CE Primary (Voluntary Controlled)	60
Olive Hill Primary	60
Peter's Hill Primary	120
Priory Primary	75
Quarry Bank Primary	45
Queen Victoria Primary	75
Red Hall Primary	45
The Ridge Primary	30
Roberts Primary	90
Rufford Primary	30
Russells Hall Primary	45
Sledmere Primary	60
St. Mark's CE Primary (Voluntary Controlled)	45
St. Mary's CE Primary (Voluntary Controlled)	30
Straits Primary	45
Tenterfields Primary	30
Thorns Primary	30
Wallbrook Primary	45
Withymoor Primary	60
Wollescote Primary	60
Wren's Nest Primary	60
Woodside Community	60

**Comments on Proposed Admission Numbers and Arrangements  
for Community and Voluntary Controlled Primary Schools and  
Proposed Coordinated Scheme for all Primary Schools**

Please return this form to:

**CONSULTATION RESPONSES**

**Westox House  
1 Trinity Road  
Dudley  
West Midlands DY1 1JQ**

**Email:** [director.children@dudley.gov.uk](mailto:director.children@dudley.gov.uk)

**Fax:** 01384 814216

**Name:** ..... **Organisation:** .....

**Contact email address** .....

**If you indicate No to any of the questions, it would be helpful if you could indicate why within the space provided.**

**1. Do you agree with the principles of the proposed policy?**

Dudley Council 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 local school wherever possible.

The Council does not use selective admissions policies based on aptitude or academic achievement

**Yes**

**No**

**Partly**

**Comments**

**Comments on Proposed Admission Numbers and Arrangements  
for Community and Voluntary Controlled Primary Schools and  
Proposed Coordinated Scheme for all Primary Schools**

**2. Do you agree with the desired outcomes of the proposed policy?**

Yes  No  Partly

**Comments**

**3. Do you agree with the proposed admissions policy detailed on pages 5 - 8 of  
this document?**

Yes  No  Partly

**Comments**

**Comments on Proposed Admission Numbers and Arrangements  
for Community and Voluntary Controlled Primary Schools and  
Proposed Coordinated Scheme for all Primary Schools**

**4. Do you agree with the proposed coordinated admission scheme detailed on pages 9 - 12 of this document?**

Yes                       No                       Partly

**Comments**

**5. Do you wish to suggest a change to the proposed admission numbers listed on page 13 - 14 of this document?**

Yes                       No                       Partly

**Comments; please provide details of your suggestion**

**Would you like to make any other comments before the determination of the Council's Admission Arrangements? (Please use additional sheets of paper where required)**

## Equality monitoring of DMBC consultations

The information you give on this form will be used to enable Dudley Council to assess the impact of its policies on all sections of the community.

The details you provide will be treated confidentially and will be used to ensure that the views of a wide range of groups and individuals are included in the consultation process and given the opportunity to shape Council policies.

If you are completing this form on behalf of an organisation please try to answer the questions in general terms about the people your organisation represents.

**1. Please indicate whether you are responding as an individual or on behalf of an organisation:**

<input type="checkbox"/>	Individuals response
<input type="checkbox"/>	Organisations response

**2. I would describe my ethnic group, or the ethnic group/s represented by my organisation as:**

**ASIAN OR ASIAN BRITISH**

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any Other Asian background		

**BLACK OR BLACK BRITISH**

<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any Other Black Background
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**CHINESE OR OTHER**

<input type="checkbox"/> Chinese	<input type="checkbox"/> Other
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**MIXED**

<input type="checkbox"/> Asian & White	<input type="checkbox"/> Black African & White	<input type="checkbox"/> Black Caribbean & White
<input type="checkbox"/> Any Other Mixed background		

**WHITE**

<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any Other White Background
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**RANGE OF ETHNICITIES**

<input type="checkbox"/>
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**3. I would describe my religion/belief or the religion/beliefs of the people represented by my organisation as:**

<input type="checkbox"/> Buddhist	<input type="checkbox"/> No Religion
<input type="checkbox"/> Christian	<input type="checkbox"/> Sikh
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other
<input type="checkbox"/> Jewish	<input type="checkbox"/> A range of religions/beliefs
<input type="checkbox"/> Muslim	<input type="checkbox"/> Unknown

**4. My gender or the gender of the people my organisation represents is:**

Female                       Male

Mixed

**5. My age or the age range of the people my organisation represents is:**

<input type="checkbox"/>	Under 5 years old	<input type="checkbox"/>	26 – 35 years old
<input type="checkbox"/>	5 – 10 years old	<input type="checkbox"/>	36 – 45 years old
<input type="checkbox"/>	11 – 16 years old	<input type="checkbox"/>	46 – 55 years old
<input type="checkbox"/>	17 – 19 years old	<input type="checkbox"/>	Over 56 years old
<input type="checkbox"/>	20 – 25 years old	<input type="checkbox"/>	A range of ages

**6. I consider myself or many of the people my organisation represents to be:**

Disabled                       Not disabled

**Note:**

The Disability Discrimination Act, 1995 defines a “disabled person” as having “a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities”.

**Thank you for completing this form.**

**Please return this form with your consultation response**