

# Secondary Information for Parents Booklet – 2018



**The closing date to  
make an application  
is 31 October 2017**



**Staffordshire  
County Council**

# Message from the Deputy Chief Executive and Director for Families and Communities



## Welcome to Staffordshire's Information for Parents Booklet

Choosing a school is a big decision; because a good education is one of the best investments we can ever make in life. It lays the foundations for a happy, healthy and prosperous future.

A good education is about much more than exam results, it's about having the right skills for work and for life.

As a parent, you are your child's biggest champion. You know them best, so to help you choose their school we've pulled together this booklet of important information and an explanation of the admissions process.

To support you to make an informed preference please use the [search and compare schools](#) facility available online

All you need to do is type your town, postcode or the school you're interested in and, at a glance, you can compare the schools in your area.

Staffordshire's website contains information on:

- school performance results
- the views of other parents on your local schools
- where the jobs will be in the future
- the different learning routes
- what to look for when you visit a school

We work hard to ensure that as many of you as possible get the school of your preference, and the great majority do. For families who applied to start school in September 2017, 90% got their first preference school and 98% got one of their top 3 preferred schools.

This is the start of a very exciting journey and you have a vital role to play in getting the very best education for your child by supporting and challenging their school with the opportunities they offer. Think big. They've got a bright future ahead of them.

If you need further advice or support with any of the information shared in this booklet, please contact the School Admissions and Transport Service - details can be found on page 3.

Best wishes

A handwritten signature in black ink that reads "Helen Riley".

**Helen Riley**

Deputy Chief Executive and Director for Families and Communities

# Important dates in the admissions process

<b>Autumn Term 2017</b>	Information is sent out via your child's current school or in some cases posted direct to your home address.  During September and October, Open Evenings are held at all Secondary/High schools in Staffordshire.
<b>4 September 2017</b>	The online application service will open.
<b>31 October 2017</b>	The Closing Date for receipt of completed applications. Applications received after this date will be considered in line with the 'late applications' process.
<b>Spring Term 2018</b>	Applications are processed and information is shared between schools and neighbouring local authorities.
<b>1 March 2018</b>	Offer of school place. On-line applicants receive an email. For others this offer will be made in writing and posted 2nd class on this date.
<b>Summer Term 2018</b>	Admission Appeals heard by Independent Appeal Panels.

## Contacts for School Admissions and Transport Service

### Address for correspondence

School Admissions and Transport Service  
2, Staffordshire Place  
Tipping Street  
Stafford ST16 2DH

**Website:** [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)

**Email:** [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk) or

**Email:** [transport.entitlement@staffordshire.gov.uk](mailto:transport.entitlement@staffordshire.gov.uk)

**Telephone:** 0300 111 8007 Customer Contact Centre (select option for 'School Admissions and Transport')

**Fax:** 01785 278656

## Important points to remember

- You **must** apply by 31 October 2017.
- You **must** make an application, even if you have an elder child attending your preferred school.
- You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school.
- You will **not** gain an advantage by only listing one preference and this could affect your chances of being allocated a place at a local school within a reasonable distance from your home address.
- All applications are considered at the same time. Priority is **not** given to those who put the school first, or on a 'first come first served' basis.
- List the schools in the order that you would most prefer them, and not the order you think you might get them.
- **The order** in which you list the schools is **only used** if you can be offered more than one school. In this case, you will be offered whichever of those schools is ranked highest on your application.
- **Be realistic** about the schools you apply for. It is recommended that you include your catchment school as one of your preferences, as otherwise you will not be considered for a place.
- **Understand** the admission arrangements for each of your preferences. This will enable you to assess what order of priority will be given for each preference
- Consider how your child will get to school. Very few children are entitled to free or discounted home-to-school travel assistance.
- You **may be required** to provide additional information or submit a supplementary form, if you are applying for a Foundation, Voluntary Aided school, or Academy.
- It is **your responsibility** to provide any supportive information with your application e.g. baptismal certificate or medical evidence. The Local Authority will not seek to obtain this information on your behalf even if you refer to it within your application.

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## Other Useful Links

[Travel Assistance to Secondary Schools](#)

[Admission Arrangements for Academies, Foundation and Voluntary Aided Schools](#)

[Summary of September 2017 Admissions to Secondary Schools](#)

[Summary of September 2016 Admissions to Secondary Schools](#)

[School Admission Appeals](#)

[In Year Fair Access Protocol](#)

[School Term Dates](#)

[Paper Application Form](#)

[Neighbouring Authorities](#)

**We would prefer to receive your application online.**

Guidance on how to make an application and access to the online service can be found [here](#).

# Applying online

## It's quick, easy and safe.

As a Staffordshire resident you can make your application online between 4 September and 31 October 2017 using Staffordshire's online application service.

[www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)

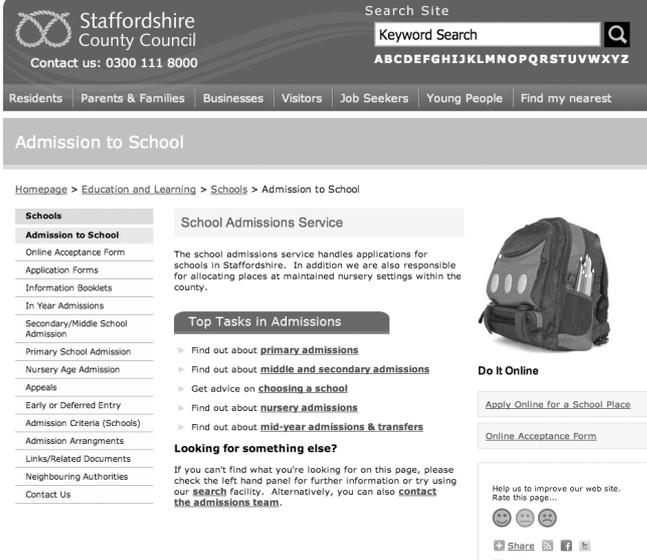
The benefits of applying online are:

- **We email your offer on the 1 March 2018 - so there's no need to wait for a letter in the post.**
- **The service is available 24 hours a day 7 days a week up to the closing date of 31 October 2017**
- **No need to complete a paper application form**
- **It is quick and easy to do**
- **The system is secure so that your information is protected**
- **You will get email confirmation that your application has been submitted**
- **By making a note of your password, you can change the details on your application up to the closing date.**

If you are not a resident of Staffordshire, use the online service for the local authority where you live, contact details are available in Appendix 8 of this booklet.

**95% of applications for 2017 admissions were made online**

*"It's much easier doing it online than it ever is filling out a form by hand"*



Staffordshire County Council  
Contact us: 0300 111 8000

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Admission to School

Homepage > Education and Learning > Schools > Admission to School

**Schools**  
Admission to School  
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In Year Admissions  
Secondary/Middle School Admission  
Primary School Admission  
Nursery Age Admission  
Appeals  
Early or Deferred Entry  
Admission Criteria (Schools)  
Admission Arrangements  
Links/Related Documents  
Neighbouring Authorities  
Contact Us

**School Admissions Service**

The school admissions service handles applications for schools in Staffordshire. In addition we are also responsible for allocating places at maintained nursery settings within the county.

**Top Tasks in Admissions**

- Find out about [primary admissions](#)
- Find out about [middle and secondary admissions](#)
- Get advice on [choosing a school](#)
- Find out about [nursery admissions](#)
- Find out about [mid-year admissions & transfers](#)

**Looking for something else?**

If you can't find what you're looking for on this page, please check the left hand panel for further information or try using our [search facility](#). Alternatively, you can also [contact the admissions team](#).

**Do It Online**

[Apply Online for a School Place](#)

[Online Acceptance Form](#)

Help us to improve our web site. Rate this page...

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*"Very smooth and easy process"*

If you have any queries about the online school admissions process or any other aspect of the school admissions process please contact the team. Contact details can be found on page 3.

*"Very user - friendly and quick to complete"*

# Section 1

## Making an Application

### How do I apply?

- online at [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions). Applicants who apply this way will receive their decision on 01 March 2018 by email.
- completing the paper application form which you can download from our website. Applicants who apply this way will have their decision sent by 2nd class post on offer day.

When making your application, you must name all of the schools where you wish your child to be considered for a place in order of preference. This includes any Foundation, Voluntary Aided School, Academy and/or any other maintained school in one of Staffordshire's neighbouring local authorities.

If you wish to make more than 3 preferences please email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk) with the details.

### Who can apply?

Anyone with parental responsibility. We expect parents to agree on school places before an application is made, and may demand evidence from you that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

### Is there a Closing Date?

Yes, the closing date for all applications is 31 October 2017. See other key dates on page 3.

### Why do I have to make an application?

You must make an application to ensure that your child is considered for a place at your preferred school. Children are not automatically transferred from primary to secondary school, or from middle to high school.

### I already have an older child attending my preferred school, do I still have to apply?

Yes, you must still make an application for your preferred school. Available places are then allocated using the relevant admission arrangements.

### But I live in the catchment area!

You are still required to apply.

### What happens if I don't make an application?

A place at the nearest school with spaces available will be offered on 1 March 2018. This may not be your catchment school and transport assistance will not necessarily be provided.

### If I name the same school three times will this give me a better chance of being allocated a place?

No. Extra weighting is not given for the number of times you include a preferred school, each school is only considered once.

### Do I need to provide any additional information if I am applying for a faith school?

This will be stated in the [relevant admission arrangements](#).

If you have been asked for a baptismal certificate, please send it to the admissions team (contact details on page 3).

### Do I have to name my catchment school?

Your child will **not** be considered for a place at your catchment area school unless it is named as one of your preferred schools on your application.

## **Will I need to provide any additional information?**

Some Staffordshire academies, foundation schools or voluntary aided schools may ask you to provide additional information or submit a [supplementary form](#).

For schools outside Staffordshire, this information can be obtained from the relevant local authority and you must complete any additional or supplementary information in line with any deadlines that they specify.

Please note: If you wish to provide evidence to support an application on medical grounds or other exceptional circumstances you must obtain the necessary evidence as specified within the [admission arrangements](#). We will not seek to obtain this information on your behalf even if you refer to it in your application. Please email or post any additional information directly to the [admissions team](#) marked clearly with:

- The name of the child
- The school requiring the information
- Whether the application was made online or by other means

If you have been asked for a baptismal certificate, please send a copy to the [school admissions team](#)

# Section 2

## Allocation of School Places

### How are places allocated?

Staffordshire County Council does not operate a “first preference first” or “first come first served” policy. This is mandatory across the Country. This means that every school listed in your application will be considered separately and fairly against the individual school’s admission arrangements. If you can be offered a place at more than one preferred schools, a place will be allocated at the school ranked highest. If a place cannot be offered at any of your preferred schools, a place will be allocated at the nearest school where places are still available.

You can make at least three preferences. **It is strongly recommended that you name three different schools to increase your chances of securing a school that is acceptable to you. 98% of parents were allocated 1 of 3 in 2017.**

If you wish to make more than 3 preferences please email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk) with the details.

### Is priority for admission given to children who attend particular primary or middle schools?

Places are allocated in strict accordance with the relevant admission arrangements and whilst we acknowledge that schools do work closely with their local pyramid schools, these close links do not automatically form part of the admission criteria and places are not allocated with these links in mind.

A very small number of community and controlled secondary/high schools choose to name primary or middle schools as major contributors under criterion (5) of the admission arrangements ([see Appendix 1](#)). Some schools that are their own admissions authority, also choose to give priority to pupils attending primary or middle schools and these are indicated in the relevant [admission arrangements](#). Pupils attending the listed primary or middle school are not guaranteed admission to their preferred school, they simply have a higher priority for admission than other children.

### Where can I find details of how places have been allocated in previous years?

Information is available in the summaries of admission to secondary schools which can be found under useful links on page 5.

### How can I find out the catchment school for a certain address?

You can check the [catchment school](#) for your address online. Not all schools operate a catchment area within their admission arrangements.

Your nearest school may not be your catchment area school.

Please note there is no guaranteed admission to your catchment area school, allocations will be dependent on the availability of spaces in the relevant year group.

Catchment areas are also subject to review and may alter from year to year.

### How many places are available at each school?

Each school has a Published Admission Number (PAN), which is the maximum number of pupils that the school can admit taking into account the accommodation and resources available. Each school’s PAN can be found in [Appendix 3](#).

# Section 3

## The Admissions Process

### What happens if I do not submit my application by the closing date?

Late applications for schools for which Staffordshire is the admission authority, i.e. Community and Voluntary Controlled schools, will be considered alongside those applicants who applied on time wherever possible. Where it is not possible, because places have already been allocated, then late applications will only be considered after those applicants who applied by the published closing date.

It is important to note that if one of your preferred schools is not a Staffordshire Community or Voluntary Controlled School then the relevant admission authority may decide not to accept your application if it is made after 31 October 2017 and your application may not be considered alongside those who applied on time.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

### What happens if I want to change my preferences after I have submitted my application?

If you apply online you will be able to change your preferences up to the closing date. **Please remember to resubmit your application, otherwise the changes you make will not be registered.**

Alternatively, you can change your school preferences by writing to or emailing the School Admissions and Transport Service up to 31 October 2017.

Parents wishing to change their preferences to include schools not previously named or wishing to change their preferences after offer day (1 March 2018) will need to email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk) to make a late application. Your application will be administered in line with the late applications process.

### I know which school I want my child to go to, why should I have to list other preferences?

If you live in Staffordshire and you only list one school and your child cannot be offered a place at that school, a place will be offered at the nearest school with a space available. There may well have been other schools that you would have preferred your child to go to.

### What do I need to do if I want my child to go to a school outside Staffordshire?

If you are a Staffordshire resident you will still need to make an application via Staffordshire County Council even if you want to apply to a school outside of the county. This is because we exchange details of pupils applying for schools outside Staffordshire with all of our neighbouring authorities as part of the co-ordinated admission scheme. You will be able to find relevant details of the admission arrangements for other authorities in their own version of this information booklet. We would encourage you to view this information in order that you are aware of the likelihood of your preferences being met. Contact details of neighbouring authorities are provided in under useful links on page 5 .

### What is the 'Co-ordinated Admissions Scheme'?

The scheme indicates the way in which the Local Authority co-ordinates its admission arrangements with other neighbouring authorities and schools that are their own admissions authority. The purpose of the scheme is to ensure that each pupil living within Staffordshire receives only one offer of a school place, whether that be at a school within the county or one maintained by a neighbouring authority.

The full scheme can be found in Appendix 5.

### **Will I need to provide proof of my home address?**

Your child's name and address will be printed on the letter sent to you. If you find that this information is incorrect then you will need to provide satisfactory proof with your application of the correct home address.

The Local Authority may undertake checks or home visits without prior notice to verify a child's home address. If a 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 likely to be withdrawn.

### **What if I am moving home?**

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the School Admissions and Transport Service immediately.

If you are applying for a community or voluntary controlled school and you can provide satisfactory evidence of a new home address (e.g. a solicitor's letter confirming a completion date) by 26 January 2018, we will take that information into consideration when deciding on the offer of a school place. Otherwise we make decisions based on the address supplied by your child's primary school. Please note that an 'intention to move' will not be used when allocating places.

### **Withdrawal of School Places**

During the admissions process for 2017, several investigations were held. As a result, the Authority withdrew places due to incorrect home addresses or deliberately false information being provided.

# Section 4

## Additional Information - Including waiting lists, appeals process and admissions out of year

### **I have not been offered a place at my preferred school.**

All children who have been refused a place at a Staffordshire school will be automatically added to the waiting list. The waiting lists will be maintained until the end of the Autumn Term 2017.

Waiting lists for all Staffordshire schools are ranked using the admissions arrangements for the school. Your child's position on a waiting list at a Staffordshire school can be obtained by emailing [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk) or telephoning 0300 111 8007.

It is important to note that a child's position on any waiting list is not fixed and is subject to change.

Guidance on waiting lists for schools that are not located within Staffordshire should be sought by contacting the relevant local authority. Contact numbers for other local authorities can be found under useful links on page 5.

### **Can I appeal?**

If you have not been offered a place at one or more of your preferred schools then you have a statutory right of appeal to an independent panel. For Staffordshire schools please refer to our appeals information under useful links on page 5 .

If you have not been successful in obtaining a place at a school that is located outside of Staffordshire and would like to appeal then please contact or visit the website for the relevant local authority.

### **Can I apply again for the same school if my appeal is unsuccessful?**

It is not the Council'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 or the school. If you have evidence that this is the case you need to provide the details to the School Admissions and Transport Service outlining the significant material changes and providing evidence.

### **Can my child stay at their Primary School for an additional year?**

Your child's current headteacher will need to confirm that it is in your child's best interests and that there are exceptional reasons for this to occur. For further information contact the School Admissions and Transport Service. However you should be aware that any arrangements are subject to review and your child may be expected to rejoin their chronological year group during their time at secondary school.

### **Can my child transfer to Secondary School early?**

Only in very exceptional circumstances will it be agreed that a child should transfer to secondary school ahead of their normal age of transfer.

Where early transfer is requested, the application should be submitted by the 31 October 2017 along with supportive information which demonstrates why the child should be treated as an exception and not be placed in the correct cohort for their age.

For Academies, Voluntary Aided, or Foundation schools, the decision will be made by the Governing Body. Applicants will be given a right of appeal to an independent panel should their request be refused.

### **Will my appeal be successful?**

The summaries of admission under useful links on page 5 indicate the number of appeals heard and the number successful. The decision of an Independent Appeal Panel is final and binding on all parties.

In the event of your appeal being unsuccessful you may wish to contact the School Admissions and Transport Service who will be able to advise you on the schools with places available, in addition to the school place that you have already been offered.

## **Admissions During the School Year**

### **i.e. In Year Admissions**

Staffordshire Local Authority does not co-ordinate in-year admission applications. Parents and carers can apply for a place for their child at any time to any school. The Local Authority collates information of where places may be available but applications should be made directly to the school or by using an in year application form which is available from [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions). Schools must inform the Local Authority of all applications received and the outcome to allow the Local Authority to keep up to date figures of availability of places. If refusing an application, an admission authority (such as Academies and Aided schools, or the Local Authority for Community and Controlled schools) must inform the local authority and advise parents of their right to appeal against the refusal.

# Section 5

## UTCs and Studio Colleges

In Staffordshire, there are a range of educational opportunities for children aged between 14 and 19 years of age, all of which can lead to valuable qualifications and give your child access to further learning at college or university, an apprenticeship or a job.

### University Technical Colleges (UTCs)

When your child is in Year 9, one of these opportunities is to consider applying for a place at a University Technical College (UTC).

Each UTC is backed by employers and a local university who work with staff to develop a curriculum that gives students first-hand experience of what life is like after school. They operate a longer school day than most schools with days typically starting at 8:30am and ending at 5:00pm.

At GCSE, UTCs offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and maths, as well as one or two specialist technical subjects.

UTCs generally serve an area which extends across a number of local authorities.

A list of UTCs in and around Staffordshire can be found in Appendix 4.

You may also find information provided at [www.utcolleges.org](http://www.utcolleges.org) helpful in learning more about UTCs.

### Studio Schools

Studio Schools are a new type of school for 14-19 year olds. They have employer involvement in the curriculum and teach through enterprise projects and real work so that learning is rooted in real-life and students develop the skills employers value. They are generally small schools of around 300 pupils, have year round opening and a 9-5 working day.

A list of Studio Schools closest to Staffordshire can be found in Appendix 4.

You can find out more about Studio Schools at [www.studioschoolstrust.org](http://www.studioschoolstrust.org)

If you decide that you would like to apply for a place at a UTC or studio college, you will need to complete an application directly with the school you are interested in.

# Section 6

## Other useful information and contacts

### **Staffordshire SEND Family Partnership** –

Information, advice and support about education, health and social care issues for parents and carers of children and young people aged 0 to 25 with special educational needs and disabilities.

**Special Educational Needs - Education, health and care plans (EHC)** have replaced the old 'statement of special educational need'.

Education, health and social care professionals work together with parents. You can address all your children's needs in one process. The system is much easier and quicker. You now have the power to control personal budgets for your children with profound health and learning needs

**Contracted School Transport** – for information on school transport in your area and seat availability under the **Temporary Vacant Seat Scheme**.

**Public Transport** – for information relating to public transport.

**Ofsted School Inspection Reports** – Ofsted is the inspectorate for children and learners in England.

**School Meals** – Staffordshire Catering Service is the school meal provider for Staffordshire schools. You can find menus and see how we are promoting a healthy lifestyle to our young customers.

**Lichfield Diocesan Board of Education** – for information and advice about admissions to Church of England Voluntary Aided Schools.

**Archdiocese of Birmingham Diocesan Education Service** - for information and advice about admissions to Voluntary Aided Catholic Primary Schools.

**Nottingham Roman Catholic Diocesan Education Service** - for information and advice about admissions to Voluntary Aided Catholic Primary Schools.

**Parent Teacher Association (PTA)** – for information on starting or joining a PTA.

**Parental Responsibility (PR)** – for admissions purposes, an individual can only apply for a school place if they have parental responsibility for the child named on the application form.

# Appendix 1

## Admission Arrangements for Community and Voluntary Controlled Middle and High Schools

### Normal Age of Entry: Academic Year 2018/19

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the County Council's policy to try and meet parents wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

Admission to oversubscribed community and voluntary controlled schools is determined by the oversubscription criteria given below.

#### Oversubscription Criteria

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the

circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

*and*

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of the preferred school
- 5) Children who attend certain primary schools defined as major contributory primary schools. (See Additional Notes below.)
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (6).

### **Additional Notes**

Copies of school catchment area maps are available from the Local Authority or [individual schools](#).

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

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. Each pupil will receive one offer of a place at a maintained school.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in care 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).

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).

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined

and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and 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 legal 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, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

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 local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised

address for purposes of allocation where parents/ carers can provide documentary evidence of the move by 26 January 2018. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of

children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Category (5), major contributory schools, can only be used by prior agreement with the Local Admission Forum and are relevant to the following schools:

Secondary School	Major Contributory Schools
<b>Cheslyn Hay Sport and Community High School</b>	Cheslyn Hay Primary Glenthorne Primary Havergal CE (VC) Primary St John's CE (C) Primary, Essington
<b>Codsall Community High School</b>	Billbrook CE (C) Middle Codsall Middle Perton Middle
<b>Endon High School</b>	Endon Hall Primary St Anne's CE (C) Primary St Luke's CE (C) Primary
<b>Great Wyrley High School</b>	Landywood Primary Moat Hall Primary
<b>Moorside High School</b>	St John's CE (C) Primary, Wetley Rocks Werrington Primary

## Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until the 31 December of the year of admission. No other waiting lists will be maintained.

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

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 since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

## Repeat Applications

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 local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and 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 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 and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

## Sixth Form Admission Arrangements for Community and Voluntary Controlled Secondary Schools

Applications for admission to the Sixth Form will be dealt with by the school in accordance with the school's published admission arrangements.

Individual schools will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already in the school will not be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the sixth form, details of which are included in the published admission arrangements.

External applicants will not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the school or is an external candidate. Minimum entry requirements are the same for internal and external applicants.

Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

## "In-Year Transfer" Arrangements

Parents or carers seeking to be admitted to a Community or Voluntary Controlled School may make an application directly to the preferred school using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

## Relevant Area

Staffordshire County Council's relevant area for consultation is the administrative area of Staffordshire County Council.

# Appendix 2

## 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 Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). 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 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 baptism 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 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 due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors 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).

# Appendix 3

## Secondary Schools in Staffordshire

*This information is correct as at the time of publication.*

All schools referred to are co-educational day secondary/high schools.

The Published Admission Number (PAN) indicates how many children a school will be able to accommodate in its intake for September 2018.

N.O.R relates to the number of pupils in full time attendance at the school in January 2017.

The school type indicates whether the school is its own admission authority (OAA) or is community/voluntary controlled by the local authority. All Voluntary Aided Schools, Foundation, Free schools and Academies are OAAs.

### BIDDULPH AREA

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>Biddulph High School</b> Conway Road Knypersley Stoke-on-Trent ST8 7AR	860 4143 Academy	Mr S Ascroft 01782 523977 office@biddulph.staffs.sch.uk	211	13-18	774

### BURNTWOOD

<b>Chase Terrace Technology College</b> Bridge Cross Road Chase Terrace Burntwood WS7 2DB	860 4178 Academy	Mr T Chamberlain 01543 682286 office@cttc.staffs.sch.uk	270	11-18	1323
<b>Erasmus Darwin Academy</b> Pool Road Chasetown Burntwood WS7 3QW	860 5404 Academy	Mr M Maydew 01543 685828 admin@eda.staffs.sch.uk	185	11-18	980

### BURTON

<b>Abbot Beyne School</b> Osborne Street Winhill Burton-upon-Trent DE15 0JL	860 4500 Voluntary Controlled	Mrs A Stoddart 01283 239800* office@abbotbeyne.staffs.sch.uk	150	11-18	697
<b>Blessed Robert Sutton Catholic Sports College</b> Bluestone Lane Stapenhill Burton-on-Trent DE15 9SD	860 4710 Voluntary Aided	Mr M Cain 01283 749450 office@robertsutton.staffs.sch.uk	124	11-18	714
<b>John Taylor High School</b> Dunstall Road Barton under Needwood Burton-on-Trent DE13 8AZ	860 4061 Academy	Mr M Donoghue 01283 239300* office@jtths.co.uk	261	11-18	1541
<b>John Taylor Free School</b> Branston Road Tattenhill Burton-on-Trent DE13 9SA	N/K Free School	Mr M Donoghue 01283 247823 admissions@jtmat.co.uk	210	11-19	N/A

## BURTON CONT...

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>Paget High School</b> Burton Road Branston Burton-on-Trent DE14 3DR	860 4055 Community	Mr M Howell 01283 239000* (new Tel no tbc) office@paget.staffs.sch.uk	169	13-18	950
<b>Paulet High School &amp; 6th Form College</b> Violet Way Burton-on-Trent DE15 9RT	860 4051 Community	Mr I McArthur 01283 239710* office@paulet.co.uk	150	11-18	798
<b>The de Ferrers Academy</b> St Mary's Drive Burton-on-Trent DE13 0LL	860 4176 Academy	Mr N Holmes 01283 247700 office@deferrers.com	350	11-18	2104

## CANNOCK

<b>Cannock Chase High School</b> Hednesford Road Cannock WS11 1JT	860 5401 Academy	Mr I Turnbull 01543 502450 headteacher@cannockchase-high.staffs.sch.uk	220	11-18	833
<b>Cardinal Griffin Catholic College</b> Cardinal Way Cannock WS11 4AW	860 5403 Voluntary Aided	Mr M Burrowes 01543 502215 admin@cardinalgriffin.staffs.sch.uk	150	11-18	844
<b>Kingsmead School</b> Kings Avenue Hednesford Cannock WS12 1DH	860 4070 Academy	Mrs M Mincher 01543 227320 office@kingsmeadschool.net	230	11-18	1131
<b>Norton Canes High School</b> Burntwood Road Norton Canes Cannock WS11 9SP	860 4066 Community	Miss S Birchall 01543 622600 office@nortoncanes-high.staffs.sch.uk	120	11-18	447
<b>Staffordshire University Academy</b> Marston Road Cannock WS12 4JH	860 4005 Academy	Mrs R Hillier 01543 224700 office@suacademy.co.uk	150	11-18	604

## CHESLYN HAY and GREAT WYRLEY

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>Cheslyn Hay Sport and Community High School</b> Saredon Road, Cheslyn Hay Walsall WS6 7JQ	860 4140 Community	Mrs N Crookshank 01922 416024 headteacher@cheslynhay-high.staffs.sch.uk	224	13-18	1301
<b>Great Wyrley High School</b> Hall Lane Great Wyrley Walsall WS6 6LQ	860 4079 Community	Mr A Harding 01902 907560 headteacher@codsall-high.staffs.sch.uk	195	11-18	746

## CODSALL

<b>Codsall Community High School</b> Elliotts Lane Codsall Wolverhampton WV8 1PQ	860 4075 Community	Mr I Turnbull 01543 502450 headteacher@cannockchase-high.staffs.sch.uk	250	11-18	952
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## KIDSGROVE

<b>The Kings CE School</b> First Avenue Kidsgrove Stoke-on-Trent ST7 1DP	860 4012 Voluntary Aided	Mrs E Verow 01782 783281 enquiries@thekings.staffs.sch.uk	150	11-18	364
<b>University Academy Kidsgrove</b> Gloucester Road Kidsgrove Stoke-on-Trent ST7 4DL	860 4084 Academy	Mr A Bygrave 01782 948250 communications@uakidsgrove.org	150	11-18	448

## KINVER

<b>Kinver High School &amp; Sixth Form</b> Enville Road Kinver Stourbridge DY7 6AA	860 4009 Academy	Mr Christopher Rogers 01384 686900 office@kinverhigh.co.uk	120	11-18	540
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## LEEK

<b>Leek High School</b> Springfield Road Leek ST13 6EU	860 4085 Academy	Mr A Shaw/Mr P Evans 01538 225050 enquiries@h.leekfederation.org.uk	175	13-18	383
<b>Westwood College</b> Westwood Park Leek ST13 8NP	4086 Academy	Mr Andrew Shaw 01538 370930 wwoffice@leekfederation.org.uk	200	13-18	797

## LICHFIELD

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>King Edward VI School, Lichfield</b> Upper St. John Street Lichfield WS14 9EE	860 4087 Community	Ms J Rutherford 01543 255714 office@kingedwardvi-lichfield.staffs.sch.uk	214	13-18	1354
<b>Nether Stowe School</b> St Chads Road Lichfield WS13 7NB	860 4089 Community	Miss R Poppleton 01543 263446 office@netherstowe.com	170	11-18	624
<b>The Friary School</b> Lichfield Eastern Avenue Lichfield WS13 7EW	860 4126 Community	Mr M Allman 01543 267400 office@friaryschool.com	210	11-18	1129

## MOORLANDS

<b>Blythe Bridge High School and Sixth Form</b> Cheadle Road Blythe Bridge ST11 9PW	860 4067 Foundation	Mrs R Johnson 01782 392519 office@blythebridge.staffs.sch.uk	180	11-18	987
<b>Endon High School</b> Leek Road Endon Stoke-on-Trent ST9 9EE	860 4077 Community	Mrs A Gibson 01782 502240 headteacher@endon.staffs.sch.uk	140	11-16	696
<b>Moorside High School</b> Cellarhead Road Werrington Stoke-on-Trent ST9 0HP	4072 Community	Mr S Clarke 01782 551200 headteacher@moorside.staffs.sch.uk	145	11-18	795
<b>Painsley Catholic College</b> Station Road Cheadle ST10 1LH	4610 Academy	Mr S Bell 01538 483944* principal@painsley.staffs.sch.uk	220	11-18	1219
<b>The Cheadle Academy</b> Station Road Cheadle ST10 1LH	4153 Academy	Mr N Jamieson 01538 493900 principal@thecheadleacademy.co.uk	160	11-18	538

## NEWCASTLE

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>Chesterton Community Sports College</b> Castle Street Chesterton Newcastle-under-Lyme ST5 7LP	860 4093 Academy	Mrs L Jackson 01782 568350* headteacher@ccsc.staffs.sch.uk	140	11-16	671
<b>Clayton Hall Academy</b> Clayton Lane Newcastle-under-Lyme ST5 3DN	860 4094 Academy	Mr J Morgan 01782 297570* office.clayton@snfederation.co.uk	200	11-16	976
<b>Madeley High School</b> Newcastle Road Madeley Crewe CW3 9JJ	860 4090 Academy	Mr L Nixon 01782 297200 office@madeley.staffs.sch.uk	135	11-16	619
<b>Newcastle Academy</b> Gallowstree Lane Newcastle-under-Lyme ST5 2QY	860 4096 Academy	Mr T Rogers 01782 667650 office.newcastle@snfederation.co.uk	110	11-16	381
<b>Sir Thomas Boughey High School</b> Station Road Halmerend Stoke on Trent ST7 8AP	860 4060 Foundation	Mrs J Hingley 01782 729400	162	11-16	661
<b>St. John Fisher Catholic College</b> Ashfields New Road Newcastle-under-Lyme ST5 2SJ	860 4713 Academy	Mrs T Madden 01782 615636 office-sjfc@ctkcc.co.uk	174	11-18	936
<b>Wolstanton High School</b> Milehouse Lane Wolstanton Newcastle-under-Lyme ST5 9JU	860 4013 Academy	Mrs J Yarwood 01782 742900 headteacher@wolstanton.staffs.sch.uk	232	11-16	837

## PENKRIDGE

<b>Wolgarston High School</b> Cannock Road Penkridge Stafford ST19 5RX	860 4100 Community	Mr P Tapp 01785 788400 office@wolgarston.staffs.sch.uk	220	13-18	653
<b>The Rural Enterprise Academy</b> Rodbaston Campus Penkridge Stafford ST19 5PH	860 4007 Free School	Mrs L Makin 01785 333360 enquiries@ruralenterpriseacademy.com	60	13-18	140

## RUGELEY

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>The Hart School</b> Penkridge Bank Road Rugeley WS15 2UE	860 4002 Academy	Mr C Keen 01889 802440 enquiries@hartschool.org.uk	N/A	11-18	1150

## STAFFORD

<b>Blessed William Howard Catholic School</b> Rowley Avenue Stafford ST17 9AB	860 4607 Academy	Mr P Smith 01785 244236 headteacher@bwh.staffs.sch.uk	186	11-18	843
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<b>King Edward VI High School</b> Dryden Crescent Stafford ST17 9YH	860 4181 Community	Mr J Christey 01785 258546 headteacher@kevi.org.uk	185	11-18	711
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<b>Sir Graham Balfour High School</b> North Avenue Stafford ST16 1NR	860 4180 Academy	Mrs L Beck 01785 223490 headteacher@sirgrahambalfour.staffs.sch.uk	170	11-18	931
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<b>Stafford Manor High School</b> Wolverhampton Road Stafford ST17 9DJ	860 5402 Foundation	Mr R Lycett 01785 258383 office@smhs.staffs.sch.uk	120	11-18	300
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<b>Walton High School</b> The Rise Walton-on-the-Hill Stafford ST17 0LJ	860 4111 Academy	Mr N Finlay 01785 334917 office@walton.staffs.sch.uk	210	11-18	1299
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<b>The Weston Road Academy</b> Blackheath Lane Stafford ST18 0YG	860 4183 Academy	Mr A Locke 01785 413600 office@westonroad.staffs.sch.uk	182	11-18	868
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## STONE

<b>Alleyne's Academy</b> Oulton Road Stone ST15 8DT	860 4112 Academy	Ms K Lockett 01785 354200 headteacher@alleynes.staffs.sch.uk	255	13-18	772
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## TAMWORTH

School Name and Address	Dfe Number and Type	Headteacher, Telephone number and email	PAN	Age Range	N.O.R Jan 2017
<b>Landau Forte Academy, Amington</b> Woodland Road Amington Tamworth B77 4FF	860 6905 Academy	Mr J Robson 01827 301800 sfarley@lfata.org.uk	192	11-16	794
<b>Landau Forte Academy, QEMS</b> Ashby Road Tamworth B79 8AH	860 4004 Academy	Mr N Hadden 01827 62241 CCOTTON@fatq.org.uk	168	11-16	648
<b>Tamworth Enterprise College an AET Academy</b> Birds Bush Road Tamworth B77 2NE	860 4006 Academy	Mr S Turney 01827 285596 sturney@tamworthenterprisecollege.org ptonks@tamworthenterprisecollege.org	192	11-16	710
<b>The Rawlett School - an AET Academy</b> Comberford Road Tamworth B79 9AA	860 4158 Academy	Mr T Bassett 01827 57178 headteacher@rawlettschool.org	192	11-16	947
<b>Wilnecote High School</b> Tinkers Green Road Wilnecote Tamworth B77 5LF	860 4123 Academy	Mr S Tonks 01827 831300 office@wilnecotehighschool.org	192	11-16	751

## UTTOXETER

<b>Thomas Alleyne's High School</b> Dove Bank Uttoxeter ST14 8DU	860 4146 Academy	Mrs J Rudge 01889 561820 office@tahs.org.uk	320	13-18	999
<b>The JCB Academy</b> Mill Street Rocester Uttoxeter ST14 5JX	860 6906 Academy	Mr J Wade 01889 506100 information@jcbacademy.com www.jcbacademy.com	66 (Year 9) 132 (Year 10)	13-18	565

## WOMBOURNE

<b>Ounsdale High School</b> Ounsdale Road Wombourne Wolverhampton WV5 8BJ	860 4010 Academy	Ms C Brown 01902 892178 headteacher@ounsdaleschool.org.uk	192	13-18	870
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# Appendix 4

## UTCs/Studio Colleges in and around Staffordshire See also [utcolleges.org](http://utcolleges.org) and [studioschooltrust.org](http://studioschooltrust.org)

### The following is a list of UTCs in and around Staffordshire.

[Aston University Engineering Academy,](#)  
Birmingham.  
B7 4AG  
(0121 3800572)

[Crewe Engineering and Design UTC,](#)  
Crewe.  
CW1 2PZ  
(01270 218150)

[Birmingham Ormiston Academy](#)  
Birmingham.  
B4 7QD  
(0121 359 9300)

[Derby Manufacturing UTC,](#)  
Derby.  
DE24 8ZS  
(01332 640011)

[Health Futures UTC,](#)  
West Bromwich.  
B70 8DJ  
(0121 794 2888)

[JCB Academy, Rocester.](#)  
(Engineering and/or Business)  
ST14 5JX  
(01889 506100)

[West Midlands Construction UTC,](#)  
Wolverhampton.  
WV10 0JR  
(01902 550248)

[WMG Academy for Young Engineers](#)  
Solihull.  
B37 5FD  
(0121 289 3556)

### The following is a list of Studio Schools closest to Staffordshire.

[Stephenson Studio School,](#)  
Leicestershire.  
LE67 3TN  
(01530 519099)

[Stoke Studio College,](#)  
Construction & Building Excellence  
- manufacturing, design and engineering  
ST6 1JJ  
(01782 603171)

[Walsall Studio School,](#)  
Walsall.  
WS1 1RL  
(01530 519099)

[Waverley Studio College,](#)  
Birmingham.  
B9 5SW  
(0121 566 6622)

# Appendix 5

## Coordinated Scheme for Admissions to Primary and Secondary Schools – 2018/2019

Staffordshire County Council's School Admissions and Transport Service (SA&TS) will coordinate all admissions at all maintained schools in Staffordshire, including all Voluntary Aided, Foundation, Trust as well as Academy Schools in respect of applications for school places at the normal age of entry.

Staffordshire County Council is the relevant admissions authority for all community and voluntary controlled schools within the County of Staffordshire.

The individual governing body is the relevant admissions authority for foundation, voluntary aided, trust and academy trust for academy schools within Staffordshire.

In accordance with regulations, admissions to Middle Schools at the normal age of entry will be coordinated in accordance with the primary school timetable.

### The Scheme

1. This scheme meets the requirement for a coordinated admission scheme under The School Admissions (Co-ordination of Admission Arrangements (England)) Regulations 2012 and applies to applications made by Staffordshire parents for all maintained schools and Academies at the normal age of entry (except special schools and nurseries).
2. The purpose of the scheme is to ensure that, so far as is reasonably practicable,
  - i) each parent who applies for a school place at the normal age of entry receives only one single offer of a school place under the scheme, whether that be at a school within the county or one maintained by another authority, and
  - ii) a child is granted admission to whichever of the schools that is ranked highest on that application wherever possible.
3. Parents of children resident in the County of Staffordshire must make an application for the normal age of entry through Staffordshire County Council to apply for any school within Staffordshire or in another authority.

### Applying for School Places at the Normal Age of Entry

4. Staffordshire County Council's School Admissions and Transport Service will provide a common application form to enable parents to apply for any school within the County or in another local authority. Parents will also be able to apply online or on the telephone.
5. Staffordshire parents will be able to name up to three school preferences, rank them in order of preference and have the opportunity to give reasons for their preferences. Parents must name all schools at which they wish to be considered for a place in order of preference, including any maintained foundation, trust, voluntary aided or any schools outside of Staffordshire in another local authority including academies.
6. Any Staffordshire school that receives an application directly must ensure that it is forwarded to the School Admissions and Transport Service.

### Applying For School Places In-Year

7. An application form can be obtained from any of the following sources;
  - From Staffordshire County Council's website [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)
  - Customer Contact Centre Service (0300 111 8007)
  - Child's current school or preferred school (if in Staffordshire)
8. The application form will enable parents to apply for a school of their preference, and to provide their name and address and the name, address and date of birth of the child and also to include any documentary evidence in support of the application. The application form will also allow the parents to give reasons for the preference. Parents must apply directly to all schools for which they wish to be considered for a place, including any maintained foundation, voluntary aided, trust, academy or any schools outside the County of Staffordshire.

9. Any Staffordshire school that receives an application directly must ensure that the Local Authority is notified of the application and subsequent outcome.

### **Supplementary Application Forms**

10. Where an in-year application is made for a school for which the Governing Body are the admission authority, the application must be forwarded together with supporting information provided by the parent, to the Governing Body. The Governing Body of a foundation, voluntary aided, trust or academy school may require parents who make an application to provide supplementary information in order to apply their own admissions policy.
11. Parents are under no obligation to forward supplementary information, unless it is required to enable the Governing Body to apply their oversubscription criteria.
12. Where supplementary information is required for applications at the normal age of entry it must be returned to the School Admissions and Transport Service along with a valid application so that all information can then be passed to the relevant admissions authority.
- 12a. For applications made for the normal age of entry, where documentary evidence in support of the application is received or a school receives supplementary information then it will not be regarded as a valid application, unless the parent has also completed an application with Staffordshire County Council.
13. Where documentary evidence in support of the application or supplementary information is received directly by a foundation, voluntary aided, trust or academy school for the normal age of entry, the school must inform the School Admissions and Transport Service immediately so that it can verify whether an application has been received and if this is not the case then, the parent can be contacted and requested to complete an application.

### **Closing Date for Return of Applications**

#### **– Normal Age of Entry**

14. All secondary school applications should be submitted by the national closing date of 31 October 2017.
15. All primary school applications should be submitted by the national closing date of 15 January 2018.

### **Variations for schools in the three-tier system**

#### **– Normal Age of Entry**

16. Children admitted to middle schools in Year 5 technically form part of the primary coordinated scheme.
17. Non Staffordshire Year 6 children attending a Staffordshire middle school will only receive information about the secondary transfer process if parents specifically request it.
18. Staffordshire Year 6 children attending primary schools out of area will receive information from Staffordshire even if they reside in an area that is served by a Staffordshire middle school.
19. Non Staffordshire Year 8 children attending a Staffordshire middle school will be provided with information through Staffordshire Local Authority but must apply for school places through their home Local Authority.

### **Processing Applications – Normal Age of Entry**

20. By 10 November 2017 for Secondary applications and 2 February 2018 for Primary applications, the School Admissions and Transport Service will have forwarded and received all details of appropriate applications to and from other Local Authorities and will merge this information into the admissions database.
21. By 1 December 2017 for Secondary applications and 16 February 2018 for Primary applications the School Admissions and Transport Service will have forwarded all details of appropriate applications (and accompanying supplementary application forms where provided) to academy, trust, aided and foundation schools in Staffordshire. The School Admissions and Transport Service will then draw up preference lists for all community and voluntary controlled schools by applying the County Council's oversubscription criteria.

22. Each school which is its own admission authority will apply their oversubscription criteria to all applications and by the 15 December 2017 (Secondary Schools) and 2 March 2018 (Primary Schools) will forward a list of all applicants to the School Admissions and Transport Service indicating the rank order in which all children meet the school's oversubscription criteria along with an indication of which oversubscription criteria apply to each child.
23. The School Admissions and Transport Service compares the ranked lists from all schools. After applying the oversubscription criteria for each stated preference, where a child qualifies for a place at more than one school, the School Admissions and Transport Service will allocate a place at the parent's highest ranked preference. The child would then be removed from the other school's lists and if there were other children awaiting places at that school the list would be adjusted accordingly taking the next applicant in the order of the oversubscription criteria.
24. By 12 January 2018 (Secondary Schools) and 5 March 2018 (Primary Schools) the initial results of places in Staffordshire schools will be known. These will be shared with other Local Authorities and exchanged for details of Staffordshire pupils gaining places at Out of County schools.
25. These results are then compared to rankings and a list of provisional offers will be produced.
26. Local Authorities will then repeat the process set out in 24 to 26 and exchange final results on 9 February 2018 (Secondary Schools) and 30 March 2018 (Primary Schools).
29. Offers of school places being made to Staffordshire children for the normal age of entry on behalf of a Voluntary Aided School, a Foundation, Trust or Academy school or a school in another Authority will be sent by Staffordshire County Council on behalf of the relevant admission authority.
30. Children resident in other Local Authorities who have made preferences for schools within Staffordshire for the normal age of entry will be notified of the outcome of their request by their home Local Authority.
31. Where a Staffordshire child does not qualify for admission to any of their preferred schools and is also not on the roll of a school within a reasonable distance of the home address, an alternative school will be offered in conjunction with the relevant admission authority.
32. Where refusals are made for Staffordshire schools, parents will be given information about the appeal process.
33. Where refusals are made on behalf of other Local Authorities further information will be provided to parents to enable them to appeal, should they wish to do so.

## Decisions

27. On 1 March 2018 the School Admissions and Transport Service will notify all Staffordshire parents who have applied for a Secondary School at the normal age of entry of the outcome of their preference and make a single offer of a school place.
28. All Staffordshire parents who have applied for a place in a Primary, Infant/Junior, First or Middle School at the normal age of entry will be notified on 16 April 2018.
34. Staffordshire County operates a waiting list for any Community or Voluntary Controlled School that is oversubscribed at the normal age of entry. Details are provided within our school admissions policy.
35. Please note that, Academies, Trust, Voluntary Aided and Foundation Schools are responsible for deciding whether to operate a waiting list and how their waiting list will operate.
36. Staffordshire County Council as the admissions authority shall maintain a waiting list for the normal age of entry for at least 1 term in the academic year of admission, for every oversubscribed community or voluntary controlled school, according to the individual school's published admission arrangements.
37. The waiting lists will be clear, fair and objective and will not give priority to any child based on the date that their application was received or the date that the child's name was added to the waiting list.

## Waiting Lists and Late Applications

38. It must be noted, that children who are the subject of a direction by a local authority to admit or those that are allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list. (Please see School Admissions Code paragraphs 3.9 to 3.15.)

### Acceptance of School Place

39. Parents will have at least two weeks after the date of offer to notify the authority as to whether or not he/she wishes to accept the place offered where relevant to the individual school admission arrangements.

### Change of Preference

49. During the admission process the order of school preference may be changed by parents in writing up to the closing date. After this date, any change of preferences received will be dealt with in line with the late application policy relevant to the individual school admission arrangements.

41. Parents wishing to change their preferences to include schools not previously named will need to make a late application, which will be administered in line with information provided in the individual school's admission arrangements.

42. Parents wishing to change their preferences after the notification date will need to make a late application which will then be administered in line with information provided in the individual school's admission arrangements.

### Failure to Express a Preference

43. Where a Staffordshire parent does not make an application for any school and the child is known to the School Admissions and Transport Service a place will be offered at the catchment area school (where applicable and if places remain available) or the next nearest maintained school with spaces available. Transport assistance will not necessarily be provided. In the case where the nearest school with a space available is its own admissions authority the offer will be made in consultation with and on behalf of the allocated school.

### Processing Applications – In-Year Admissions

44. The process for in year transfers for Staffordshire schools is not coordinated. In line with the School Admissions Code, parents are able to contact the School Admissions and Transport Service for information about places available and then make applications directly to schools.

45. Application forms for In Year places are available from the County Council along with guidance on completing them. Academies and other schools which are their own admission authority may also have their own forms which can be obtained from the school.

46. Completed application forms should be returned directly to the preferred school. The school will notify the local authority of both the application and the outcome of the application within 7 school days, including sending through a copy of the decision letter where the application has been refused.

47. All decisions on applications will be made in line with the determined admission arrangements and will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the LA Fair Access Protocol. A copy of this protocol is published on the LA website.

48. When determining school place applications outside the normal admissions round, admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

49. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with special educational needs statements. There is an expectation that the PAN at the normal age of entry will apply as the year group works through the school.

50. When it is not possible to offer a place, parents must be advised of their right of appeal under the School Admissions Appeals Code. Schools should confirm that this has been done in their notification to the local authority by sending a copy of the formal decision to parents.
51. For applications for year groups where a waiting list is in operation, the School Admissions and Transport Team will add unsuccessful applicants to the waiting list. Schools must not offer places to applicants in excess of the published admission number where a waiting list is in operation without consulting with the School Admissions and Transport Team.
52. Where a refusal means that a child does not have a school place, the School Admissions Team will contact parents to discuss options for securing a place. This may involve approaching other schools in the area that have places on parents behalf to offer them an alternative school.
53. The School Admissions and Transport Service are available to both schools and parents as a source of advice on the admissions process.