



Admissions Arrangements 2024-25

Policy Review

This document will be reviewed in full by the Governing Body on an annual basis.

This document was formally approved by the Governing Body on 28th November 2024.

Date of Review: 27th November 2025

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Admission to Year Three

Admission to Year Three in September 2024 to start the new school year, parents and carers need to apply through Walsall Councils Primary Admissions. [Walsall Council School Admissions](#)

The capacity and admission number for Alumwell Junior School is 90. The admission number is the capacity of the school to admit children at the normal age of entry, Year 3.

Walsall's oversubscription criteria:

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.(see below).
2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date (see below).
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker (applications will be subject to verification by the School Admissions and Appeals Team) (see below).
4. For applications to junior schools only. Attendance by the child at the relevant paired infant school, when the application is made (see below).
5. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority (see below).

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

Explanatory notes for oversubscription criteria

Children in Public Care (looked after children) and previously looked after children including those who (appear to the Admission Authority) to have been in state care outside of England and have ceased to be in state care as a result of being adopted.

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be looked after because they were adopted or became subject to child arrangement orders immediately following having been looked after as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Sibling

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- a brother or sister sharing the same parents
- a half-brother or sister sharing one common parent
- a step-brother or sister (i.e. related by their parent's marriage)
- any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order)

Social or medical factors

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the application must be completed and evidence to support the claim must be submitted to the Local Authority.

Requests for such consideration will be subject to verification by the School Admissions and Appeals Team. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical evidence

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs. This must relate to either the child or the parents, for example where the parent(s) or the child has a disability that may make travel to a school further away more difficult. Medical evidence, which relates to parent, will be considered in the following circumstances:

- where the child lives with a single parent who has a medical condition or disability that may make travel to a school further away more difficult
- where the child lives with both parents and both parents have a medical condition or disability that may make travel to a school further away more difficult
- where a child lives with both parents and one parent has a medical condition or disability that may make travel to a school further away more difficult medical evidence may be considered if the other parent is unable to accompany the child on the journey to and from school because they are the sole carer for the other parent

Social evidence

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

Please note that preferences are only given priority under the medical/social criterion in very exceptional cases where medical or social evidence clearly demonstrates that the preferred school is the only school which can meet the child's needs.

Paired nursery and infant schools

- Alumwell Nursery and Alumwell Infant School paired with Alumwell Junior School

Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Definition of a home address

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

- owned by the child's parent(s) or guardian; or
- leased to or rented by the child's parent(s), or guardian under lease or written rental agreement of not less than six months duration.

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

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

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

In the event that a family moves between the application and the date of offer, the School Admissions and Appeals Team must be informed as soon as possible of these circumstances.

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

Admission to a year group outside of a child's chronological year group

Parents who wish to apply for their child to be admitted to a Walsall community or voluntary controlled primary school, in a year group other than that which is designated by their chronological age should submit a written request to the Local Authority. Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case. Requests will only be approved in circumstances where it is in the best interests of the child to be educated outside of their chronological year group.

Parents applying for midyear admission to a year group outside their child's chronological age, in a Walsall primary school will also need to submit an online midyear admission application to the Local Authority.

If you wish to apply for a place at Alumwell Junior School at any other time and in any other year group then you must complete a midyear online admission form available on Walsall Council website. This is:

<https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/moving-to-a-different-school/apply-to-transfer-to-a-different-primary-school>

Midyear Admissions

Applications for midyear admission to Walsall primary schools:

The Local Authority coordinates the midyear admission process for applications to Alumwell Junior School.

Parents who wish to apply for admission to Alumwell Junior School other than at the usual point of entry (Year 3) should submit an online application through the School Admissions pages of the Walsall Council website. Applications cannot be made directly to Alumwell Junior School.

Alumwell Junior School provides Walsall's School Admissions and Appeals Team with accurate details of the number of vacancies in each year group on a weekly basis to enable places to be offered to applicants for primary midyear admission without unnecessary delay.

On receipt of an application for primary midyear admission, Walsall's School Admissions and Appeals Team will assess the application to determine if it meets the criteria for consideration under the Walsall Fair Access Protocol, and where appropriate a referral will be made to the Fair Access Panel.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority will write to the applicant to indicate one of the outcome.

If the outcome is negative the letter will outline Walsall's appeal process and if there is a waiting list their child's name will be added to it.

Waiting lists will be held for one term only and parents who wish their child's name to be added to the new waiting list will need to resubmit their online application at the start of each new term;

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.