

Admission Policy for Park Hill Primary School

2017 – 2018

Park Hill Primary School is a Trust school which is maintained by Sandwell LA and supported by a charitable Foundation or Trust. The Governing Body is responsible for deciding which applicants are offered places for admissions during the school year but the LA will deal with the administrative process on the Governors' behalf.

Applying for a place in the Nursery Class at Park Hill Primary School

Children are eligible for free nursery education in Park Hill Primary School Primary in the term after their third birthday and can attend for a maximum of 15 hours during morning or afternoon nursery sessions.

Application forms are available from the school office and the form need to be completed and returned to school. The Early Years coordinator arranges the Nursery admission procedure and contacts you when there is a place available.

Please take particular note that having a place in a nursery class attached to a school does not guarantee a place in the reception class at that school.

Applying for a Reception Place at Park Hill Primary School

If you attend Park Hill Nursery you will be given an admissions letter produced by Sandwell Local Authority and will give you details about how to complete the form on line and more importantly the dead line for applications.

The closing date for on time application forms is 15th January 2018.

Applicants applying for places in Reception classes should note that although children may already be in attendance at the school's nursery, this does not guarantee a place in the reception class and in the past some parents have been disappointed as they have not been offered a place at the school where their child attends.

You can apply for up to six schools so please ensure that you complete only ONE form.

At Park Hill Primary school the pupil admission number for our Reception class is 30 children. The school is a member of the Wednesbury Learning

Community Trust so the Governors are in charge of admissions but the LA co-ordinate this on behalf of the school. The school has adopted the LA Admissions Priorities and priority is given in the following order.

Admission Priorities for places in Sandwell Community and Controlled Primary Schools 2017/2018

Where there are more applications for a school than places available, places will be allocated on the basis of the following priorities:-

1. Children who are in Public Care.

2 Children with a particular medical condition.

Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's General Practitioner or Consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the LA to decide whether the child's needs can be met most appropriately by the preferred school.

3 Children having a brother or sister at the preferred school (not nursery) at the time of admission.

4. Children prioritised by distance measured in a straight line from a child's home* to the school's designated entrance (as determined by the Head Teacher) In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school with priority being given to those living closest to the school.

* Measured from the Ordnance Survey Address point for the property.
Apply online at www.schooladmissions.sandwell.gov.uk Page 12

NB

1. Children who have a Statement of Special Educational Needs which names a particular school will be admitted to the school. This means that less places are available for other pupils.

2. Sandwell operates an equal preference policy. This means that we will treat each of your preferences as a first preference even though you have ranked them in order.

Please see the Parent booklet which gives you details when you will find out whether your application has been successful.

The Appeals Process

If you are not happy with the school you have been offered, you may appeal.

At Park Hill Primary School, Governing Bodies have contracted the appeals function to the LA.

If you wish to appeal against a decision not to admit your child to Park Hill Primary school, please complete the appeal form enclosed with your letter of refusal. If you are unhappy with the school you have been allocated even if it was your first preference, please contact the Admission and Appeals Service for an appeal form.

The Independent Appeals Panel

The Appeals Panel is independent of Learning and Culture and individual schools. The Panel to consider appeals for Community and Controlled schools is arranged by Democratic Services of the Council.

The Panel will consist of 3 or 5 members. You will be invited to attend to say why you would like your child to go to a particular school rather than the one offered. There will also be someone from Learning and Culture and from Democratic Services in attendance. At the meeting the officer from Learning and Culture will explain why a place at the preferred school has been refused. You will then be invited to explain why you think a place should be given. The decision of the Panel is binding on parents, the LA and schools. The Service Director Learning and Culture, Councillors and even Members of Parliament are unable to change its decision. Please note that as a result of the Government's policy to limit infant class sizes to 30, the circumstances under which an Appeal Panel can uphold an appeal are limited. Where an infant class (Reception, Year 1 or Year 2) has reached 30 an Appeal Panel will be able to uphold an appeal only if:

- (a) the decision was not one which a reasonable admission authority would make in the circumstances of the case; or
- (b) the child would have been offered a place if the admission arrangements had been properly implemented; or
- (c) the child would have been offered a place if the admission arrangements had not been contrary to the mandatory provisions of the School Admissions Code and the School Standards and Framework Act 1998.

Although it is not possible to publish exact details of when appeals will be held, the appeals process usually starts in May and will be complete by early July. In any event, appeals for places in Primary schools must be heard within 40 school days of the appeal being lodged. However, if your application was late your appeal will be heard within 30 school days of the appeal being lodged.

If you receive an offer of a place at a school which you have ranked lower than the school for which you wish to appeal or you are offered a place at a school for which you have not expressed a preference, you are strongly advised not to give up this place until the outcome of your appeal is

known. Giving up a place will not improve your chances of your appeal being successful and you may be without a school place at all if your appeal is unsuccessful. In addition, if your appeal is not successful the options available to you may be limited at the time you receive the result of your appeal.

Independent appeals in respect of applications made for year groups other than Reception or Y3 transfer will be heard regularly throughout the year. Although the Council and Governing Bodies attempt to arrange meetings of appeals panels as quickly as possible, parents should note that it is unlikely that an appeal will be heard sooner than 30 school days from the date on which the appeal is lodged.

If you think that the appeal process has been conducted unfairly you can complain.

You can register a complaint or compliment with the Council's Customer Services at:

Service Insight Team, PO Box 2374, Oldbury B69 3BR

Tel: **0845 359 7510**

Email: contact@sandwell.gov.uk

Further details are on the Council website: www.sandwell.gov.uk

www.sandwell.gov.uk/schooladmissions and/or contact the Admissions team on the Parent Support Line - 0121 569 6765.