



Admissions Policy 2026-27

Policy Version Control

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Author	Governance and Compliance Manager
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Description of changes	Version 1

1. Legal Framework and Guiding Principles

1.1 SHINE Academies is a multi-academy trust consisting of four schools in the West Midlands. Our Trustees are the admissions authority for all our schools, and they apply all aspects of the regulations and procedures detailed in this policy fairly and equally to all those who wish to attend one of our schools.

1.2 This policy has due regard to the following legislation and any regulations thereunder:

- The School Admissions Code (2021)
- The School Admission Appeals Code (2022)
- The Equality Act (2010)
- The Human Rights Act (1998)
- The School Standards Framework Act (1998)

1.3 All children with an Education, Health and Care Plan (EHCP) that specifies a SHINE school as their preferred school will automatically be admitted. Information on each school's local SEN offer can be found on the individual schools' website.

1.4 Where fewer applications are received than the number of places available for the relevant age group (i.e., the normal age that pupils are admitted to the school), all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group, the oversubscription criteria detailed at 5.1 will be used to determine which children are offered a place.

1.6 The Board of Trustees for SHINE Academies is responsible for monitoring the application of this policy to ensure fairness and consistency across the Trust.

1.7 For the purposes of this policy, working days are defined as the relevant days that the school which has been applied for is open to pupils.

2. How to Apply for a Place at a SHINE school

2.1 If you are applying for a place during the normal admissions round, you should use the online portal provided by the local authority for the area in which you live (known as your home local authority).

2.2 The normal admissions round refers to applications to start at the school in the appropriate age group and when other children are normally admitted. Please see Section 3 for details regarding in-year admissions and Section 11 for how we deal with other specific circumstances.

- 2.3 Some local authorities refer to the application form as a Common Application Form (CAF) and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website. Ensure that you submit your application either in writing or online, but not by both methods. The below are the links to the Local Authorities for each school within the Trust:

Busill Jones Primary School [School admissions | Walsall Council](#)

Lodge Farm Primary School [School admissions | Walsall Council](#)

Northwood Park Primary School [School admissions | City Of Wolverhampton Council](#)

Villiers Primary School [School admissions | City Of Wolverhampton Council](#)

- 2.4 The deadline for applications during the normal admissions round, to take up a place in September 2026, is **15 January 2026** for admissions into Reception.
- 2.5 Applications received after the deadline will be treated as late applications and considered in accordance with the relevant home local authority's co-ordinated scheme. Details of this will also be available on your home local authority's website.
- 2.6 Applications submitted later than the start of the academic year (after 1 September 2026) must be submitted as an in-year admission (please see section 3).
- 2.7 For admissions into any year group other than Reception, on or after the deadline, please also see section 3 of this policy.
- 2.8 Existing pupils in the nursery of any school within SHINE Academies are still required to apply using the CAF for entry to primary.
- 2.9 Admission to nurseries within SHINE Academies does not sit within this Admissions Policy. For admissions to any of the nursery settings within SHINE Academies, please contact the relevant school directly.

3. In Year Admissions

- 3.1 In-year admissions occur when an application for admission is made outside the normal admissions round. Since 1 September 2021, all in-year admissions are conducted by the local authority, however the view of the individual school is always taken into account.
- 3.2 For all our schools, initial applications for in-year admissions should be made directly to the local authority.

4. How Many Pupils Will Be Admitted?

- 4.1 Each school has set the number of pupils that will be admitted during the normal admissions round. This number is the Published Admissions Number (PAN). PAN therefore only applies to the usual points of entry in a school. For schools within SHINE Academies this is Reception only.
- 4.2 If the number of applications received for an school exceeds the PAN, the oversubscription criteria will be used to determine which pupils are allocated a place.
- 4.3 The PANs for our schools are listed below:

Busill Jones 45
Lodge Farm Primary School 45
Northwood Park Primary School 90
Villiers Primary School 90

5. Oversubscription Criteria

If there are more applications for places than there are places available, we will give preference to children according to the criteria in 5.1.1 – 5.1.5.

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

5.1.1. Children and Young People in Care and previous Children and Young People in Care

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and 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.

Supporting Evidence

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

Where there are fewer applicants than the PAN, all children will be offered a place. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority.

5.1.2 Medical/Social

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

Supporting Evidence

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend a particular school these special factors must be indicated on the form and evidence (e.g., a

letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the common application form. The information submitted must clearly state the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents would be asking the Authority to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for the school. Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds

5.1.3. Children with a sibling already attending the school at the time of admission.

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

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

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2025). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

5.1.4. Children whose parent/carer is a member of staff* employed at the school

Children of staff who have worked at the individual school they have applied for longer than two or more years at the point at which the application for admission to the school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidence by completing the Supplementary Information Form (SIF).

* Priority can only be given to children of staff at the individual school that the application is for.

Parents should be aware that where the SIF is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school(s) concerned.

This criterion applies to all permanent staff members, and excludes staff employed on a casual/temporary contract.

5.1.5. Children who live closest to our schools

The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address with those living closest to the school receiving the highest priority. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

Home Address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil 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), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Acceptable proof of address includes:

- A copy of a council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week.

If the child equally shares living with both parents, the parents must inform the home Local Authority (if this is not the same) which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

6. Application of Oversubscription Criteria

6.1 The address given on the application form will be used to assess whether another child attending the school is living at the same address. The child's address will be compared to the addresses held in the school's records.

6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the school's property address point or school's reception area (as applicable) for the site where they will predominantly be based, employing the measuring system used by the local authority in which the school is situated.

6.3 Where a child lives with parents that have shared responsibility for the child, the address of the child is the home at which the child resides for the majority of the school week.

6.4 When considering applications from children of UK service personnel, the unit postal address or quartering area address will be used, provided that the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5 We will accept changes to the address up to the point of allocation (submission) deadline.

6.6 If, following the application of the oversubscription criteria, two or more applicants are judged to have equal priority for the final place at school, random allocation will be used to determine who receives the place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the school.

6.7 An exception to 6.6 is where the applicants judged to be of equal priority live at the same address. In this case, the school will admit them all.

7. When Do I Find Out if My Child Has Been Offered A Place?

7.1 If you have applied using the CAF or online portal, and your application was submitted by the deadline, you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on **16 April 2025**.

7.2 For late applications, you will receive a notification from the local authority advising you of the school your child has been allocated on the date specified by the local authority's policy on late applications.

7.3 Representatives of the school or our Trust are unable to comment on any application prior to the above dates.

7.4 Once a place has been allocated at the school, the school will contact you to provide further details of the induction process.

8. What Happens if My Child Has Not Been Allocated A Place?

8.1 If your child has not been allocated a place at one of our schools, their name will be added to our waiting list until at least 31st of December of each year. When additional applications are received the list will be rewritten using the published criteria for oversubscription. If a place at the school becomes available children will be admitted from the waiting list (see Section 9).

8.2 You also have the right to appeal the decision (see Section 10).

9. Waiting Lists

9.1 The school will maintain a waiting list for each year group. Children are only added to the waiting list following an unsuccessful formal application to join the school.

9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared by 31 December each year. The waiting list for all remaining year groups will be cleared at

the end of June each year. If you would like your child to remain on the waiting list after these dates, you will need to reapply for a place at the school.

9.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at 5.1.

9.4 Children allocated a place at the school in accordance with the Fair Access Protocol (see 9.5) will take priority over children on the waiting list.

9.5 The Fair Access Protocol is an agreement that allows hard-to-place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are allocated places across all the schools within a local area. We are committed to participating in the Fair Access Protocol.

10. Appeals Against Admissions Decisions

10.1 If you wish to appeal against our decision not to admit your child(ren) to one of our schools, you should complete the form at Appendix 1 and submit it to the address specified.

10.2 For applications made during the normal admissions round, the deadline for submitting an appeal is 20 school days after the National Offer Days, which in **2026 is 16 April 2025**.

10.3 Appeals will be heard within 40 days of the deadline for submitting appeals. Any late applications will be heard within this timeframe if possible, or else within 30 days of the appeal being lodged.

10.4 Once you have submitted your appeal form, we will acknowledge receipt of the form within five working days. We will then organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code (2022). There may be occasions when this is not possible, and in this case the Local Authority will be contacted to arrange an appeal.

10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.

10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.

10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible, it will be heard at a later date.

11. Exceptions and Specific Circumstances

- 11.1 We will arrange for all children of reception age allocated a place at the school to be admitted in September full-time. You can request that the date your child is admitted to the school be deferred until later in the academic year or that your child attend the school part time until they reach compulsory school age. Your child must attend the school in the final term of the academic year for which the original application was accepted.
- 11.2 **Applications for Year 3** - If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the school, you should list the primary academy on your CAF and the application will be assessed as if you had made an in-year application (see Section 3 for further detail).
- 11.3 **Applications for Admission Outside a Child's Normal Age Group.** It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to their home local authority in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. They will make decisions based on the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code and with due regard to the point of view of the Headteacher. The local authority writes to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be provided.
- 11.4 **Summer Born Children** (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted. In the event of a decision to defer for the entire reception year, should the parent wish their summer born child still to be admitted to reception, rather than with their normal age group in to year 1, they may request that the child is admitted out of their normal age group. Please note that a fresh application for admission will need to be made and will be processed in accordance with the academy's admission arrangements. It is possible that that the child may not be offered a place in the subsequent admission process.
- 11.5 Discussions with the academy are strongly recommended prior to making a decision to defer entry for an entire year and to be admitted to reception in September [2027].

Appendix 1 Admissions Appeals Form

To be posted / emailed to:

Admission Appeals FAO Company Secretary
SHINE Academies
Collingwood
Road Bushbury
WV10 8DS
enquiries@shineacademies.co.uk

On receiving an admission appeal SHINE Academies will commission an independent panel to hear the appeal, who are all both independent of the school and the Trust. If this is not possible, the local authority will be contacted to arrange an appeal.

Name of school the appeal relates to:

Section 1: Child's Details

Forename(s):

Surname:

Address:

Date of Birth and Year Group:

Gender (Tick applicable) : Male Female

Section 2: Your Details

Title: (Mr, Mrs, Miss, Ms or other)

Surname:

Relationship to Child:

Address:

.....

.....

Email Address:

Tel No:

Mobile No:

Do you need an interpreter? (Delete as applicable): Yes/No

If yes which language?

Please let us know if you have a disability or special need which would affect your ability to attend the meeting:

Section 3: Oversubscription Criteria

1. Has your child a statement of Special Educational Needs or an Education, Health and Care Plan?

Yes No

2. If yes to the above: Is this school listed on your child's plan?

Yes No

3. Is your child a looked after child or previously looked after child?

Yes No

4. Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)?

Yes No

5. Is another child registered at the same address in attendance at the school?

Yes No

If yes to the above: child's name:

If you have selected yes to questions 1, 2, 3 or 4 in section please provide evidence with your application.

Section 4: Reason for appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.