

Ryders Hayes School

A Primary Learning Academy



Admission Arrangements Reception - Year 6 for the academic year 2022/23

These admission arrangements have been set in accordance with the School Admissions Code 2014
Ryders Hayes School is part of an inter LA Co-ordinated Admission Scheme and manages its own midyear admissions. All dates referred to within this document are in line with this scheme.

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Pelsall
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Sally Miner
Head Teacher
March 2021
Reviewed Annually

RYDERS HAYES SCHOOL – A PRIMARY LEARNING ACADEMY

Admission Criteria – September, 2022 Admissions Number = 60

In the case of over subscription, places will be awarded using the following Admission Criteria:

1. Children in public care (looked after children)

Definition: Children who are in the care of a local authority or provided with accommodation by a local authority, or who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order

2. Sibling – pupils who have an older sibling already in attendance at the school, and who will be still attending the school at the proposed admission date.

Definition: 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)

In the event of that there is an insufficient number of places to allocate to twins, triplets or other children from multiple births, a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren)) and in cases where this is not known, the offer will be decided by lot.

3. Medical factors

Definition: If parents believe there are specific medical reasons for claiming priority for a child to attend a particular school, the relevant part of the preference form must be completed and evidence to support the claim must be submitted. This can relate to either the child or the parent, for example where one or both parents or the child has a disability that may make travel to a school further away from home more difficult.

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

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.

4. Children of staff at Ryders Hayes School (subject to verification by the academy)

Definition:

Children of members of staff where the member of staff has been employed by Ryders Hayes Academy Trust for two years or more, at the time at which the application for admission to Ryders Hayes School is made

5. Distance

Definition:

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, parents or guardian;*
- *Leased to or rented by the child's parent, parents 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 on the distance criterion.

In the event that a family moves between the application and the date of offer, the parent(s), carer(s) or guardian(s) must inform the Local Authority School Admissions Team as soon as possible of these circumstances.

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

LATE APPLICATIONS POLICY

The policy on late applications for Ryders Hayes School is in line with Walsall Council arrangements.

Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are classed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

If a Walsall Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with.

Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on time but only where there are exceptional circumstances.

- Where the family were unable to complete the Walsall Preference Form by the Closing Date because they moved into the Borough of Walsall after the issue of the Walsall Preference Form
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the Walsall Preference Form arriving on time
- When a single parent has been ill for some time

In these cases, the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Admissions Committee.

Late Applications received more than 4 weeks after the Closing Date

Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

Applications Received After the Notification Date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Council at the nearest alternative Walsall community or voluntary controlled school with vacant places and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

WAITING LIST POLICY

Waiting Lists for all Walsall schools will be maintained by Walsall Council in collaboration with Ryders Hayes for mid-year admissions. Parents may enquire about their child's position on the Waiting List by telephoning School Admissions Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and 31st August 2022. From 1st September in each academic year the waiting list for Ryders Hayes will be maintained by the school for mid-year admissions, (cross-checked with Walsall Council lists). Children who are the subject of a direction by a local authority to admit to a school or who are allocated to a school in accordance with a Fair Access Protocol must take preference over those children on the waiting list.

Waiting Lists are kept for all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example if a child is offered a place at the school that was ranked 2nd on the Walsall Preference Form then the child's name will only be placed on the waiting list for the school that was ranked 1st. If a child is offered a place at their first choice school, the child's name will not be added to any waiting list kept for their other ranked schools.

After 25 April for Primary Admissions a parent may contact the Admissions Team to apply for a place at an oversubscribed school. Their child's name will be placed on the school's waiting list in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

Deferred Entry Policy

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start later than 1st September 2022 they have the option of deferring the child's entry until later in the 2022/2023 school year. Parents opting for this must inform Walsall Council in writing of the date they wish their child to start in a reception class. Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought (except in the circumstances below). This is because the school place is held for that child and is not available to be offered to another child.

Admission of children outside their normal age group.

Summer born children (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls 31 August). Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

Parents seeking a place for their child outside of their normal age group should make a request in writing to Ryders Hayes School providing details of the reason for the request and supporting medical evidence or evidence from the child's current Head Teacher if appropriate, and to Walsall Council.

When an application for admission to Ryders Hayes School outside of a child's normal age group is received, the school will form an Admissions Committee will make the decision on whether or not to grant the request based on the individual circumstances of the case.

MID YEAR ADMISSION POLICY

Applications for mid-year admission to all year groups should be made directly to the school.

Application forms are available from the school website or from the School Admissions Team, Walsall Council. The school will liaise with Walsall Council (see Waiting List Policy on page 5).

Mid-Year Admissions Waiting Lists

Waiting lists for mid-year admission to all year groups will be maintained by the school and rolled over to subsequent years. Parents may enquire about their child's position on the waiting list by contacting the School Office. If a child is not offered a place, the parent will have the right of appeal to an independent appeal panel. Appeals will be held within a reasonable time – normally 30 school days of the appeal being lodged. Appellants will receive at least 10 school days' notice of their appeal hearing.



Ryders Hayes School MID YEAR ADMISSION APPLICATION FORM

Child's Surname:	
Child's First Name:	
Address:	
Post Code:	
Date of Birth:	
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	
Current Primary School:	
Does your child have a sibling who is currently in attendance at Ryders Hayes School?	YES NO
Please list the name(s) and date of birth for current siblings.	
Do you wish to make an application based on a sibling connection?	
Is either parent or carer currently employed at Ryders Hayes School? If so please give date employment commenced:	

Please indicate under which criteria your application for a place is being made: 1. Looked after child 2. Sibling 3. Medical factors 4. Children of staff 5. Distance	
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Please provide any additional information about your child which you would like the Academy to be aware of:	
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Please return this form to the school office marked for the attention of Miss R Samra

Signed:

Dated:

Please print name: