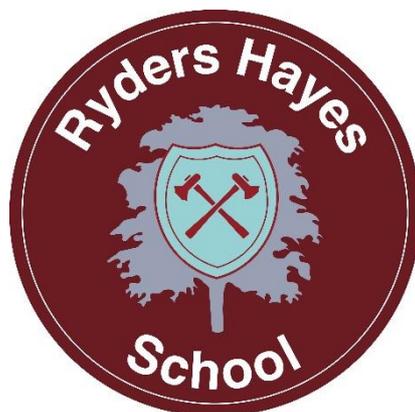


# Ryders Hayes School

A Primary Learning Academy



## Admission Arrangements Reception: Year 6 For the academic year 2021/22

**These admission arrangements have been set in accordance with the School Admissions Code 2021**

Ryders Hayes School is part of an inter-LA Co-ordinated Admission Scheme for Primary Admissions. All dates referred to within this document are in line with this scheme. Ryders Hayes is its own mid-year admissions authority.

**Ryders Hayes School  
Gilpin Crescent  
Pelsall  
Walsall  
WS3 4HX**

**Mrs Jaz Paul  
Head Teacher**

Updated in accordance with new Code. To be reviewed annually

## RYDERS HAYES SCHOOL – A PRIMARY LEARNING ACADEMY

Admissions Number = 60

### Admission Criteria – September 2021

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

1. **Children in public care (looked after children) or previously in public care**

*Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 90 including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*

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 (ie 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 (eg. 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.*

*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.*

***Requests for such consideration mid-year 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.***

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 or guardian*
- *leased to or rented by the child's parent 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 a 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*

### **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 2021 they have the option of deferring the child's entry until later in the 2021/2022 school year. Parents opting for this must inform Admissions and Pupil Place Planning Team of 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.

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 Admissions and Pupil Place Planning Team, Walsall Council 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 Ryders Hayes School.

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

### **Late Applications Policy for Primary Admission (Reception)**

The policy on late applications for Ryders Hayes School is in line with Admissions and Pupil Place Planning Team, 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 and Pupil Place Planning Team, Walsall Council.**

### **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 Ryders Hayes School in collaboration with Admissions and Pupil Place Planning Team, Walsall Council for mid-year admissions. Parents may enquire about their child's position on the Waiting List by calling Ryders Hayes School Office on 01922 683008 or telephoning the Admissions and Pupil Planning Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and 31<sup>st</sup> August 2021.

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 2<sup>nd</sup> on the Walsall Preference Form, then the child's name will only be placed on the waiting list for the school that was ranked 1<sup>st</sup>. 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 25th April for Primary Admissions, a parent may contact the School or the Admissions and Pupil Place Planning Team, Walsall Council 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 based on the admission criteria for the school.

### **Mid-Year Admissions Policy**

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

Application forms are available from the School Office or website or from the Admissions and Pupil Place Planning Team, Walsall Council.

The Admissions Committee, established by the Trust Board, will make the decision, keeping a clear record of any application decisions for mid-year admissions. The Committee will aim for an outcome decision within 10 days of application receipt.

A decision will be provided to the parent or guardian within 15 school days of receipt of application, and decisions shared with the Local Authority within 2 school days.

If all places are full, the child's name will be put on the relevant waiting list, unless the parent(s) indicates otherwise.

Requests for availability of places from the Admissions and Pupil Place Planning Team, will receive a response within 2 school days.

### **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.

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.

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

**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?<br>If so, please specify how this relates to Admission Criterion 2 |                             |
| Is either parent or carer currently employed at Ryders Hayes School?<br>If so please give date employment commenced:                 |                             |

|  |  |
|--|--|
| <p>Please indicate under which criteria your application for a place is being made:</p> <ol style="list-style-type: none"><li>1. Looked after child</li><li>2. Sibling</li><li>3. Medical factors</li><li>4. Children of staff</li><li>5. Distance</li></ol> |  |
|--|--|

|  |  |
|--|--|
| <p>Please provide any additional information about your child which you would like the Academy to be aware of:</p> |  |
|--|--|

Please return this form to the school office marked for the attention of Miss R Samra

Signed: .....

Dated: .....

Please print name: .....