



SPRING VALE PRIMARY SCHOOL

ADMISSIONS POLICY 2027 2028

KENILWORTH CRESCENT, PARKFIELD, WOLVERHAMPTON, WV4 6SD
Telephone: 01902 556589 E-mail: springvaleprimaryschool@wolverhampton.gov.uk
Website: www.springvaleprimary.co.uk

**SPRING VALE PRIMARY SCHOOL
ADMISSION ARRANGEMENTS**

**Starting school in Reception in September 2027
and
In-Year Admissions for the 2027/28 Academic year**

Spring Vale Primary School is an academy, and the Lykos Multi Academy Trust is the school's admission authority.

Applications for entry are made direct to The City of Wolverhampton Council as part of the co-ordinated scheme.

The school will also comply with the provisions within the Schools Admissions Code and the School Appeals Code, available at: <https://www.gov.uk/guidance/academy-admissions>

Overview of the application process

Entry to Reception in September 2027

The admissions arrangements outlined in this section apply to children starting school for the first time in Reception in September 2026. The City of Wolverhampton Council will co-ordinate admissions on behalf of Spring Vale Primary School.

The closing date for on time applications will be **15 January 2027**.

Allocations will be published on **16 April 2027**.

All applicants must complete the Online Application Form via: www.wolverhampton.gov.uk/admissions

Please note, this portal is only for Wolverhampton residents. If you live in a different local authority, then you must complete your child's school application through your own local authority (who you pay your Council Tax to). You can name schools in any area on your application.

The scheme is an "Inter-Local Authority" scheme whereby Birmingham, Dudley, Sandwell, Shropshire, Staffordshire, Telford and Wrekin, Walsall and Wolverhampton Local Authorities have agreed to co-ordinate applications for their schools to ensure that each child receives the best possible single offer of a place at a school, based upon parents' preferences.

In brief terms:

- Parents whose child has an Education, Health and Care Plan (EHCP) follow separate admission procedures through the Statutory Assessment or Annual Review process. Children with an EHCP must contact their SEND Coordinator to discuss which school their child should attend.
- Parents will only have to fill in one application form, on which they will state their school preferences and reasons for those preferences. Applications are made online.
- Parents are encouraged to name up to five school preferences on their child's application, in their order of preference. There is no priority given to those who name only one school.
- All school preferences are treated equally and considered at the same time.
- Places are allocated against each school's over-subscription criteria. Where more than one of the schools named could be offered to the child, the one ranked highest as possible on the parent's application will be allocated.

In-Year Admissions

An in-year admission is entry to the school at any other time than the normal point of entry into Reception in September, for example, transferring school due to a move of house or personal reasons.

Requests for places in any other year group than Reception, or for entry into Reception after September 2026, should be made directly to City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered in line with the City of Wolverhampton Council's in-year admissions process. Children with an EHCP must contact their SEND Coordinator to discuss which school their child should attend.

Applications should be made via the in-year transfer form, available from the City of Wolverhampton Council at: www.wolverhampton.gov.uk/admissions

Primary Admissions

If your child was born between 01/09/2022 and 31/08/2023 then they will be eligible to start school in Reception in September 2027. You must apply for a school before 15 January 2027.

The online application process will go live in November 2026. Applications should be made online; hard copies of the form will only be made available on request.

Parents are invited to name and give reasons for applying for up to 5 preferred schools, ranked in order of preference, by 23:59 on **15 January 2027**.

Parents should name all schools (to a maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside the Wolverhampton area, with the exception of any independent schools.

By 14 February 2027, the admissions and appeals team will send other Local Authorities and Own Admission Authority Schools details of applicants for their schools. These details will not reveal the order of preference. All Own Admission Authority Schools will apply their over-subscription admission criteria and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists.

If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.

On **16 April 2027** parents who made their applications online will be able to view their allocation via the online admissions facility. The admissions and appeals team will also write to every applicant resident in Wolverhampton telling them of their allocated school place.

Admission Criteria for Spring Vale Primary School

(for entry into Reception in September 2027 and In-Year admissions during the 2027-2028 academic year)

The Published Admission Number (PAN) for the school, for entry into Reception in September 2027 is **60**.

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted first.

In the event the school is oversubscribed, places will be allocated following the oversubscription criteria below, in this order of priority:

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) 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 arrangement 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 the 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 arrangement order or special guardianship order this must be indicated on 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.

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 application 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 a particular school.

Please note that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

3. Siblings

Whether siblings attend the school (or the associated Infant / Junior School) and will be attending the school in September 2026. See definition of a sibling below.

'Sibling'

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 they are residing permanently at the same address (e.g. under the terms of a Child Arrangement 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 2027).

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

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

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

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

5. Distance

The distance from the applicant's home address is taken in a straight line between the mid-point of the respective school's address and the child's home address. The distance is measured using the Local Authority's software, with those living closest to the school receiving highest priority for a place.

Tie-break:

If there are a limited number of spaces available in any category, and we cannot distinguish between applicants using the above criteria, then children who live closest to the school in a straight-line distance will be given highest priority for a place. Where children live an equal distance – for example, those who live in the same block of flats – allocation will be determined randomly by drawing lots.

Where multiple births (twins and triplets etc.) from the same family are tied for the final place for Reception, we will admit them all, as permitted by infant class size legislation, in accordance with the School Admissions Code (2021).

Additional arrangements and information - Reception entry in September 2027

➤ Applications for children to start school later in the academic year or to be educated outside their normal age group:

The majority of children will start school, and attend on a full-time basis, from the September following their fourth (4th) birthday. However, the Law states that children do not have to be in full-time education until the start of the term following their fifth (5th) birthday. This is referred to as 'Compulsory School Age.'

In some cases, it may be more appropriate that a child starts school on a part-time basis initially or starts later in the school year – for example, in the Spring term, after the Easter holidays.

There are many reasons that it may be appropriate to delay the point at which a child starts school. These could concern medical issues which a child has, special educational needs which are either confirmed or being assessed, or the child may not be emotionally, socially or psychologically 'ready' to start school in the September after their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2028.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

In any case, a child must be receiving full-time education by the start of the term following their 5th birthday.

Summer-born children (those born between 01/04/2027 and 31/08/2027) will not reach Compulsory School Age until September 2028. At that point, they would be due to start school in Year 1.

However, parents of summer-born children may request that their child start school in Reception in September 2028, instead of Year 1. This is a request only and is not a legal right.

Where the parent wishes for their child to be considered for admission outside of their normal age group, they must make an application for the normal age group in the first instance by 15 January 2026.

Any parent wishing to make such a request must put the request in writing in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a year group outside of their normal age group and enclose any supporting evidence and documentation that they wish to be considered as part of that request.

Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher at Spring Vale Primary School will also be sought as part of the decision-making process.

If the request is agreed, and the year group for which the parents have requested a place is for a future year group (Reception in September 2028, for example), then the original application will be withdrawn, and parents must submit a fresh application for the child to start school in September 2028, when that application process opens in the autumn term of 2027.

Please note that parents only have the right to defer their application and re-apply for a place for the following year in such cases. There is no guarantee that a place will be allocated to the child at the preferred school and no other priority for a place will be given other than as outlined in the school's over-subscription criteria for the relevant year of entry.

Where the decision is to agree the request to school in Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. **No place is reserved or held for the child in advance.**

Before any application is submitted it is strongly recommended that parents/carers also read the DfE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

➤ **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.

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 Local Authority 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.

➤ **Changes of address (occurring during the allocation process)**

In these circumstances - or if a query arises in respect of your child's place of residence - you will be required to supply evidence of your new address. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy.

➤ **Withdrawing Offered Places**

Any allegations received by the admission authority of an applicant providing false or misleading information with their application – for example, providing an address where the child does not normally reside - when applying for school places shall be fully investigated and, if found to be true, the allocated place may be withdrawn.

See definition of 'Home Address' as confirmed above.

➤ **Late applications (for entry into Reception in September 2027):**

Applications received after the closing date of 15 January 2027 will be treated as late.

Applications received after the closing date but before the final date for late submissions (as confirmed by Wolverhampton local authority) will only be considered in the initial allocation process where written notification and evidence of the reasons for the late application have also been provided and approved by the local authority. It is for parents to demonstrate the reason why their child's school application was not submitted by the appropriate deadline.

When submitting a late application, parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will consider the reasons, following which the application will either be:

- 1) Incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned, or
- 2) Considered only after all other on time applications.

Late applications received before the final date for late submissions without written reasons, or received after the final date for late submissions, will only be considered after all other applications and the decision may be sent after the national offer day.

➤ **Material and significant change of circumstances:**

In claiming material changes of circumstances, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria – for example, if a sibling starts attending the school applied for - it is the parent's responsibility to provide evidence to the local authority as this may affect the outcome of the application.

➤ **Admission Appeals:**

In the event that an applicant is refused a place at the school, the parents/carers will have the right to appeal to an Independent appeal panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions

Further information can be found at: <https://www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals>

➤ **Waiting lists:**

If a place cannot be offered because all the available places have been allocated to those who have higher priority for a place (in line with the above over-subscription criteria), the child will automatically be placed on a waiting list.

Those on the waiting list, including late applicants, will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the school's over-subscription criteria.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

The Local Authority will maintain the waiting list for each year group for the entirety of the academic year to which the application relates. Parents will be invited to submit a new in-year application for each subsequent academic year thereafter.

All waiting lists will be completely cleared at the end of each academic year and parents must re-apply through the local authority's In-Year admissions process, if they wish for their child to be considered for a place at the school in the next academic year (September 2028).

Data Protection

All information supplied will be processed and held by City of Wolverhampton Council. Information may be shared with other admission authorities and Government Departments where there is a Legal Requirement to do so.

Approved by Trust Board on 14th October 2025