



Shireland Collegiate Academy Trust

Coseley Technology Primary – Admissions Policy 2025/26

Committee and Date Approved	Trust Board – Summer 2024
Category	Statutory
Review Cycle	Annually
Officer Responsible	Trust Board

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Introduction

Coseley Technology Primary is a 3-11 primary school supported by Shireland Collegiate Academy Trust and established via the free school programme. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

Our vision & values

The Trust's vision is to provide exceptional educational opportunities for students to develop both their abilities and their respect for others. The Trust has three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Trust Primary Academies. They are: **Excite / Explore / Excel**

Admission number(s)

The school is a two-form entry primary and as such has an admission number of 60 pupils for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with Education Health and Care Plans will be admitted to the school where the Local Authority (LA) has specifically named Coseley Technology Primary as the most appropriate placement.

Application process

Applications for Coseley Technology Primary will be processed by the Dudley Local Authority. To apply for a place at Coseley Technology Primary in the normal admissions round, an application must be submitted to LA in which you live naming “Coseley Technology Primary” on the application form. Applications must be made by 15th January 2025.

Parents/carers will be offered a place at one school by the LA. If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day. In this instance, once places have been confirmed, you need to advise the LA in writing whether you wish to accept your offer.

Those that are not offered a place at Coseley Technology Primary will be informed on the national offer day and will be offered a place at an alternative school by the LA.

Offers will be made on 16th April 2025. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted¹
2. Priority will next be given to the siblings of pupils currently attending the school at the time the application is received.
3. Priority will next be given to children living closest to the school. Distance will be measured from the child’s home to the front gates of the school in a straight line. *Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom*

¹ 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

the child spends the majority of the school week (Sunday to Thursday night) and which is registered with their GP.

Tie-break

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the child's home to the front gates of the school in a straight line.

If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. The LA or another body unconnected from the Shireland Collegiate Academy Trust will conduct the random allocation.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed the PAN.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry to Reception

Parents who are offered a place for their child in the Reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31st August, 31st December and 31st March.

Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The Shireland Collegiate Academy Trust will make a decision

on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

Waiting lists

The school will operate a waiting list for each open year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the 31st December after the year of entry, unless parents specifically request to have their child's name remain on the list. This will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the reception class, parents must apply using the in-year application form available on LA's website.

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (as defined in the previous section).

Parents will be advised of the outcome of their application in writing from the LA and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Clerk to the Appeals Panel, **Coseley Technology Primary c/o Shireland Collegiate Academy Trust, Waterloo Road, Smethwick, B66 4ND** or info@ctp.shirelandcat.net

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Looked after children:

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

Previously looked after children:

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.