



HIGHFIELDS SCHOOL

ADMISSIONS POLICY 2025/26

Highfields School is an Academy and the Governing Body is its own admission authority. Applications for entry are made direct to The City of Wolverhampton Council as part of the co-ordinated scheme. This school will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at <https://www.gov.uk/guidance/academy-admissions>

ETHOS AND VALUES

Highfields is proud of its diverse and inclusive school community and is committed to ensuring opportunity and success for all. We value the abilities and achievements of all students and have high expectations of everyone. Highfields believes that all students, regardless of need, have an entitlement and right to access a high-quality education delivered through a balanced, relevant and personalised curriculum.

ADMISSIONS

If the number of applications received exceeds the places available, allocations are made in order of the admission criteria detailed in this policy.

Highfields School has a published admission number (PAN) of 252 for entry to Year 7; however, the Trust Board has agreed to admit, over PAN, 280 students for September 2025.

How parents can apply for their child(ren) to be admitted to Highfields School.

Year 7 Admissions

The admissions arrangements outline in this section apply to children starting Year 7 for the first time in 2025/2026. The City of Wolverhampton Council will co-ordinate Admissions on behalf of Highfields Governing Body. The closing date for admissions will be **31 October 2024**. Allocations results will be notified on **1 March 2025**.

All applicants must:

1. Complete the Online Application Form via www.wolverhampton.gov.uk/admissions

In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Year 7, for example, transferring school due to a move of house or personal reasons. Requests for places in Year 7 after the normal round of admissions or request for places in other year groups should be made directly to City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEND), all applications must be considered under the City of Wolverhampton Council's co-ordination of admissions.

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

Admission Criteria for Highfields School for Year 7 and In-year admissions

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEND) which names the school will be admitted.

In the event the school is oversubscribed, places will be allocated following the oversubscription criteria below, in 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) 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.

2. Medical/Social

Whether there are specific medical or social circumstances that 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 state clearly 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. 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.

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

5. Children who live closest to Highfields School

The distance from the applicant's home and school is taken in a straight line between Highfields School and the child's home address is taken in a straight line between the mid-point of the 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 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.

Applications for children to be admitted outside their normal age group

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 31 October 2024.

This will also include parents whose child is currently being educated outside of their normal age group but where the child has reached the normal age of transition to secondary school (i.e. normal age group is Year 6; however child is being educated in Year 5). Parents may request that the child continues to be educated outside of their normal age group and be admitted to Year 7 in September 2026 rather than Year 8.

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 class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account 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 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, i.e. Year 7 in September 2026, then the original application is withdrawn, and parent must submit a fresh application for a school place in September 2026 when applications open in the autumn term of 2025. **Please note that parents only have the right to defer their application and re-apply for a place.**

Where the decision is to agree the request for an application in Year 7 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.**

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.

Tie Breaker

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

Admission Appeals

In the event that an applicant is denied 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

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

Multiple Births

We understand that parents/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

Waiting Lists

If a place cannot be offered at the time of application, the child's name will be placed on a waiting list at the parent's request. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

The Local Authority will maintain the waiting list until 31 December 2025 following the main academy intake, after which the Authority will cleanse each term to confirm parent wishes to remain on the list.

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 at Trust Board on 8th February 2024