



Directorate of Children's Services

In-Year Co-ordinated Admission Scheme for Schools September 2025/26

'Putting children and young people first in Dudley'

August 2025

Document Summary

Principles:

Dudley Council has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their preferred school wherever possible.

The Council does not support the use of selective policies based on aptitude or academic achievement.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children) (England)Regulations 2005
- School Admissions Code 2021

Desired Outcomes of Proposed Dudley Admission Scheme:

- To maximise the opportunity for parents' preferences to be met.
- For Dudley children to be able to attend their preferred school wherever requested.
- To simplify the in-year admissions process for parents.
- To reduce the likelihood of any child being left without a school place.
- To co-ordinate the process to such an extent that all parents within Dudley receive only one offer of a school place, irrespective of the schools for which they are applying.

Dudley Metropolitan Borough In-Year admissions scheme for September 2025

Dudley Council has an Inclusive Education Policy and the scheme aims to maximise the opportunity to meet parental preferences and to meet the individual needs of children at their preferred school wherever possible. The Council does not use a selective policy based on aptitude or academic achievement.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Inter-Local Authority Scheme for Coordinated In-Year Admissions - September 2025

The following scheme will apply to the following authorities and governing bodies within Dudley MBC.

Schools for whom Dudley Local Authority is responsible for Admission Arrangements

All Community and Voluntary Controlled Schools

Schools for whom the Governing Body is responsible for Admission Arrangements

All Academy, Foundation and Voluntary Aided Schools with the exception of Oldswinford Hospital School. (Please refer to the website for Oldswinford Hospital School).

In Year admissions relate to applications by parents to move their child to another school, other than at the normal point of entry e.g. following a change of address. The scheme outlined below will apply to the academic year 25/26

The In-Year Co-ordinated Scheme

1. Dudley Local Authority will devise a standard application form known as an In-Year Common Application Form (ICAF), which will enable parents of children to apply for a school place.
2. The ICAF will enable parents to express up to three school preferences, within the Dudley Borough. Applications for schools outside the Dudley

- Borough should be made direct to the local authority where the school is located.
3. Parents will be able to rank their preferences and to give reasons for those preferences. They will also be advised to contact the schools of their preference to ascertain whether a supplementary form is necessary.
 4. In addition to the ICAF the LA will publish Information Booklets for Primary and Secondary Schools within the Dudley Borough which are available on request from the Schools Admissions Service. Alternatively, parents will be able to access the above-mentioned booklets on-line at www.dudley.gov.uk/admissions
 5. Parents will only be considered for school places if they have fully completed the Dudley ICAF, irrespective of whether they have completed any other paperwork at either a Dudley School or outside this authority.
 6. Where parents submit ICAF applications direct to schools who are their own admissions authority, that school should forward the application to the LA immediately to cause no delay to the parent or process.
 7. All Schools located in the Dudley Borough will provide ensure their numbers on roll are input on Synergy School Access Module (SAM). This will enable the Schools Admissions Service to respond quickly and efficiently to parents. Sledmere Primary will need to ensure that the Admissions Service are advised of their numbers on roll using the weekly pro forma.

Processing of In Year Application Forms (ICAF's)

8. On receipt of the application if the child is without a school place it will firstly be assessed to see if the child is deemed hard to place in accordance with the In Year Fair Access Protocol. Please see the protocol for this process and timescales. <https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/changing-schools/>
9. All applications will be processed according to the preferences ranked by the parent. Where parents expressed a preference for a Dudley Voluntary Aided/Academy school the Dudley LA will forward a copy of the application form direct to the appropriate school via a secure means.
10. If the application is for a transfer between local schools due to unresolved issues at the current school, the application will forwarded to the requested schools for their consideration irrespective of the category of school.

11. The school will need to respond back to the Schools Admissions Service stating whether they can offer a place or not within **3 school days** of receipt.
12. Once all preferences have been considered Dudley LA will write to the parent/carer directly with the appropriate decision:
 - a) the first preferred school can be offered,
 - b) the second or third preferred school will be offered but the parent/carer will be notified of their right to an independent appeal,
 - c) when it is not possible to offer any of the preferences expressed the Local Authority will offer the parent/carer a place at the nearest school to their home address with places available. They will also be notified of their right to an independent appeal.
13. A copy of the decision letter will be forwarded to the offered School. All Dudley Schools are able to see the outcome of the parents preference on SAM.
14. Where an offer has been made the parent/carer will be advised to contact the school within 10 days to arrange a start date. **The school should not contact the parent until they can see the offer on SAM** as it may be that a higher ranked schools has been allocated.
15. Where a child meets the admissions criteria for two or more schools listed on the application form, the school that the parent has ranked highest will be offered.
16. Where a Dudley child does not meet the admissions criteria for any of the preferred schools, a place will be allocated at the nearest Dudley school to the child's home address with a space available.
17. **Community and VC Schools only** - In exceptional circumstances i.e., where a child moves into the area and there is not a school place within a reasonable distance of the home address, schools may request to admit in excess of their PAN. Schools must submit substantive reasons to School Admissions who must then obtain approval from the Lead Member for Children's Services.

Waiting Lists

18. Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be asked if they wish to be included on the school's waiting list. This does not mean a place will eventually become available during the academic year.

The Admissions Service, on behalf of the Local Authority, will maintain waiting lists for majority of the schools until the end of each academic year. Children on the waiting list will be ranked in accordance with the published admissions criteria until the 31 August 2026.

If a school maintains their own waiting lists parents will be advised of this in their decision letter. The Local Authority may require sight of the waiting lists at these schools, in-order to determine that the coordinated scheme is operating effectively.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to each school's list in accordance with the order of priority for offering places.

Admission of children outside of their normal age group.

19. Please also see the admission outside the chronological age range policy.
www.dudley.gov.uk/admissions

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to the Council setting out the reasons why they believe their child should be taught outside their chronological age group.

Parents do not have the right to insist that their child is admitted to a particular year group.

The Admissions Authority will make the decision based on the circumstances of each case and in the best interests of the child concerned.

Repeat Applications

20. It is not the Council's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

