

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Admissions Policy Reception 2026 - 2027

Policy for the Attention of			
<i>Audience</i>	<i>Key Audience</i>	<i>Optional Audience</i>	<i>Additional/Notes</i>
Senior Leadership Team	✓		
Teachers			
Teaching Assistants			
Administrative Staff	✓		
Curriculum Support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors	✓		
Parents	✓		Admission Yr.
Website	✓		
Local Authority	✓		

Admissions

The Published Admission Number for 2026 will be 30.

The School admits all children into Reception during September and does not have a January intake. The Governors have adopted a policy of taking one intake into the School in September of each academic year for pupils whose fifth birthday falls in the academic year (1 September – 31 August).

Where there are more applications than available places the following criteria will be used to allocate the available places:-

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- b) Second priority shall be given to pupils with a 'serious medical condition' where Alder Coppice Primary School is deemed by the Governing Board to be the most appropriate school to meet the child's serious medical condition.

(Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criterion. This supportive information should detail why Alder Coppice Primary School is the most appropriate to meet the child's medical condition rather than any other school. The Governing Board will not seek to obtain medical evidence on behalf of parents).

- c) Third priority shall be given to pupils who have a brother/sister, half brother/half sister (where the children share one common parent) or step brother/step sister living at the same address and who will still be attending Alder Coppice Primary School in 2026 - 2027.
- d) Any remaining places will be filled according to those pupils who live closest to the School, determined by a straight line measurement in metres, from the home address to the main entrance of Alder Coppice Primary School.

Notes

- Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with an Education, Health and Care (EHC) Plan will be offered a place at the Alder Coppice Primary School if the School is named in the EHC Plan.
- Any child not obtaining a place at Alder Coppice Primary School will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The Governing Board will usually admit in excess of the PAN to prevent the separation of twins.
- Parents have the right to retain a place offered and request that their child be admitted to Reception later during the 2026 – 2027 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until their child reaches compulsory school age.
- In the event that we are unable to distinguish between applicants for the final place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the School week then the home address will be determined as the address where the child lives for the majority of the School week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- The Local Authority School Admissions Service will administer the Admissions Policy on behalf of the Governing Board as part of their co-ordinated admissions scheme.
- Applications for in-year admissions should be made to the Local Authority who will consult with the governors of the School.
- A separate application must be made for a nursery place and a school place since attendance at the Nursery does not guarantee a place in school.
- Application Forms are available from, and returnable to, the Local Authority or available online at www.dudley.gov.uk/admissions.

Late Applications:-

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each exceptional circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

Waiting Lists:-

If the School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the School's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2027. After 31 August 2027 the waiting list will no longer be in operation.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on the waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admissions number or any number that the School agree they can admit) between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Admission of children outside of their normal age group.

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 Governing Board setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Board who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026 - 2027 academic year or until the Term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Repeat Applications

It is not the Policy of the Governing Board to consider repeat applications in the same academic year, unless there have been significant and material changes in the circumstances of the applicant.