



Elston Hall Learning Trust Admissions Policy 2026-27 For Sandwell Schools

Updated: January 2025

Approved by Trustees: 7 January 2025

Review Date: January 2026

Elston Hall Learning Trust is a Multi-Academy Trust (MAT) and the Trustees of the Trust are its own admission authority.

The schools in the Trust are:

- Elston Hall Primary School
- Palmers Cross Primary School
- Edward the Elder Primary School
- Goldthorn Park Primary School
- Pheasey Park Farm Primary School and Early Years Centre
- Tipton Green Junior School

This policy only applies to its schools which fall under Sandwell Local Authority.

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

Sandwell Metropolitan Borough Council will co-ordinate admissions on behalf of our Sandwell schools in the Trust. Details surrounding Sandwell MBC's co-ordinated primary admissions scheme are available from [School admissions – Sandwell Council](#)

Sandwell MBC will administer the admission arrangements on behalf of Elston Hall Learning Trust.

Elston Hall Learning Trust ensures that all of its schools are inclusive. We welcome children from all backgrounds and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

Admissions priorities for places in oversubscribed Trust schools 2026-2027

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.

3. For admissions to junior schools, children having a brother or sister at the preferred school or at a linked infant school (not nursery) at the time of admission.
4. For admissions to junior schools, children being on roll at the linked infant school at the time of admission.
5. 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 evidence by completing the Supplementary Information Form (SIF).
* Priority can only be given to children of staff at the individual Academy that the application is for.

Parents should be aware that where the SIF is completed it will not be regarded as a valid application unless the home Local Authority has also received a completed application showing an expressed preference for the school(s) concerned.

This criteria applies to all permanent staff members.

6. Children prioritised by distance measured in a straight line from a child's home** to the centre point of the school site***.

In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Note:

* Applicable only to schools that are designated by the Secretary of State as having a religious character.

** Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point of the school site with priority being given to those living closest to the preferred school.

Additional arrangements for year of entry admissions to Trust schools 2026-2027

The following additional policy statements are included in the admission arrangements for admissions for 2026-27.

1. Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

2. Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until the end of the autumn term proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

3. Further applications in the same academic year

The local authority will only consider more than one application in the same community or voluntary controlled school in the same academic year if one or more of the following significant changes apply:

1. The child becomes looked after by the local authority;
2. The child has a medical condition which was not present when the previous application was considered;
3. The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;
4. The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;
5. A vacancy arises in the relevant year group.

4. Changing or adding new preferences

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However, if the closing date has passed it will not be possible unless they meet the criteria to be considered as a "late" application (in 1 above).

5. Twins and multiple births

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

6. Tie breaker

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator. This process will be overseen by Sandwell Local Authority.

7. Deferred entry

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. In addition, the parents of a summer born child 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.

Sandwell's policy on deferred entry for community and voluntary controlled schools is available at: www.sandwell.gov.uk/downloads/file/23043/delayed_entry_policy

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

- a) a brother or sister sharing the same parents*;
- b) a half-brother or half-sister, where two children share one common parent*;
- c) a step brother or step sister, where two children are related by a parent's marriage*;
- d) adopted or fostered children*;
- e) children of unmarried parents*

*and living at the same address; It does not include:

- a) cousins or other family relationships;
- b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school;
- c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

2. Children in Public Care

A child in public care means 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 (see section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

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).

3. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Council tax
- Tenancy agreement
- Solicitor's letter confirming completion of purchase

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. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

4. Armed Forces Children

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the Admissions Team on 0121 569 6765 for further information.

5. Linked school

For the purposes of admissions to Tipton Green Junior school, the linked school shall be Silvertrees Academy Trust School.

6. Published Admission Number

The Published Admission number for Tipton Green Junior School is 90.

How to contact Sandwell LA Admissions:

Annual Admissions:

[annual_schooladmissions@sandwell.gov.uk](mailto:schooladmissions@sandwell.gov.uk)

Mid-year Admissions:

midyear_admissions@sandwell.gov.uk

Appeals:

schoolappeals_admissions@sandwell.gov.uk

School Admissions Service

PO Box 16230

Sandwell Council House

Freeth Street

Oldbury

B69 9EX

0121 569 6765