Albert Pritchard Infant and Wood Green Junior Federated Schools

Admission Arrangements

2027 - 2028

Albert Pritchard Infant School is a foundation school that has a Published Admission number of 90 for children who reach the age of 5 during the ensuing school year.

Wood Green Junior School has a Published Admission number of 90 for children who reach the age of 8 during the ensuing school year.

Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used:-

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

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. Children having a brother or sister at the preferred school (not nursery) at the time of admission. (see sibling definition)

4. Children given priority to be admitted to juniors after completion of infants' school. New children given priority to be admitted with siblings in either schools.

5. 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 on the basis of 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: * 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 Albert Pritchard Infant and Wood Green Junior Federated Schools, Wednesbury, 2027/28

1. Late applications

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

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

- 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 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.

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 together with any late requests which have been made and which the local authority does not consider as being late for a good reason 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 preceding the year of entry and will then be discarded.

Places will only be offered from the waiting list in the event that 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 academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) 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;

(d) 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;

(e) A vacancy arises in the relevant year group.

4. In-year Transfer

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 in accordance with the admission priorities above. To apply parents must complete the in year application form available on the Sandwell LA's website (Changing schools | Sandwell Council).

5. Changing or adding new preferences

Once a parent/carer has submitted an application they will not be able to amend it online However, should you wish to do this, you will need to e-mail annual_schooladmissions@sandwell.gov.uk who will make the amendments after the closing date. Please note you will not be able to see the amendments as the system will be closed down to parents.

if the closing date has passed it will not be possible to treat the request on time unless they meet the criteria to be considered in 1 above.

6. Twins and multiple births

Special conditions will apply in the event that 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.

7. 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, independently overseen by the council's Democratic Services Unit.

8. Admission of children below compulsory school age and Deferred entry to school

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.

When such request is required, an application must still be made prior to the closing date, with a letter attached requesting the deferred entry and stating the reasons why.

If you wish your child to have a deferred entry until the term following their 5th birthday this must be made clear during the application processes. The parent will need to confirm this in writing along with the application to the Local Authority, who will then co-ordinate with the school.

A parent can defer the date their child is admitted until later in the school year, but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application has been made.

Please note: A child reaches compulsory school age on the prescribed day, following their fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The parents of a summer born child may choose not to send their child to school until the September following their 5th birthday and request they are admitted outside their normal age group e.g. Reception instead of Year 1. If you wish to take up this option for your child, you must still make an application for Reception but include details as to why you wish to delay admission. On receipt of your request this will be considered based on the information provided and consultation with the Early Years Team and Local Authority, along with the school. Parent will be written too with the outcome once all parties have been able to look at all the information provided, and a decision has been made.

The term summer born relates to all children born from 1st April to 31st August.

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*, *and living at the same address;

(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 (not including nursery);

(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 '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

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
- Solicitors letter confirming completion of purchase
- Statutory declaration from a solicitor

4. Armed Forces Children

Albert Pritchard Infant and Wood Green Junior Federated Schools understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If an application along with an official letter declaring a relocation date is received, then a school place will be arranged in advance of the relocation. Please contact Sandwell Admission Team on 0121 569 6765 for further information.

Current admission numbers for 2026/ 2027

School name	Published admission number
Albert Pritchard Infant School	90
Wood Green Junior School	90