



Admissions Policy 2027 - 2028

Dovecotes Primary School

Document Management	
Purpose of this statement:	To outline TWP's Admissions Policy
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Version	Date	Note of Revisions
V1	September 2025	New Policy
V2	March 2026	Amended - relevant dates, removed supplementary information forms and tie breakers sections, over subscription criteria for distance and waiting lists.

Dissemination					
Staff	Headteachers Office Staff	Website	Yes	On-Request	Yes

ADMISSION ARRANGEMENTS

Starting school in Reception in September 2027

and

In-Year Admissions for the 2027/28 Academic year

Introduction

The Wulfruna Partnership is a Multi Academy Trust (MAT) and the Directors of the Trust are its own admission authority.

As of September 2025, the schools in the MAT are:

- Bantock Primary, Wolverhampton
- Dovecotes Primary, Wolverhampton
- Fallings Park Primary, Wolverhampton
- Merridale Primary, Wolverhampton

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

TWP MAT is committed to inclusivity across all its schools. We welcome children of all backgrounds, faiths, and abilities. The only limitation on admissions is the number of available places. Where applications exceed capacity, places are allocated according to each school's oversubscription criteria.

This document relates to admission to Dovecotes Primary School.

The school converted to academy status on 1st September 2025 but will legally comply with the coordinated admission arrangements as determined and published by the local authority of The City of Wolverhampton Council for admission into Reception in September 2027, as well as in-year admissions throughout the 2027-2028 academic year.

Published Admission Number

Our PAN for Reception Year 2027/28 is: **45**

The Infant Class Sizes Regulations limit Reception, Year 1 and Year 2 classes to 30 children with one teacher.

Entitlement

If your child was born between 1/09/2022 and 31/08/2023 you must apply for a place in Reception Year before the 15 January 2027.

Children are admitted into Reception in the September following their fourth birthday. Online applications will go live in November 2026 for parents to select up to 5 preferred schools, ranked in order of preference, by 23:59 **15 January 2027**.

Admission to Nursery does not mean automatic entry to the school.

Parents will still need to submit an application, and places will be allocated in line with the determined over-subscription criteria as outlined below.

Parents should name all schools (to a maximum of 5), for which they wish their child to be considered for a place, including any Voluntary-Aided schools, Academies or Free schools and/or any school outside the Wolverhampton area, with the exception of any independent schools.

By 13 February 2027, the admissions and appeals team will send other Local Authorities and own Admitting Authority Schools details of applicants for their schools. These details will not reveal the order of preference. All own Admitting Authority schools will apply their over-subscription criteria and return their complete ranked list of applicants to the admissions and appeals team who will then compare the potential offer lists. If more than one school place can potentially be offered, a place will be allocated at the available school that the parent ranked highest on their application.

On 16 April 2027, parents who made their applications online will be informed of the outcome of their application by their home authority.

Oversubscription Criteria

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority.

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted first. Remaining places are allocated as detailed below.

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 arrangement 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 the 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 arrangement order or special guardianship order this must be indicated on 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 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 application 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 clearly state 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. Siblings

Whether siblings attend the school (or the associated Infant / Junior School) and will be attending the school in September 2027.

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 they are residing permanently at the same address (e.g. under the terms of a Child Arrangement 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 2027).

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

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

This criterion applies to all permanent staff members, and excludes staff employed on a casual/temporary contract.

5. Distance

How close the child lives to the school requested with those living closest to the school getting the highest priority.

The distance from the applicant's home address is taken in a straight line between the midpoint of the respective school's address and the child's home address. The distance is measured using the Local Authority's software.

Tie Breaker

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria - for example, children who live in the same block of flats - the remaining places will be offered randomly by drawing lots.

Where multiple births (twins and triplets etc.) from the same family are tied for the final place for Reception we will admit them all, as permitted by infant class size legislation, in accordance with the School Admissions Code (2021).

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 15 January 2027 for Primary school applications.

This will include parents of a "summer born child" (children born between 1 April and 31 August). who 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 in September 2028 rather than Year 1.

Any parent wishing to make such a request must put this in writing to the Admissions and Appeals service at Wolverhampton Council by no later than 15th January 2027. An application for the correct year for entry must also be submitted by this date.

The request should be 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 at the school concerned 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. Reception in September 2028, then the original application is withdrawn, and the parents must submit a fresh application for a school place in September 2028 when the application process opens in the autumn term of 2027.

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 Reception 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.

Parents should be aware that if the request is agreed and the child is admitted outside of their normal age group in September 2028, the child will remain with their adopted cohort and be educated outside of their normal age group for the remainder of their education at that school only.

Should a request be made for the child to transfer from the allocated school to an alternative school, parents will need to apply to the admission authority of the new school to request that the child continues to be educated outside of their normal age group.

Before any request is submitted it is strongly recommended that parents/carers also read the DfE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Changes of Address (occurring during the allocation process)

In these circumstances - or if a query arises in respect of your child's place of residence - you will be required to supply evidence of your new address. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or a full (signed and dated) tenancy agreement.

Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the first day of the summer term 2028.

A child may also take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age.

Upon receipt of the offer of a place, the parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Financial Implications

There is no charge or cost related to the admission of a child to a Wolverhampton school.

Fraudulent or Misleading Applications

The Local Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made. Parents can alert the Local Authority of any potential fraudulent applications by contacting the Admissions and Appeals team. Contact details are published in the composite prospectuses.

Late Applications

Applications received after the closing date – or changes made to an existing application after that date - will be treated as late. Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the late submission is for a valid reason or parents can demonstrate a material change of circumstances.

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The appropriate admission authority will consider the reasons, following which the application will either be:

- 1) incorporated into the initial allocation and assessed against the over-subscription criteria for the school(s) concerned, or
- 2) considered only after all the on time applications.

Late applications received before the final date for late submissions without written reasons, or received after the final date for late submissions, will only be considered after all on time applications and the outcome will be sent as soon as possible after allocation day.

Material Changes of Circumstance

In claiming material changes of circumstances, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstances is a house move that necessitates a change of preferences. This would need to be validated by documentary evidence such as a solicitor's letter confirming the completion of a house purchase or rent book confirming tenancy. An impending change of circumstances should not delay the submission of the preference form.

If applicants' circumstances change during the course of making the application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the Admissions and Appeals Team as this may affect the outcome of the application.

Special Educational Needs

The admission of children with an Education and Health Care Plan (EHCP) will be agreed between the Local Authority's SEN Statutory Assessment and Review Team, parents, and school in accordance with parental preference, as far as possible, and the child's individual needs.

Children with an EHCP are given overall priority to the named school. This may reduce the number of available places at the school, in accordance with the above criteria.

Unsuccessful Applications and Appeals

If the applicant is a Wolverhampton resident and the admissions and appeals team is unable to allocate a place at any of the preferred schools, then a place will be allocated at the nearest Wolverhampton maintained school to the home address that has a place available.

For Wolverhampton residents, where a preferred school cannot be allocated, the Admissions and Appeals Team will notify parents accordingly, setting out the reasons and advising of the right of appeal, how to lodge an appeal and to whom.

For applicants who reside in another local authority, who have applied for Wolverhampton schools, parents should contact the Admissions and Appeals Team at Wolverhampton Council to request the reasons why parental preference cannot be met and to whom any appeal should be lodged.

Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

Further information can be found at: <https://www.wolverhampton.gov.uk/education-and-schools/school-admission-appeals>

Waiting Lists

If the applicant has not been allocated a place at a preferred school, and it has been ranked higher on the child's application than the school which has been allocated, then the child will automatically be placed on the waiting list for the school.

A child will only be included the waiting lists for schools that were ranked higher on the application than the school allocated to that child and, therefore, if a child is allocated a place at the first preference school then they will not be added to the waiting list for any of the other schools named on the application.

The waiting lists will be ranked in line with the school's over-subscription criteria, as defined above. Late applications and on time applications will be considered equally.

As soon as places become vacant the Local Authority, on behalf of the school, will re-allocate those places from the waiting list, even if this is before appeals have been heard.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the school's over-subscription criteria.

For children who start Reception in September 2027, the local authority will maintain the waiting list for the school until 31 December 2027. After this time, the waiting list will be cleansed, and parents must submit an In-Year Application if they wish for their child to remain on the waiting list from that point.

For in-year applications, the waiting lists will be cleansed on 31st August 2028 (i.e. at the end of the academic year) and parents may then submit a new In-Year application for the next academic year.

Requests for inclusion on waiting lists for non-Wolverhampton schools must be made in writing to the relevant local authority for the school concerned for assessment in accordance with their admissions process.

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

Definitions

- **Sibling**

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 they are residing permanently at the same address (e.g. under the terms of a Child Arrangement 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 2027).

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

• Children and Young People in Care

Children and young people in care are children who are:

- (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 arrangement 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.

• Member of Staff

For admission purposes, a member of staff is a parent/carer who is employed by the specific school they are submitting an application for and:

- Is employed on a permanent contract and has been employed for two or more years at the time at which the application of admission to the schools is made, and/or
- Has been recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

• Home Address

Parents are asked to provide their child's home address at the time of application, 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. Documentary evidence relating to house moves taking place between National Offer Day (16 April 2027) and the start of the academic year in September 2027 will be considered.

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), or
- 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.

In-Year Applications for the 2027-2028 academic year

In-year applications will be managed by the local authority (Wolverhampton Council) on behalf of the school.

Further information is available at: <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions/changing-schools>