

a parents' guide to primary school admissions 2019-20



one click . . . makes it quick

www.dudley.gov.uk/admissions



How to apply

If your child lives in Dudley and was born between 1 September 2014 and 31 August 2015 you need to start the process of applying for a primary school place.

This information leaflet will assist you in applying for a place. Further detailed information is contained in 'a parents' guide to primary school admissions 2019/20'. You are strongly advised to read this booklet before applying for a school place.

If you live in the Dudley Local Authority, there are two ways to apply for a primary school place. Firstly you can apply on-line at **www.dudley.gov.uk/admissions**. This method is preferred by parents as it is quick and easy to do with the following benefits:

- E-mail decision received after 2pm on 16 April 2019
- You can apply 24 hours a day, 7 days a week
- There's no risk that your application will be lost in the post as you will get email confirmation that your application has been received
- It's safe and secure

You can apply online at your local library. The library staff will be happy to assist you with the application.

The second method, if you do not have access to the internet is to complete a paper application form. You will need to contact the School Admissions Service on **0300 555 2345** for a form to be issued to you. Parents are strongly encouraged to return the form by recorded delivery as acknowledgments of receipt are not sent by the service. **Please note if you do choose this method your offer will be posted on 16 April direct to the home address.**

Important points

Both online and paper applications will be available from 1 October 2018 and you must apply by the closing date of 15 January 2019. Failure to apply by this deadline will mean your application may not be considered until after applications made by the deadline.

Parents can express up to five school preferences on the application form including schools outside the Dudley Local Authority. We would encourage you to use all the five preferences; **there is absolutely nothing to gain by only putting one preference.**

Do not assume that your child will get a place at a primary school without you having to apply, even if you have older children already attending the same school.

Attendance at a particular nursery does not give priority for a place at primary school.

Please ensure you have your council tax reference number to hand when completing the application to help verify your home address if necessary.

Certain schools select by faith and require you to complete a supplementary information form (SIF) in addition to the Local Authority application form. For your application to be valid, it is imperative that you complete both forms otherwise your application may not be considered. Please refer to the admissions arrangements for the school concerned.

The SIF for Dudley schools are available online, or you can obtain them directly from the schools. For schools outside the Dudley Local Authority you must contact the appropriate Local Authority directly.

When applying for a school ensure you have read the school's admission criteria, this information is in 'a parents' guide to primary school admissions 2019/20'.

You may wish to consider how popular a school is before you apply and how likely your child is to get a place. The parents' guide includes details of places available at each Dudley primary school and a breakdown of the offers by criteria for the last three years - you may find this information helpful. To assist with this process, you can contact Dudley's admissions service on **0300 555 2345**, staff will be able to provide you with an approximate distance measurement from your home address to any Dudley primary school.

When you make an application, consider how your child will get to school as you are responsible for ensuring your child arrives at school. Information on school transport is available at:

www.dudley.gov.uk/resident/learning-school/education-grants/childrens-transport

Accuracy of applications

Parents may be required to provide proof to confirm their child's legal home address. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate.

If a place is offered on the basis of misleading information it may be withdrawn, as in previous years, and offered to a child who has a higher priority under the admissions criteria.

As an authority we must ensure that every child is treated fairly and school places are allocated based on accurate information.

Dudley Council wants to make the application process as smooth as possible for you and your child so please keep the Schools Admission Service updated about any changes to your details, for example a house move, which may affect your application and could result in any offer being withdrawn.

Parental responsibility

If there are persons with parental responsibility for your child, who are not living at your home address, you have a duty to ensure that you notify/consult those persons regarding your child's application. The Council is not in a position to intervene in disputes between parents over the school applications and will request that these are resolved privately.

What happens next?

All schools in Dudley are required to co-ordinate admissions to ensure that children only receive one offer of a primary school place on 16 April 2019.

Dudley's admissions service process all applications, dealing with those received by the deadline first. If a school is oversubscribed places are offered according to the criteria given in 'a parents' guide to primary school admissions 2019/20'.

On 16 April after 2pm email decisions will be sent to those parents who applied via the on-line system. Decision letters will be sent on 16 April, 2nd class post to those parents who applied via a paper application.

Where we cannot offer a place at any of your preferred schools your child will be allocated a place at the next nearest school with places available.

What happens if I am not offered the school I want?

If your child is refused any of the preferred schools you will have a right to appeal and be advised of the process regarding waiting lists for any of the schools refused. The decision letter/e-mail we will send, will give you more information concerning these processes. Please note appeals for Dudley schools are held during the Summer Term 2019.

Further information

If you have any questions call

Dudley School Admissions Service on **0300 555 2345**

or email **admissions.cs@dudley.gov.uk**