



Park Hill Primary School
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Admission arrangements for Park Hill Primary School for 2027/28

Admissions priorities for places in oversubscribed primary schools at Park Hill Primary School for the academic year 2027/28

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. Children having a brother or sister at the preferred school (not nursery) at the time of admission. (see sibling definition)
4. 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 primary schools at Park Hill Primary School (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 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.

2. Changing or adding new preferences

Once a parent / carer has submitted an application they will not be able to amend it online, even if it is before the closing date. For any changes to be included, parents would need to e-mail the School Admissions Service at: annual_schooladmissions@sandwell.gov.uk

If the closing date has passed it will not be possible to make a change unless the application meets the criteria to be considered as a "late" application (in 1 above). Any changes made to an application after the closing date will deem the whole application "late".

3. Further applications in the same academic year

The local authority will only consider more than one application in the same community or controlled school 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 Admissions**

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. **Waiting lists**

For all applications for Park Hill Primary School that are processed where there are no places available, children will be placed on a waiting list in accordance with the above admission priorities for that academic year. Should a place become available, and your child qualifies for the place, you will be contacted to see if the place is still required, if no response is received within 7 days your child will be removed from the waiting list.

If a place doesn't become available from the waiting list within the academic year you will be required to complete a new application form for the new academic year to go back on the waiting list.

Please note: This excludes Reception until 31st December each academic year, as these are maintained by the Local Authority until this time.

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. **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. To do so parents must submit an application for the child's normal age group along with a written letter to the LA and the school outlining the reasons for the delay request prior to the deadline. The school follow the same policy as Sandwell Local Authority, for further information of what should be included in this letter can be found within the LA policy here:

<https://www.sandwell.gov.uk/downloads/download/205/delayedentry>

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 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
- Solicitors letter confirming completion of purchase

4. Armed Forces Children

Park Hill Primary School 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 2027/28

School name	Published admission number	Notes
Park Hill Primary	30	