



Admissions Policy
Palfrey Infant School

2027-2028



**Palfrey Infant
School**

Approved by:	Date:
Trust Board	February 2026

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Palfrey Infant School is part of an inter Local Authority coordinated Admission Scheme.

All dates referred to within this document are in line with this scheme. Walsall Council's online application process will open in September 2026.

1. Aims

This policy aims to:

- Explain how to apply for a place at Palfrey Infant School
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Pupils attending one of our infant schools will not transfer automatically into one of our junior schools. A separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

Our school's published admission number (PAN) for entry into Reception is 90.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name Palfrey Infant School will be admitted to the school before any other places are allocated.

If our school is not oversubscribed, all applicants will be offered a place.

In the event that our school receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. Relevant medical or social grounds include clear evidence that shows that attendance at the school is essential and supported in writing by a medical practitioner or social worker. Requests for such consideration will be subject to verification by Trust Board.
3. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to children who attend our nursery provision.
5. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line.

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or carer or leased to or rented by the child's parent, parents or carer under lease or written rental agreement of not less than six months' duration.

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

6.4 Waiting list

Our school will maintain a clear, fair and objective waiting list for children entering Reception until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.6 below) must take precedence over those on the waiting list.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at our school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Fair Access Protocol

We participate in our Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. The school will operate a waiting list for applications submitted for years 1-2 and for applications for reception made after the closing date .

Applications are made directly to Walsall Council at [Apply to transfer to a different primary school | Walsall Council](#) The LA will consider all such applications on behalf of the school and if the year group applied for has a place available will offer a place.

As is the case in the normal admissions round, all children whose EHC plans name Palfrey Infant School will be admitted to the school.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at one of the schools in our trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to Jayne Adamson on j.adamson@forgebrooktrust.co.uk or the following address:

Jayne Adamson
Forge Brook Trust
Bell Lane
Walsall
WS4 4PU

You can find details of the trust's appeals timetable on the following webpage:

[Palfrey Infant School – Admissions](#)

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply