

# SVS Admission Policy 2025-2026



## Approval and review dates

Policy	Date of last review	Date of next review
SVS Admission Policy	September 2025	September 2026

## Policy Statement

Sandwell Valley School welcomes students of all faiths, cultures, races and family backgrounds. We are happy to admit a student with a disability as long as both parents and the school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective students are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled students at a substantial disadvantage in matters of admission.

Sandwell Valley School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. It includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our students so that the school is sensitive to different needs.

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's 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 advice from the Department for Education (DfE):

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

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The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definition

**Looked after children 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, or
- Became subject to a special guardianship order
- 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 reaches **compulsory school** age on the prescribed day following his or her 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.

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.

**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. 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, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 4. Admission is based on:

- Completion of Transfer Referral Form and Risk Assessment.

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- A satisfactory report including behaviour and safeguarding logs from the prospective student's previous school.
- Interview with the student/parent/guardian of the prospective student.
- Completion of initial assessments.
- The completion of a signed declaration by all parents/guardians of the prospective student, which informs the school of all known special educational needs of the prospective student concerned
- Sandwell Valley School reserves the right to refuse entry and progression into any year from year of entry to Year 13 if the school's structure, in the opinion of the principal and teachers, does not meet the educational, pastoral and social needs of the student concerned.
- Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which Sandwell Valley School deals with student exclusion and removal is set out in the Exclusions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour Policy.

## 5. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round through their feeder school and local authorities (Walsall and SMBC's Fair Access Panel). As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

We participate in Walsall and SMBC'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.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list. 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 your in-year application in writing within 15 school days.

## 6. Appeals

If your child's application for a place at the school 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 the following address:

[admissions@svs.sandwell.sch.uk](mailto:admissions@svs.sandwell.sch.uk)

Appeals will be heard by an independent appeal panel.

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## **7. Admissions Register (for school use)**

- On taking up a place at the school an entry is made in the Admissions Register.
- The Admissions Register is held in electronic format on the school's Management Information System (MIS) Arbor.
- The Admissions Register is stored on the computer, and copied electronically to a backup memory device.
- The persons responsible for the administration of the Admissions Register are the Admission Officer, Registrar and the Principal.

The following items are recorded in the Register:

1. Full Name
2. Gender
3. Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the student normally resides
4. At least two telephone numbers at which the parent(s)/guardian(s) can be contacted in an emergency
5. Date of Birth
6. Date of Admission / Re-admission
7. Name and address of previous school
8. Name of Year Group on entry (e.g. Year 9)
9. Copies of the Admissions Register are held at the school for a minimum of 3 years

The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Student Registration) (England) Regulations 2006.

## **8. Monitoring arrangements**

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