



Dudley schools admissions

2025 - 26

A Parent's Guide to Primary and
Secondary Admissions



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www.dudley.gov.uk/admissions



a parents' guide to school admissions 2025-26



This booklet describes Dudley Council's arrangements for admitting children to primary and secondary schools in September 2025.

If you would like this document on audiotape, in large type, or translation into your own community language, please contact the School Admissions Service.

a parents' guide to school admissions 2025-26



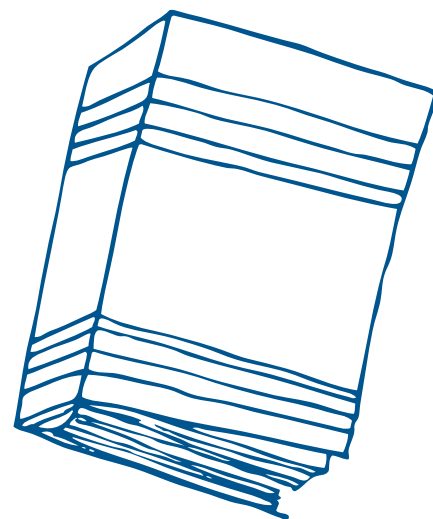
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a guide for parents

This booklet provides details of the admission arrangements that will operate at primary and secondary schools in the Dudley borough for admissions in September 2025.

We have also included general information which you may find useful.



If you would like further information about a particular school, a more detailed booklet ('the school prospectus') may be obtained direct from the individual primary school concerned. Other documents available direct from the school or online include the School Profile and inspection reports by the Office for Standards in Education (Ofsted).

Please pay particular attention to the timetables for both Primary and Secondary set out in this guide, especially the closing date for applications, and the specific detail given about each school's admission arrangements that are set out in the relevant section.

Local Authorities (LAs) are required to work with each other in relation to admission to Reception and Year 7 for all schools, whether the schools are in Dudley or in other boroughs. This means that each child will only receive one offer of a school place, which will be sent to them by the LA where they live.

We do our very best to find places for all children at their first preference primary school, but we cannot always do this. Overall, for admissions in September 2024 we were able to meet 92% for Primary and 86% for Secondary of one of the preferences expressed. Most disappointments are caused when parents select popular schools at some distance from their home address. However, whichever school your child attends in Dudley, you may be confident that the LA and the school work closely together to ensure your child will be educated to the highest standard.

Karen Graham

Interim Director of Children's Services - Children's Directorate

The Council House, Priory Road, Dudley, West Midlands DY1 1HF



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Introduction: Dudley School Admissions Service

What we do

Applying for a school place for your child, particularly if it is for the first time can be a daunting prospect with many misconceptions about the application process and the schools for which you are applying. Hopefully this guide and the information on our website will help you to make informed and realistic school preferences.

Dudley Admissions Service administers and co-ordinates admissions for all types of non-fee paying Dudley schools. Our team works to ensure that its admissions and appeals processes and procedures are administered in a professional, fair and efficient manner in order to best serve the needs of Dudley schools, parents and children. We are continuously striving to refine and improve our service to ensure that we provide a fair and straightforward school admissions system which is transparent, promotes equality and most importantly ensures fair access for all.

What you need to do

To ensure that you have the best chance to secure a place at one of your preferred schools, it is essential that you meet the admission criteria for the school(s) as closely as possible. Make sure you look at the admission criteria for the schools you are interested in – home to school distance (straight line measurement) is one of the most common criteria to be applied so consider how closely your child lives to the school. The distance of the furthest successful applicant will vary year by year depending on how many applicants there are, where they live and the number of applicants with siblings at a particular school.

Before confirming your preferred schools please also look carefully at any other criteria e.g. Children Looked After (CLA), children with an Educational Health and Care Plan (EHCP), sibling connection, denominational or aptitude criteria, which may apply to you.

How to contact us

Telephone **0300 555 2345** or email **admissions.cs@dudley.gov.uk**.



types of admission authorities operating in Dudley

Community and voluntary controlled schools

Dudley Local Authority (LA) is the admissions authority, i.e. it has responsibility for deciding arrangements for admitting pupils to community schools, including the admissions criteria.

The admissions policy for community and voluntary controlled schools has been confirmed following consultation with the governing bodies and Headteachers of all schools in the borough, as well as a number of other agencies.

Catchment areas do not exist in the Dudley borough. Please click on the link for the admissions policy adopted for community and voluntary controlled schools.

Foundation and voluntary aided schools

The governing body is the admissions authority, i.e. it has responsibility for deciding the arrangements for admitting pupils as above.

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Academy schools

Academies are public funded independent schools free from local authority and national Government control. They have the responsibility of setting their own admission arrangements and criteria. The school's governing body is responsible for determining the admission and appeal arrangements for the academy.

The individual school governing body is responsible for determining admissions and appeal arrangements for foundation and voluntary aided schools.

Please note that academy, foundation and voluntary aided schools in Dudley borough have separate admission policies.

All schools in Dudley will consider applicants on an equal basis and will not give priority to first preferred applicants. If a child meets the admissions criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent/carer ranked highest on their form.

Please note that academies, foundations and voluntary aided schools in Dudley borough have separate admission policies and can be found on the Schools Admissions website.

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Local Authorities (LAs) are required to co-ordinate primary and secondary admissions for all maintained (non-fee paying) schools.

Birmingham, Dudley, Sandwell, Staffordshire, Walsall, Wolverhampton and Worcestershire (LAs) have agreed to co-ordinate applications for their schools.

For full details of Dudley's scheme, please contact the School Admissions Service on **0300 555 2345** or go to **www.dudley.gov.uk/admissions**

This will ensure all parents only receive one offer of a school place from their home LA.



admission to primary school

Admission point

All children born between 1 September 2019 and 31 August 2020 will be admitted in September 2025.

Can I choose which school to send my child to?

You do not have the right to choose which school your child attends. Under current legislation, you have the right to express a preference. This preference must be met unless to do so would be prejudicial to effective education and/or prejudicial to the efficient use of resources at the preferred school, i.e. the admission of further pupils will be detrimental to the teaching and learning experiences of other children.

What you need to do

To ensure that you have the best chance to secure a place at one of your preferred schools, it is essential that you meet the admissions criteria for the school(s) as closely as possible. Make sure you look at the admission criteria for the schools you are interested in – home to school distance (straight line measurement) is one of the most common criteria to be applied so consider how closely your child lives to the school. The distance of the furthest successful applicant will vary year by year depending on how many applicants there are, where they live and the number of applicants with siblings at a particular school.

Don't make your decisions based purely on perception or what a school may have been like in the past. Look at the schools' more recent indicators in areas such as development, performance and ethos. Research the school(s), look at their websites and prospectus, attend any open events. If you still have questions about a particular school, then ask the school.

Before confirming your preferred schools please also look carefully at any other criteria e.g. Children Looked After (CLA), children with an Educational Health and Care Plan (EHCP), sibling connection, denominational or aptitude criteria, which may apply to you.

How Preference ranking works

All applications will be assessed against the relevant admission policies regardless of the order of preference. If a child meets the admissions criteria for two or more primary schools included on the application form, the school that the parent ranked highest on their form will be allocated. No school in Dudley will give priority to first preference applicants. Please see the example of how this works on page 24.

Places are not allocated on a first come, first served basis. You are therefore advised to assess the likelihood of your preferences being agreed under the school's admissions policy before completing your application. The information provided on the Schools Admissions Website will help in this. Please click on this link

You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child already attending). Also, if a school is very popular, there is no guarantee that your child will be allocated a place.

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Important information

Please note that registering your child early will not guarantee admission to the preferred school or give any advantage in the admissions process.

Attendance at a nursery attached to a primary school will not guarantee admission to that particular primary school or give any advantage to the pupil in the admissions process.

Registering at a nursery is a separate procedure to registering at a primary school. If your child attends a nursery unit, you should ensure that you register your child at your preferred primary school, as this is not an automatic procedure.

If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult them before expressing a preference for a primary school.

If you are applying for an academy, foundation or voluntary aided school, you may be required to complete a supplementary form. Please check with the individual schools since this could affect the outcome of your application.

Important dates

Online application available	1 October 2024
Return date of paper application form	15 January 2025 by 5pm *
Return date of online applications	15 January 2025 by midnight
Decision emails to parents	16 April 2025 by 2pm
Decision letters to parents	16 April 2025 by 2nd class post
Appeals to be heard	June/July 2025

*** Failure to return your form by this date may affect the outcome of your application.**

How to apply

From 1 October 2024, if you live in the Dudley borough, you should either apply online at **www.dudley.gov.uk/admissions** or complete a paper application which is available on request from the School Admissions Service. You should state all of your school preferences up to a maximum of five in rank order.

Number of preferences

You can state up to five preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring local authority. You are strongly advised not to make only one school preference since it will not give you any advantage in the school admissions process. The Admissions Service will allow an additional late preference after offer day if you have been unsuccessful in being allocated a place at one of your original preferences - up to a maximum of 6 preferences. If you wish to add more than 6 preferences, then you will have to remove one of your original preferences.

Your chances of being offered a place at any particular school are not improved by limiting your preferences.

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Deferred entry to reception class

Parents can request to defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. 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.

Any Reception place offered following an application made for September 2025 will be withdrawn if the child does not take up that place by the first day of the summer term 2026. The parent of a child whose fifth birthday falls during the summer term, who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be compulsory school age), will therefore need to make a separate in-year application for a place in Year 1 at the school. Please refer to the policy on admissions outside the chronological year group.

Delayed entry

The LA has a policy in place for exceptional circumstances, the full details can be found at www.dudley.gov.uk/admissions. Please refer to the policy on admissions outside of the chronological year group.

Infant class size legislation

Legislation states that no infant class may contain more than 30 pupils and be taught by one fully qualified teacher. Only in very limited circumstances can admission over 30 be permitted. Please contact the Admissions Service if you would like more detailed information regarding this.

What do I need to do before I return the completed application form?

- Ensure you have read and understood this guide
- Check that you have completed all relevant sections of the form
- Ensure you have provided any supportive evidence required
- Completed any additional forms where necessary (please check the admissions arrangements of each school to which you are applying).

Admission of children outside of their normal age group

Please also see the admission outside the chronological age range policy - www.dudley.gov.uk/admissions

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. Parents should make their application to the Council setting out the reasons why they believe their child should be taught outside their chronological age group.

In addition, the parents of summer born children (children born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out their normal age group - to Reception rather than Year 1. These parents will need to make an application alongside children applying at the normal age which should explain why they believe it is in the child's best

interest to be admitted outside their normal age. This should include information such as professional evidence and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Council which will take into account the circumstances of the case.

Parents do not have the right to insist that their child is admitted to a particular year group.



details of all Dudley primary schools

A detailed table providing information relating to the allocation of places in 2022/23, 2023/24 and 2024/25 is available on Dudley Admissions School website. It gives a breakdown of how places were allocated in accordance with the admissions criteria for each of the schools.

It has been done in an attempt to give you as much information as possible regarding admission to schools in the Dudley Borough.

There is no guarantee that a similar situation will occur in 2025/26.

Key to columns

Type

Categorisation of school

A - Academy

VA - Voluntary aided

C - Community

VC - Voluntary controlled

FD - Foundation

Alder Coppice Primary (FD)

The Northway, Dudley DY3 3PS

[Admissions policy](#)

Amblecote Primary (C)

School Drive, Amblecote, Stourbridge DY8 4DQ

[Admissions policy](#)

Ashwood Park Primary (C)

off Bells Lane, Ashwood Park Estate, Wordsley
Stourbridge DY8 5DJ

[Admissions policy](#)

Beechwood CE Primary School (A)

Beechwood Road, Dudley DY2 7QA

[Admissions policy](#)

[Supplementary information form required](#)

Belle Vue Primary (A)

Lawnswood Road, Wordsley, Stourbridge DY8 5BZ

[Admissions policy](#)

Blanford Mere Primary (C)

Mimosa Walk, Blanford Mere Estate
Kingswinford DY6 7EA

[Admissions policy](#)

Blowers Green Primary (A)

Blowers Green Road, Dudley DY2 8UZ

[Admissions policy](#)

Bramford Primary (A)

Park Road, Woodsetton, Dudley DY1 4JH

[Admissions policy](#)

Brierley Hill Primary (C)

Mill Street, Brierley Hill DY5 2TD

[Admissions policy](#)

Brockmoor Primary (C)

Belle Isle, Brockmoor, Brierley Hill DY5 3UZ

[Admissions policy](#)

Bromley Hills Primary (C)

Granville Drive, Kingswinford DY6 8LW

[Admissions policy](#)

Brook Primary (C)

George Street, Wordsley, Stourbridge DY8 5YN

[Admissions policy](#)

Caslon Primary (C)

Beeches View Avenue, Halesowen B63 2ES

[Admissions policy](#)

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**Christ Church CE Primary (A)**

Church Road, Coseley, Bilston WV14 8YB

[Admissions policy](#)

Church of the Ascension Primary (A)

New Street, Wall Heath, Kingswinford DY6 9AH

[Admissions policy](#)

Colley Lane Primary (A)

Colley Lane, Halesowen B63 2TN

[Admissions policy](#)

Cotwall End Primary (C)

Cotwall End Road, Sedgley, Dudley DY3 3YG

[Admissions policy](#)

Cradley CE Primary (VA)

Church Road, Halesowen B63 2UL

[Admissions policy](#)

Crestwood Park Primary (C)

Lapwood Avenue, Crestwood Park Estate

Kingswinford DY6 8RP

[Admissions policy](#)

Dawley Brook Primary (C)

Dubarry Avenue, Valley Fields, Kingswinford DY6 9BP

[Admissions policy](#)

Dingle Community Primary (C)

Madeley Road, Kingswinford DY6 8PF

[Admissions policy](#)

Dudley Wood Primary (A)

Dudley Wood Road, Dudley DY2 0DB

[Admissions policy](#)

Fairhaven Primary (A)

Barnett Lane, Wordsley, Stourbridge DY8 5PY

[Admissions policy](#)

[Supplementary Information Form required for staff criteria](#)

Foxyards Primary (A)

Foxyards Road, Tipton DY4 8BH

[Admissions policy](#)

Gig Mill Primary (A)

The Broadway, Norton, Stourbridge DY8 3HL

[Admissions policy](#)

Glynne Primary (C)

Cot Lane, Kingswinford DY6 9TH

[Admissions policy](#)

Greenfield Primary (C)

Hill Street, Stourbridge DY8 1AL

[Admissions policy](#)

Halesowen CE Primary (VA)

High Street, Halesowen B63 3BB

[Admissions policy](#)

Ham Dingle Primary (A)

Old Ham Lane, Pedmore, Stourbridge DY9 0UN

[Admissions policy](#)

Hawbush Primary (A)

Hawbush Road, Brierley Hill DY5 3NH

[Admissions policy](#)

Hob Green Primary (A)

Hob Green Road, Pedmore Fields

Stourbridge DY9 9EX

[Admissions policy](#)

Howley Grange Primary (C)

Howley Grange Road, Halesowen B62 0HS

[Admissions policy](#)

Huntingtree Primary (C)

Bournes Hill, Hasbury Estate, Halesowen B63 4DZ

[Admissions policy](#)

Hurst Green Primary (C)

Narrow Lane, Halesowen B62 9NZ

[Admissions policy](#)

Hurst Hill Primary (A)

Paul Street, Coseley, Bilston WV14 9AJ

[Admissions policy](#)

Jesson's CE Primary (VA)

School Street, Dudley DY1 2AQ

[Admissions policy](#)

[Supplementary information form required](#)

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**Kates Hill Community Primary (A)**

Peel Street, Kates Hill, Dudley DY2 7HP

[Admissions policy](#)

Lapal Primary (A)

Priory Road, Halesowen B62 0BZ

[Admissions policy](#)

Lutley Primary (A)

Brookwillow Road, Halesowen B63 1BU

[Admissions policy](#)

Maidensbridge Primary (C)

Beachcroft Road, Wall Heath, Kingswinford DY6 0HX

[Admissions policy](#)

Manor Way Primary (A)

Brier Mill Road, Halesowen B63 3HA

[Admissions policy](#)

Milking Bank Primary (C)

Aintree Way, Milking Bank, Dudley DY1 2SL

[Admissions policy](#)

Mount Pleasant Primary (C)

Mount Pleasant, Quarry Bank, Brierley Hill DY5 2YN

[Admissions policy](#)

Netherbrook Primary (A)

Chester Road, Netherton, Dudley DY2 9RZ

[Admissions policy](#)

Netherton CE Primary (A)

Highbridge Road, Netherton, Dudley DY2 0HU

[Admissions policy](#)

Newfield Park Primary (A)

Whittingham Road, Halesowen B63 3TP

[Admissions policy](#)

Northfield Road Primary (A)

Northfield Road, Netherton, Dudley DY2 9ER

[Admissions policy](#)

Oldswinford CE Primary (C)

Field Lane, Oldswinford, Stourbridge DY8 2JQ

[Admissions policy](#)

Olive Hill Primary (A)

Springfield Road, Halesowen B62 8JZ

[Admissions policy](#)

Our Lady & St Kenelm RC Primary (VA)

Bundle Hill, Halesowen B63 4AR

[Admissions policy](#)

[Supplementary information form required for faith](#)

Pedmore CE Primary (A)

Hagley Road, Pedmore, Stourbridge DY9 0RH

[Admissions policy](#)

Peters Hill Primary (C)

Peters Hill Road, Amblecote, Brierley Hill DY5 2QH

[Admissions policy](#)

Priory Primary (A)

Limes Road, Priory Estate, Dudley DY1 4HN

[Admissions policy](#)

Quarry Bank Primary (C)

High Street, Quarry Bank, Brierley Hill DY5 2AD

[Admissions policy](#)

Queen Victoria Primary (A)

Bilston Street, Sedgley, Dudley DY3 1JB

[Admissions policy](#)

Red Hall Primary (C)

Zoar Street, Lower Gornal, Dudley DY3 2PA

[Admissions policy](#)

Roberts Primary (C)

Roberts Street, Lower Gornal, Dudley DY3 2AZ

[Admissions policy](#)

Rufford Primary (A)

Bredon Avenue, Stourbridge DY9 7NR

[Admissions policy](#)

Russells Hall Primary (C)

Overfield Road, Russells Hall Estate, Dudley DY1 2NX

[Admissions policy](#)

Sledmere Primary (A)

School Drive, off Buffery Road, Dudley DY2 8EH

[Admissions policy](#)

St Chad's RC Primary (A)

Catholic Lane, Sedgley, Dudley DY3 3UE

[Admissions policy](#)

[Supplementary information form required for faith](#)

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St James's CE Primary (VA)

Kingsway, Wollaston, Stourbridge DY8 4RU

[Admissions policy](#)

Supplementary information form required for faith

St Joseph's RC Primary (A)

Hillcrest Road, Dudley DY2 7PW

[Admissions policy](#)

Supplementary information form required for faith

St Joseph's RC Primary (A))

Lea Vale Road, Norton, Stourbridge DY8 2DT

[Admissions policy](#)

Supplementary Information form required for faith

St Margaret's at Hasbury CE Primary (VA)

Hagley Road, Hasbury, Halesowen B63 4QD

[Admissions policy](#)

St Mark's CE Primary (VA)

High Street, Pensnett, Brierley Hill DY5 4DZ

[Admissions policy](#)

St Mary's CE Primary (A)

Queen Street, Kingswinford DY6 7AQ

[Admissions policy](#)

St Mary's RC Primary (A)

Mill Street, Brierley Hill DY5 2TH

[Admissions policy](#)

Supplementary Information form required for faith

Straits Primary (C)

Longfellow Road, The Straits, Lower Gornal

Dudley DY3 3EE

[Admissions policy](#)

Tenterfields Primary (A)

Tenterfields, Halesowen B63 3LH

[Admissions policy](#)

The Bromley-Pensnett Primary (A)

Bromley, Pensnett, Brierley Hill DY5 4PJ

[Admissions policy](#)

The Ridge Primary (C)

Gregory Road, Stourbridge DY8 3NF

[Admissions policy](#)

Thorns Primary (A)

Thorns Road, Quarry Bank, Brierley Hill DY5 2JY

Admissions policy - contact school direct

Wallbrook Primary (A)

off Bradleys Lane, Coseley, Bilston WV14 5YP

[Admissions policy](#)

Withymoore Primary (A)

Gayfield Avenue, off Turners Lane, Quarry Bank

Brierley Hill DY5 2BH

[Admissions policy](#)

Wollescote Primary (C)

Drummond Road, Wollescote, Stourbridge DY9 8YA

[Admissions policy](#)

Woodside Community School & Childrens Centre (A)

Highgate Road, Woodside, Dudley DY2 0SN

[Admissions policy](#)

Wren's Nest Primary (C)

Foxglove Road, Wren's Nest Estate, Dudley DY1 3NQ

[Admissions policy](#)



admission to secondary school

Admission point

All children born between 1 September 2013 and 31 August 2014. Will be admitted in September 2025

Important dates

Online application available	1 September 2024
Open days/evenings	
Return date of paper application form	31 October 2024 by 5pm *
Return date of online applications	31 October 2024 by midnight
Decision emails to parents	3 March 2025 by 2pm
Decision letters to parents	3 March 2025 by 2nd class post
Appeals to be heard	May/June 2025

*** Failure to return your form by this date may affect the outcome of your application.**

Number of preferences

You can state up to six preferences on your application and these should include all your preferred schools either in the Dudley borough or a school in a neighbouring local authority. You are strongly advised not to make only one school preference since it will not give you any advantage in the school admissions process. The Admissions Service will allow an additional late preference after offer day if you have been unsuccessful in being allocated a place at one of your original preferences - up to a maximum of 7 preferences. If you wish to add more than 7 preferences, then you will have to remove one of your original preferences.

Your chances of being offered a place at any particular school are not improved by limiting your preferences.

Applying for a place on aptitude grounds

You will have to complete an additional form to apply for a place based on the school's aptitude.

Crestwood School

Ellowes Hall School

Old Swinford Hospital School

Can I choose which school to send my child to?

You do not have the right to choose which school your child attends. Under current legislation, you have the right to express a preference. This preference must be met unless to do so would be prejudicial to effective education and/or prejudicial to the efficient use of resources at the preferred school, i.e. the admission of further pupils will be detrimental to the teaching and learning experiences of other children.

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Do not make your decisions based purely on perception or what a school may have been like in the past. Look at the schools' more recent indicators in areas such as development, performance and ethos. Research the school(s), look at their websites and prospectus, attend any open events. If you still have questions about a particular school, then ask the school.

Before confirming your preferred schools please also look carefully at any other criteria e.g. Children Looked After (CLA), children with an Educational Health and Care Plan (EHCP), sibling connection, denominational or aptitude criteria, which may apply to you.

How Preference ranking works

All applications will be assessed against the relevant admission policies regardless of the order of preference. If a child meets the admissions criteria for two or more primary schools included on the application form, the school that the parent ranked highest on their form will be allocated. No school in Dudley will give priority to first preference applicants. Please see the example of how this works on page 24.

Places are not allocated on a first come, first served basis. You are therefore advised to assess the likelihood of your preferences being agreed under the school's admissions policy before completing your application. The information provided on the Schools Admissions Website will help in this. Please click on this [link](#)

You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child already attending). Also, if a school is very popular, there is no guarantee that your child will be allocated a place.



details of all Dudley secondary schools

A detailed table providing information relating to the allocation of places in 2022/23, 2023/24 and 2024/25 is available on Dudley Admissions School website. It gives a breakdown of how places were allocated in accordance with the admissions criteria for each of the schools.

It has been done in an attempt to give you as much information as possible regarding admission to schools in the Dudley Borough.

There is no guarantee that a similar situation will occur in 2025/26.

Key to columns

Type

Categorisation of school

A - Academy

C - Community

VA - Voluntary aided

The Beacon Hill Academy (A)

High Arcal Drive, Sedgley, Dudley DY3 1BP

[Admissions policy](#)

Bishop Milner Catholic College (A)

Burton Road, Dudley DY1 3BY

[Admissions policy](#)

[Supplementary form required for faith](#)

Crestwood School (A)

Bromley Lane, Kingswinford DY6 8QG

[Admissions policy](#)

[Supplementary form required for Sporting,
Performing Arts, staff places](#)

Dormston School (C)

Mill Bank, Sedgley, Dudley DY3 1SN

[Admissions policy](#)

The Earls High School (A)

Furnace Lane, Halesowen B63 3SL

[Admissions policy](#)

Ellowes Hall Sports College (A)

Stickley Lane, Dudley DY3 2JH

[Admissions policy](#)

[Supplementary form required for Sporting,
Performing Arts and staff places](#)

Kingswinford Academy (A)

Water Street, Kingswinford DY6 7AD

[Admissions policy](#)

Leasowes High School (A)

Kent Road, Halesowen B62 8PJ

[Admissions policy](#)

[Supplementary information form for staff criteria](#)

The Link Academy (A)

Simms Lane, Netherton, Dudley DY2 0P

[Admissions policy](#)

Old Swinford Hospital School (VA)

Heath Lane, Stourbridge DY8 1QX

[Admissions policy](#)

[Supplementary information form required](#)

Pedmore High School

Grange Lane, Stourbridge DY9 7HS

[Admissions policy](#)

[Supplementary information form required for staff
criteria](#)

Pegasus Academy

Scotts Green Close, Dudley DY1 2DU

[Admissions policy](#)

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Redhill School

Junction Road, Stourbridge DY8 1JX

[Admissions policy](#)

Ridgewood High School

Park Road West, Stourbridge DY8 3NQ

[Admissions policy](#)

St. James Academy

St James's Road, Dudley DY1 3JE

[Admissions policy](#)

Summerhill School

Lodge Lane, Kingswinford DY6 9XE

[Admissions policy](#)

Thorns Collegiate Academy

Stockwell Avenue, Quarry Bank DY5 2NU

[Admissions policy](#)

Windsor High School and Sixth Form

Richmond Street, Halesowen B63 4BB

[Admissions policy](#)

The Wordsley School

Brierley Hill Road, Wordsley, Stourbridge DY8 5SP

[Admissions policy](#)



frequently asked questions

How can I assess the likelihood of being allocated my preferred school?

Statistical and historical information relating to admission at each school can be found at:

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions> under Primary and Secondary sections.

Will I get priority for my first preferred school?

All schools will consider applicants on an equal basis and will not give priority to first preference applicants. If a child meets the criteria for two or more schools included on the application form, the School Admissions Service will allocate the school that the parent ranked highest.

Will I get priority for a school within my home LA?

Under current legislation, the authority is unable to give priority to pupils who live within Dudley borough. All applications will be considered against the admissions policy of the school concerned, regardless of which borough the child resides in.

I don't live in Dudley borough. How do I apply for a Dudley primary/secondary school?

You must include the school on the form provided by your own Local Authority. Please note there may be different closing dates and admissions policies in operation (see list on page 33 for contact numbers of neighbouring Local Authorities).

I live in Dudley. How do I apply for a school outside of Dudley borough?

You must include the school on the form provided by Dudley Local Authority. If you want to apply for a school outside the borough, you must obtain the information booklet from the relevant Local Authority (see list on page 33 for contact numbers of neighbouring Local Authorities) to ensure that you understand the admissions policy for the school concerned. If you are successful in gaining a place at a school which is not maintained by Dudley Local Authority, the council will not assist you financially to enable your child to attend the school concerned.

How can I get information about schools online?

The School Admissions web page will give links to school websites and other web pages giving information about schools (such as the Ofsted site **www.ofsted.gov.uk**). It will also include a copy of this information booklet.

Wanting to apply under medical criteria?

Only applications that are supported by the child's hospital consultant will be considered. Please see oversubscription criteria for more information. After the closing date for applications, a panel will be convened to consider the request and supportive information. The panel will consist of a number of professionals from Children's Services.

What is the definition of a 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 stepbrother or stepsister, where two children are related by a parent's marriage*;
- (d) adopted or fostered children*;
- (e) children of unmarried parents*

*and living at the same address;

It does not include cousins or other family relationships.

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How do Dudley process applications of split families?

Where parents cannot agree their preferred school(s) for their child, please note the Local Authority will not get involved in any family dispute. In such cases no school place will be offered by the Local Authority until a decision has been made between all parties (i.e., legal parents / carers), either between themselves or a third party namely a court order naming the school(s).

Whose address may I use on the application?

The child's address is considered to be the child and parents' genuine principal place of residence at the time of the allocation of places (3 March 2025 for secondary and 16 April 2025 for primary), where they are normally and regularly living.

If a child is resident with friends or relatives for reasons other than legal guardianship, the friends' or relatives' address will not be considered.

Due to problems in previous years, it may be necessary for the School Admissions Service to carry out checks to confirm that information given in relation to child's home address is genuine.

Parents may be asked to produce documentary evidence of the address given within 48 hours.

It may be necessary for a home visit to assist in the process of verifying an address. Also, parents may be asked to provide the child benefit proof, working/tax credits, at least one utility bill, together with a driving licence and bank statement clearly showing names and addresses.

The evidence must demonstrate where the child resides as well as the parent.

Please note: if your child's permanent residence changes at any point from 1 September 2024 to 31 August 2025, it is the parents' responsibility to notify the LA. You must do this even if you have notified your child's school/nursery.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

The School Admissions Service may use other council databases to check the information provided on the form is correct, as well as databases in neighbouring local authorities.

What happens if I move house after I have completed an application form?

You will need to provide documentary evidence to confirm this. A change of address will be considered up to 14 February 2025 for secondary and 21 March 2025 for primary (only applies to Dudley residents). After that date, it may not be possible for the new address to be considered for allocation purposes.

Please note: if your child's permanent residence changes at any point from 1 September 2024 to 31 August 2025, it is the parents' responsibility to notify the LA immediately. You must do this even if you have notified your child's school/nursery.

If you fail to do so, this may result in any offer of a school place being withdrawn. This has occurred previously.

Can the admissions authority withdraw the offer of a school place once it has been made?

An admissions authority can withdraw the offer of a school place where a parent has obtained the place by providing the council with fraudulent or intentionally misleading information. This power has been used in previous years in Dudley where parents have provided false information.

What happens if I do not return my application on time?

If you do not apply by the closing date your child may not be allocated a school place until all those who did apply on time have been offered places. It is then possible that your preferred schools will be too full to admit your child. Preferences that are received after the final closing date (as detailed in the relevant timetable) will be considered after applications that were received within the deadline have been dealt with.

However, there will be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline. Where the exceptional circumstances are such that the parent could not have reasonably submitted the application within the deadline, it will be considered along with all other applicants.

In each circumstance, supporting documentary evidence must be provided by the parent/carers at the time of application.

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Can I make a repeat application?

It is not the Local Authority's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Can I seek admission of a child outside of their normal age group?

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. Parents should make their application to the Local Authority setting out the reasons why they believe their child should be taught outside of their chronological age group.

These parents will need to make an application alongside children applying at the normal age explaining why it is in the child's best interest to be admitted outside of their normal age. This may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.

A decision as to whether this is an appropriate course of action will be made by the Local Authority, who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group. Please refer to the LA Policy relating to admitting a child outside their chronological age, which can be found at www.dudley.gov.uk/admissions

I am currently living abroad and wanting admission into a school

Parents are advised that when entering the United Kingdom that they check their visas permit them to access a state funded school.

What is meant by "Baptised Catholic"?

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Please see the individual Catholic Schools Admission Policy to see what is required to evidence that your child is a baptised catholic.

When will I know the outcome of my application?

Parents will be informed of the decision relating to their application in writing, posted 2nd class, if there is no email address supplied. If you apply online, you will receive notification by email on national offer day.

Important information

Please note that places are not allocated on a first come, first served basis. You are therefore advised to assess the likelihood of your preferences being agreed under the school's admissions policy before stating your preferences. You should not assume that your child will get a place at a new school without you having to apply (even if you have an older child attending the school already). Also, if a school is very popular, there is no guarantee that your child will be allocated a place.

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how to apply

If you live in the Dudley borough, you should either apply online at www.dudley.gov.uk/admissions or complete a paper application which is available on request from the School Admissions Service. You should state all of your school preferences up to the maximum number allowed in rank order.

Who makes the application?

The person who has parental responsibility should submit the application for the child's school place. If you need further advice about who should apply for your child's school place, please contact the School Admissions Service at admissions.cs@dudley.gov.uk. If there are persons with parental responsibility not residing at your child's address, it is your responsibility to notify and/or consult with those other persons before expressing a preference for a primary school. Please note the School Admissions Service will only accept changes from the person who made the original request.

online applications

What details will be requested?

You will not be asked to give any more information than you would need to if you were making a paper application.

If I can't finish the application, may I go back to it later?

Yes. You have until the closing date to complete and submit your application.

Having made an electronic application, can I change my preferences or submit other information?

You can make changes to your application right up to the closing date. In order to do this, you will need to contact the School Admissions Service at:

admissions.cs@dudley.gov.uk.

Please ensure you email the service using the same email address you applied with. The Admissions Service will only accept changes from the person who made the application.

The Admissions Service will only accept changes from the person who made the application.

How will I know that the changes have been logged?

You can check the status of your application when you log in to the system and select your existing record. However, once your application has been submitted and received by the Local Authority any changes you have sent direct to the School Admissions Service will not be shown on your on-line account.

Should I send a paper copy as well?

No. If you do submit an online application and a paper form, the last one received will supersede the first one and the school allocation will be made using the data on the last received form.

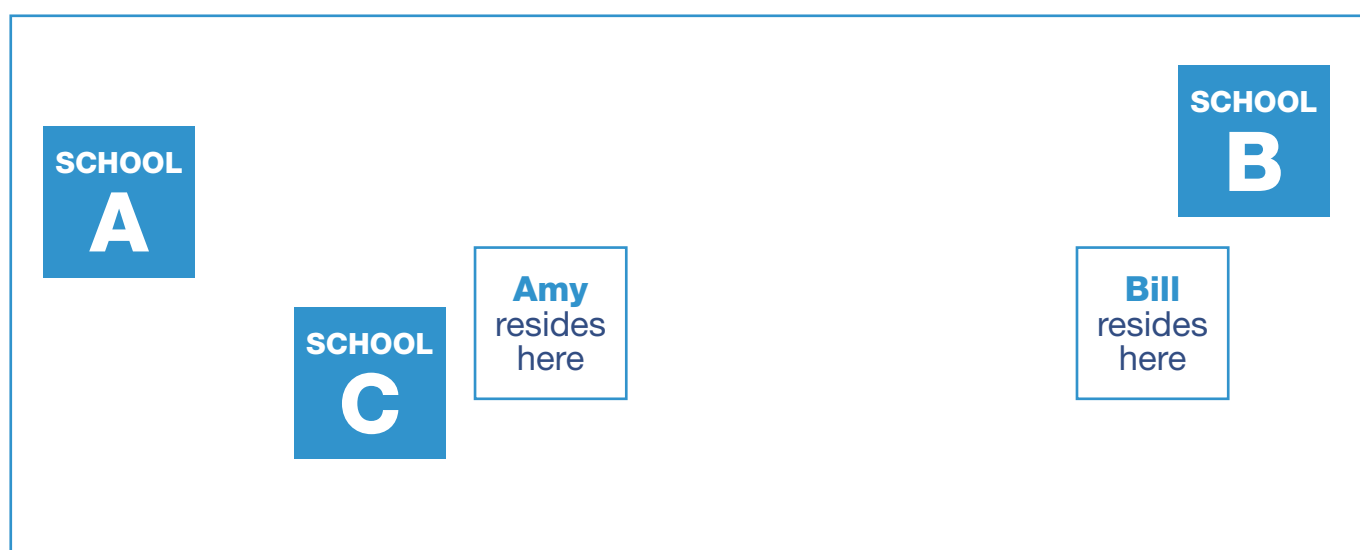
Paper applications

Even though it may be quicker and easier to apply online, paper applications can still be made available. Please phone the School Admissions Service on **0300 555 2345** to request a paper application form.

It is advisable that parents check with the School Admissions Service to ensure that their application form has been received before the closing date. You are advised to return your form either by hand to Dudley Council Plus, 259 Castle Street, Dudley DY1 1LQ asking for a receipt, or return it by recorded delivery. The council will not accept responsibility for lost forms unless it has been sent by recorded delivery or you have a valid receipt.



example of preference allocations



Bill lives closer to school **B** than school **A**. However, parents prefer to send **Bill** to school **A** so they express that as a first preference, school **B** as a second preference and school **C** as a third preference.

He does not meet the criteria for school **A** but does for school **B** and **C**. He is offered a place at school **B** as this was ranked higher by the parents.

Amy's parents want her to go to school **B** as her first preferred school.

Bill is offered a place at school **B** over and above **Amy** because he had a higher priority under the admissions criteria i.e he lived closer.

Amy was offered a place at the next closest school with a place available.



what are my rights if my application is unsuccessful?

General

If your child is refused admission to any school, you have a right of appeal to an independent appeals panel. Please note that you may lodge appeals for admission to as many schools as you wish, providing you have made a preference for the school.

Being offered a place at an alternative school will not affect the outcome of your appeal.

What happens if places become available between the point of allocation and the start of term?

Places will be allocated from the waiting list. Please see further details below.

Appeals for community and voluntary controlled schools

If you choose to exercise your right of appeal, arrangements will be made for you to attend the appeal hearing.

Please note that the decision of the independent appeal panel is binding on both parties and it is not the council's policy to consider repeat appeals in the same academic year unless there has been a significant material change in circumstances.

Appeals for academies, foundation and voluntary aided schools

If you are refused admission to an academy, foundation or voluntary aided school, you will be informed of the separate appeals process in the letter informing you of the decision.

Infant class size appeals

Due to legislation, no infant class with a single qualified teacher may contain more than 30 pupils. If your application for a place at the school of your preference is refused for these reasons, the Appeal Panel can only uphold your appeal if it is satisfied that:

- (1) the LA's decision to refuse a place was not one which a reasonable local education authority would make in the circumstances, or
 - (2) your child would have been offered a place if the published admission arrangements had been properly followed.
- It must be emphasised, therefore, that appeals of this type will succeed in very few cases, further detailed information is available on the website.

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/primary-reception-intake/>

Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation of places until 31 August 2026. Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

Places that become available between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.



supplementary guidance for parents of pupils with special educational needs

This supplementary guidance provides additional information to parents and parent carers of children with a special educational need (SEN) who live in Dudley and attend a mainstream school either within Dudley or within a neighbouring local authority. This guidance should be read in conjunction with the rest of this document.

The majority of children with SEN will attend their local mainstream school. All mainstream schools receive funding within their budget so that they can put appropriate provision in place to meet the needs of all children including those who are identified as requiring SEN Support. Schools are required by law to have a qualified special educational needs co-ordinator (SENCo). All schools must have regard to the Children and Families Act 2014 and the SEND Code of Practice 2015 as well as the Single Equalities Act 2010 when making provision for children and young people with SEND.

Schools are required to publish a SEN Information report on their website. This will detail how they make provision for children with SEN.

SEN Support:

If your child is identified as SEN Support, the process will be the same as that for all children when choosing their next school whether starting primary school or moving to the secondary phase of their education.

Where a pupil is placed at SEN Support, parents will have been working in partnership with their child's school./nursery. They will have discussed their child's needs and shared the detail and outcomes of personal learning plans or similar SEN records through regular meetings.

If your child has special educational needs you may want to talk to the headteacher and/or SENCo in the schools that you are considering to find out more about the school and to discuss your child's special educational needs with them. You can also look at their website and the published SEN information report.

EHCP:

A very small number of pupils, approximately 3%, will have special educational needs which are complex and severe and which will require the LA to issue an Education Health Care Plan (EHCP). Where a child has an EHCP the LA will work with you to determine what arrangements and support will be required to meet your child's special educational needs.

If your child has an EHCP the process with regard to primary or secondary transfer will be different. The SEN Team is responsible for the administration of all activities in connection with those children who have an EHCP and works closely with the School Admissions Service to ensure that all children with an EHCP have an appropriate school placement at the beginning of the new school year.

Every child is entitled to access mainstream school provision within the local community. Our policy is to include all children with special educational needs into mainstream settings where this is in their best interests. Most children with an EHCP will therefore attend their local school.

All mainstream schools provide support for children with an EHC Plan. You can find out more information about the support that is available by looking at the School Information Report which is published on the school's website or talk to the Special Educational Needs Co-ordinator (SENCo) or Headteacher.

However, we recognise that special schools have an important role in providing for children and young people with more complex SEN. If your child has an EHCP this may identify that specialist provision is required, if this is the

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case you will need to contact the SEN Team who will be able to help you identify the most appropriate school for your child. Details of all Dudley schools and education settings are published in the Dudley Local Offer.

The SEN Team can be contacted on **01384 814360**

Email: **senteam@dudley.gov.uk**

Legislation and guidance

The legislation and guidance which govern the local authority's (LA) responsibilities in relation to pupils with special educational needs are:

- Children and Families Act 2014
- The Special Educational Needs and Disability Code of Practice DfES 0 to 25 Years – January 2015 All schools have copies of these documents.

Pupils with special educational needs or disability (SEND)

The vast majority of pupils who have special educational needs or disability (SEND) will have those needs met within their local mainstream school at Special Educational Need Support (SENS).

SEN support is the new name for school action and school action plus.

Where a pupil is placed at SENS, parents will have been working in partnership with their child's school. They will have discussed their child's needs and shared the detail and outcomes of Individual Education Plans (IEP) or similar SEN records through regular meetings.

A very small number of pupils, approximately 2%, will have educational needs which are so complex and severe that they will be undergoing, or have completed, a Statutory Assessment under the Children and Families Act 2014.

The Statutory Assessment process may result in the LA issuing an Education Health Care Plan (EHCP) and, once this is the case, the LA will determine what arrangements and support will be required to meet the child's needs.

Expressing a preference

In the Autumn Term, the School Admissions Service offers all parents due to start Primary School or Year 6 pupils transferring to secondary school, including those who have a child with a Statement of Special Educational Needs, the opportunity to express a preference for a mainstream school.

All parents, including those parents whose child has an EHCP, have the opportunity to specify their school preferences.

Dudley Council is committed to inclusive education and, therefore, the LA must ensure that a child is educated in a mainstream school unless "the school is unsuitable to the child's age, ability, or aptitude, or the placement would be incompatible with the efficient education of other children with whom the child would be educated, or with the efficient use of resources".

This is in line with the guidance in the SEN Code of Practice. The only exception to this is if a parent indicates that they do not want their child educated in a mainstream setting. (Children and Families Act section 33 and 39).

Wherever possible the allocation process aims to offer the first preferred school to as many parents as possible, on the basis of the clearly stated published admissions criteria for the school.

The SEN Team works very closely with the School Admissions Service to allow the allocation process to operate to ensure that, wherever possible, pupils have the opportunity to attend a school as close as possible to their home address in line with the council's local school policy.

You should consider very carefully the likelihood of obtaining a school place, which is not local to your home address, particularly where that school has been regularly oversubscribed, i.e. receiving more applications than places, in the past.

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Transport

It is very important not to assume that your child will receive transport on transfer to a school.

Transport is provided in line with the Transport Policy and will only be provided if your child has a special educational need or disability and/or the school placement is, of necessity, further than three miles from your home address. Where a preference is made for a school that is not the most local school to your home address it is very unlikely that transport will be provided. If you have any queries about transport, you are advised to contact your child's case officer at The SEN Team or the Transport Manager on **01384 816972**.

Timescales

All parents are advised to notify the Local Authority of their school preference, whether they have an EHCP or not. School preferences for children with an EHCP must be made available to the SEN Team at the start of the Autumn Term of the academic year of transfer.

If your child has an EHCP, the Admissions Service and the SEN Team will consult on any preferences you have expressed.

During the remainder of the Autumn Term, the SEN Team will prepare the documentation for consultation with your preferred school(s). This is a duty required of the local authority by the SEN Code of Practice (Paragraph 8:80 - 8:86).

However, it is important to note that the governing body of any mainstream school cannot refuse to admit a child solely because they have special educational needs or disability. Should any concerns arise at the point of consultation, the SEN Team will work closely with the parents, the school and School Admissions Service in an attempt to resolve any difficulties.

Once the consultation process is successfully completed, one of your preferred schools will be named on your child's EHCP.

A decision on your child's secondary school placement will be confirmed in a draft EHCP, no later than 15 January 2025. This allows for a period of 15 working days during which you can talk to us about any concerns you may have. The updated EHCP must be issued by 15 February 2025.

Information for parents who live outside Dudley Borough and whose child has a Statement of Special Educational Needs or EHCP

If you live outside Dudley, i.e. your home address falls under another council, you must contact your own local authority as soon as possible. If you want to express a preference for a Dudley school place, your own local authority has to consult, on your behalf, with the Dudley schools of your preference and with Dudley Local Authority through the SEN Team.

Contact numbers for neighbouring local education authorities can be found on Page 33 of this booklet.

Right of appeal

All parents have the right of appeal on the final secondary school placement. For children who do not have an EHCP, this is through the admissions appeal process which is managed independently of the local authority.

For the parents of a child with an EHCP, the appeal process is through the Special Educational Needs and Disability Tribunal (SENDIST), which is an independently managed Government organisation. The SEN Team will be able to advise you on this process should the need arise.

Having read this additional information you may have some questions. For further information you should either approach your child's school, or contact your child's case officer, based at the SEN Team on **01384 814360**.



educational opportunities Year 10

Children who are due to move to year 10 in September 2025 may wish to consider other educational opportunities available in the local area. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

To find information out about UTC's in the area please visit **www.utcolleges.org**

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

If you decide that you would like to apply for a place at any of the schools available, you will need to complete an application form. Please contact the school direct for further information.

- Aston University Engineering Academy, Birmingham B7 4AG (**0121 380 0572**) **www.auea.co.uk**
- Thomas Telford University Technical College, Wolverhampton WV10 0JR (**01902 872180**)
www.thomastelfordutc.com
- Walsall Studio School, Walsall WS1 1RL (**01922 211292**) **www.walsallstudioschool.co.uk**
- Waverley Studio College, Birmingham B9 5SX (**0121 566 6622**) **www.waverleystudiocollege.co.uk**
- Birmingham Ormiston Academy, Grosvenor Street, Birmingham B4 7QD (**0121 359 9300**)
www.boa-academy.co.uk



privacy notice: school admissions

This notice explains what personal data (information) we hold about you, how we collect, how we use and intend to share information about you. We are required to give you this information under data protection law.

Who is the Data Controller for the information you provide?

Dudley Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on **0300 555 8283** or by email to **information.governance@dudley.gov.uk**

We collect and hold information about you and your child in order to process your application regarding your child's admission to school. The Local Authority and schools will need this information to ensure the application is assessed appropriately.

Why do we need your information?

We use your information to allocate your child a place at school in accordance with the School Admissions Code September 2021 and the legislation set out in the Schools Standards and Framework Act 1998.

The Council is responsible for processing admissions to reception class and transfers from primary to secondary school, and also processes all in year admission requests i.e. where a child is moving between schools within the authority, or has moved into the authority from another authority.

What legal basis allows us to use your information?

The Department of Education's School Admissions Code published in September 2021, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998. This requires parents and carers to apply for a school place, requests parents/carers to express their school preferences, and allows them an opportunity on the form (and any supplementary form/s) to outline the reasons why they are requesting the school(s) of preference. For school appeals, the Department for Education's School Admission Appeals Code published in February 2012, which has statutory force underpins legislation set out in the School Standards and Framework Act 1998 which sets out the requirement to allow a parent/carers to appeal for a school place if they have been refused. The lawful basis for processing your personal data is 'Public Task' as we need the information to carry out our public functions as set out in law.

We collect the following information

You are required to complete all aspects of the application form. We collect the following information:

- your personal information (such as name, home address, contact details and email address).
- your child's personal information (such as name, date of birth, address if different from yours).
- Council Tax number.
- current or previous education provision.
- school preference information and parent's reasons for selection.
- name and date of birth of any sibling already attending your preferred school.
- looked after children, adoption, special guardianship order or child arrangement history.
- professional supporting documents if relevant to your application.
- background education history if applying for an in-year admission.
- country of origin if a new arrival to the country.
- Medical information about your child if pertinent to the application in line with the medical criteria.

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We also obtain personal information from other sources as follows:

- additional admissions related information that you have provided directly to your preferred or offered school.
- confirmation of looked after children, adoption, special guardianship order or child arrangement history from Virtual Schools.
- confirmation of Education Health and Care Plan status from SEN Department.
- the result of any school's own academic/aptitude test that your child has taken part in.
- faith information if application relates to faith criteria.

How do we collect your information?

The initial application for your child to start primary school or transfer from primary to secondary school can either be submitted online or a paper application. Transfers in-year require a hard copy application to be completed. Additional information may be requested either by letter, email, telephone, or face-to-face.

Who do we share the information with?

The Admissions Team intends to, where a lawful basis exists, also use your information for other legitimate purposes and will share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school application, to fulfil the council's safeguarding duty and comply with the Prevent Strategy, and to provide Central Government bodies with mandatory data returns, The Home Office to notify of potential illegal immigration, and the Police, at times, request information as part of a criminal investigation. We intend, where necessary, to also share your information with:

- Any of your preferred schools, including the school your child is allocated.
- Members of the independent appeals panel, where necessary, in accordance with the School Admission Code and the School Admissions Appeals Code.
- Black Country Foundation Partnership Trust for school health visits and checks
- Relevant information with neighbouring authorities when applying for a school in their authority in accordance with the schools Standards and Framework Act 1998
- Birmingham Community Healthcare Trust (BCHT) to assist with the administration and management of the Child Health Information System.
- Teams within Dudley Council working to improve outcomes for children and young people.
- External bodies including; other Councils/boroughs where appropriate, Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudication.
- For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, Council Tax Records, the Housing Team, Elections and the Fraud Team
- We will share personal information with law enforcement or other authorities if required by applicable law.
- Data Processors acting on behalf of the Council under contract such as APS Group who provide printing and mailing services.

How long will the personal information be kept?

The information provided will be retained by the Admissions Service until your child reaches government statutory school leaving age.

Will this information be used to make an automated decision about me?

No - School places are allocated for Primary Reception and Secondary Year 7 intake using an automated decision-making process. The local authority will have manually entered the criteria for each application, the system will then allocate the highest school preference that each child can be offered.

a parents' guide to school admissions 2025-26



Keeping your information secure

Your information will be securely stored on the Management Information System used by the Council to process application for school admissions and appeals. Currently this is the Synergy Servelec system, but this may change should the Council change its IT provider at any time in the future.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you. The UK General Data Protection Regulation also gives you additional rights about information we hold about you and how we use it, including the right to:

Request to have your information deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.

Request your information to be rectified if it is inaccurate or incomplete.

Have your information transferred or copied should you move to another authority.

To submit a Subject Access Request email the Admissions Team at admissions.cs@dudley.gov.uk

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on **0300 555 2345** between 9am - 5pm Monday to Friday.

You have the right to complain to us if you think we have not complied with our obligation for handling your personal information. Please contact our Data protection officer at information.governance@dudley.gov.uk or write to Data Protection Officer, Information Governance Service, The Council House, Priory Road, Dudley, West Midlands DY1 1HF. Your concerns will be investigated via the respective Council's complaints procedures.

If you are not satisfied with the Council's response, UK General Data Protection Regulation (UK GDPR) gives you the right to complain to the information Commissioner's Office (ICO). You can visit the ICO website at:

<https://ico.org.uk/concerns/handling/>

In addition, the Corporate Privacy Notice is available at

<https://www.dudley.gov.uk/privacy-disclaimer-statement/>

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addresses of neighbouring local authorities

Parents who wish to consider schools maintained by other authorities are strongly advised to contact the local authority concerned to obtain information about the likelihood of a place being available.

Name of LA	Address	Contact details
Birmingham	Schools Admissions and Fair Access Service Directorate for Education and Skills PO Box 16513 Birmingham B2 2FF	0121 303 1888 option 1 www.birmingham.gov.uk www.birmingham.gov.uk/schooladmissions email: admissions@birmingham.gov.uk
Worcestershire	School Admissions Worcestershire Children First County Hall Spetchley Road Worcester WR5 2NP	01905 822700 www.worcestershire.gov.uk email: schooladmissions@worcschildrenfirst.org.uk
Sandwell	School Admissions Children & Education Sandwell Metropolitan Council PO Box 16230 Sandwell Council House Freeth Street Oldbury B69 9EX	0121 569 6765 www.sandwell.gov.uk/schooladmissions email: annual_schooladmissions@sandwell.gov.uk
Staffordshire	School Admissions & Transport Service 1 Staffordshire Place Education Department Tipping Street Stafford ST16 2DH	0300 111 8007 www.staffordshire.gov.uk email: admissions@staffordshire.gov.uk
Wolverhampton	School Admissions & Appeals Wolverhampton City Council Schools, Skills and Learning Civic Centre St. Peter's Square Wolverhampton WV1 1SH	01902 551122 www.wolverhampton.gov.uk email: schooladmissions@wolverhampton.gov.uk
Walsall	Admissions & Appeals Team Walsall Council 2nd Floor Civic Centre Darwall Street Walsall WS1 1TP	01922 652585 www.walsall.gov.uk e-mail: schooladmissionsadvice@walsall.gov.uk

Note: The details contained in the booklet, which relates to the admission of children to school in 2025/26, were correct in August 2024. It should not be assumed that there will be no changes after that date, or that the information contained will apply to the admission of children in subsequent years.

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useful contacts

Dudley Family Information Service

fis.cs@dudley.gov.uk

01384 814398

Travel Support Team

www.dudley.gov.uk/residents/learning-and-school/education-travel-support/

01384 814301

Special Educational Needs Team

senteam@dudley.gov.uk

01384 814360

SENDIASS

www.dudley.gov.uk/residents/learning-and-school/information-for-parents/dudley-sendiass

dudley.sendiass@dudley.gov.uk

07900 161363

07929 777744

The Schools Adjudicator

www.gov.uk/government/organisations/office-of-the-schools-adjudicator

Osa.team@schoolsadjudicator.gov.uk

01325 340402

The Department for Education

www.gov.uk/df

0370 000 2288

The Local Government Ombudsman

www.lgo.org.uk

0300 061 0614

Free School Meals

www.dudley.gov.uk/residents/benefits/free-school-meals/

Freeschoolmeals.benefits@dudley.gov.uk

01384 814543 (answer machine service)

Elective Home Education

[www.dudley.gov.uk/residents/learning-and-school/ education-support-service/elective-home-education](http://www.dudley.gov.uk/residents/learning-and-school/education-support-service/elective-home-education)

0300 555 2345

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Education Support Service

www.dudley.gov.uk/residents/learning-and-school/education-support-service/
eis.cs@dudley.gov.uk
01384 814317

Connexions Dudley

www.connexionsdudley.org
Connexions@dudley.gov.uk
01384 811400

Education Funding Agency

www.gov.uk/government/organisations/education-funding-agency
0370 000 2288

useful websites

www.education.gov.uk

www.gov.uk/find-school-in-england

School information

www.dudley.gov.uk/residents/learning-and-school/school-information

All primary schools are listed. Just double click on the required school.

For further information visit

www.dudley.gov.uk/admissions

or call

0300 555 2345

or email

admissions.cs@dudley.gov.uk

Correspondence address only

School Admissions

Children's Services Directorate

The Council House

Priory Road

Dudley

West Midlands DY1 1HF