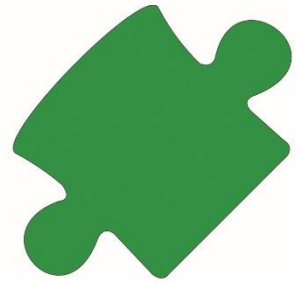


New Invention



We can...we will...together!



ADMISSIONS ARRANGEMENTS POLICY



Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on 09.12.25

It is due for review in the Autumn Term 2026.

Head Teacher

Signature Date

Chair of Governors

Signature Date



Aim:-

At New Invention Infants we are a Local Authority (LA) school and therefore adhere to the procedures set by Walsall Council Primary Admissions.

Objectives:-

- To adhere to rules and procedures set out by Walsall Council
- To administer a fair admissions process to all

Nursery admissions:-

Local Authorities are required to ensure that all three and four year old children are able to access their statutory entitlement to free Early Years provision. This can be provided through nursery schools or schools with nursery classes as well as or alongside the Private and Voluntary Sector (PVI) settings.

Entitlement:-

At New Invention Infants for September 2025 we provide 15 hours provision per week per child for 26 children and this is organised as either a Morning (3 hours) or an Afternoon (3 hours) place. This is one family group of 13 am and 13 pm children. This year again in Walsall as a whole the birth rate continues to be low and as the needs of our families change, more parents require 30 hour provision. Therefore in addition to our 15 hour children we also have capacity for 26 full-time 30 hour places too. There are organised into two further family groups of 13 children who stay all day.

Nursery application:-

- Parents are able to collect or request an application form from the school office for a place in our Nursery at any point after the child is born
- Applications must be completed in full by a parent of the child and a birth certificate and utility bill as proof of address are needed to confirm the child's identity and the address they live at
- From the point of application the Office Admin staff will transfer all personal information given on the application form onto our SIMs system and it is saved as an 'applicant' in the correct year they would begin to attend

Allocation of Nursery places:-

- Our school office then look at applications and allocate places using the same criteria as Walsall Council for admissions, these are:-
 - *In a category of vulnerability - Looked after child, SEND
 - *Siblings - if a child has a brother/sister in our Infant school or the feeder KS2 School which for us is NILA
 - *Distance from school - as the crow flies
- Parents are asked on the application form for their preference for a morning, afternoon or full-time place - although we attempt to do this preferences cannot be guaranteed, siblings who request a morning session as this is generally easier for families bringing older children
- Families eligible for 30 hours provision have to comply with the Government criteria (see <https://www.gov.uk/30-hours-free-childcare>) and are contacted directly by the

EYFS co-ordinator and are asked to provide the relevant evidence to prove they qualify for the provision

- All children who are offered a place are sent a letter to the home address stating the offer and the allocation of morning or afternoon provision
- Parents are given 7 days to respond, after this time the parent receives a phone call from school requesting a response in 2 days
- If there is no response in the given time the place is then re-allocated to another child

Oversubscription:-

- In the event that there are more applications than places in Nursery after the admissions criteria has been administered a waiting list is compiled also in priority order (the same as the admissions criteria)
- Any places cancelled, refused or withdrawn will then be offered in this order and allocation procedures followed as above

Undersubscription:-

- In the event that there are spaces due to a lack of take up locally school will contact parents who are eligible for 30 hours provision to fill this gap. Alternatively Nursery will take in N1 children (straight after they are 3) after Christmas, after Easter or after May half term to keep the Nursery full. The EYFS co-ordinator will investigate siblings first who will be starting with us anyway in the following Autumn term.

Reception admissions:-

Reception admissions are controlled and allocated through Walsall Council Admissions Team. Parents complete an on-line application to join Reception class - this will be for the September after a child is 4.

Annually Walsall Council produce guides for parents about admissions and the online admissions process on their website which we also email to parents each September.



<https://go.walsall.gov.uk/sites/default/files/2022-07/Guide%20to%20Making%20an%20Application.pdf>

<https://go.walsall.gov.uk/sites/default/files/2025-09/Primary%20admissions%202026%20Information%20for%20parents.pdf>

Walsall Council admission criteria:-

- Children in public care; looked after or previously looked after children
- Pupils who have a sibling in the school or paired junior school and will still be there when term starts
- Relevant medical or social grounds as supported by medical evidence
- (For junior school only) attending paired infant school when application is made
- Church places allocated at church schools
- Distance from the centre point of the home address to the centre point of the school address using LAs computer system; nearest distances get priority

Reception appeals:-

Reception appeals are controlled by Walsall Council. Headteacher's are asked to submit a Headteacher's Impact form as evidence to outline the position of the cohort. School cannot write letters or make a case to support any child from our Nursery or from another setting in support of such an appeal. Schools are charged by the LA Walsall Democratic Services for each appeal that is processed by them.

Applying for Key Stage 2:-

As an Infant School parents MUST apply for a place at a Key Stage 2 (Junior) provision for their child. Our feeder Key Stage 2 school is NILA - New Invention Learning Academy which is situated next door to our school, but is an entirely separate school.

As an Academy school NILA control their own admissions arrangements and as such parents MUST apply for a place in the school. We are assured that if our parents apply for a place at NILA from our school in line with Walsall Council's timeline of applications they WILL be given a place at NILA.

The application process is the same as your Reception application - use the online form on the Walsall Council website.

The application process is explained in the link to the leaflet below that you will have been sent via email from our school.

<https://go.walsall.gov.uk/sites/default/files/2022-07/Guide%20to%20Making%20an%20Application.pdf>

<https://go.walsall.gov.uk/sites/default/files/2025-09/Primary%20admissions%202026%20Information%20for%20parents.pdf>

Important dates for Admissions 2026 are:-

| Date | Primary 2026 Admissions - Key Dates |
|------------------------------------|--|
| 01 September 2025 | Information for Parents booklet available online - Primary 2026. |
| 01 September 2025 | Portal for Reception 2026 & Junior 2026 applications open. |
| 2 December 2025 | Willenhall Library 9am - 12pm. Primary drop-in session to support families in the community to submit their reception and infant - junior 2026 applications. |
| 2 December 2025 | Darlaston Library 1pm - 4pm. Primary drop-in session to support families in the community to submit their reception and infant - junior 2026 applications. |
| 3 December 2025 | Lichfield Street Hub 9am - 5pm. Primary drop-in session to support families in the community to submit their reception and infant to junior 2026 applications. |
| 4 December 2025 | Blakenall Village Centre 1pm - 4pm. Primary drop-in session to support families in the community to submit their reception and infant to junior 2026 applications. |
| 15 January 2026 (10pm) | NATIONAL CLOSING DATE FOR ON-TIME RECEPTION 2026 & JUNIOR 2026 APPLICATIONS |
| 16 January 2026 - 14 February 2026 | Late applications received within this period may be considered as on time but only in exceptional circumstances (see Information for Parents booklet for more information) |
| 15 February 2026 | All applications received from this date forward will be considered late regardless of the circumstances |
| 16 April 2026 | PRIMARY NATIONAL OFFER DAY - all on-time applicants of Reception 2026 & Junior 2026 applications will receive an email confirming the school to be offered for September 2026 |
| 30 April 2026 | Waiting list positions available for Reception 2026 & Junior 2026 applications. |
| 04 May 2026 | Late Offers - Phase 1 - Offers made for late applications received between 16/01/2026 & 30/04/2026 |
| 14 May 2026 | Appeals Deadline - see Information for Parents booklet for more information. |
| 10 June 2026 | Late Offers - Phase 2 - Offers made for late applications received between 1/05/2026 & 05/06/2026 |
| As Required | Further offers for late applications will be made as required. |
| June/July 2026 | Appeal Hearings - dates to be confirmed to applicants as appropriate. |
| June/July 2026 | Inset dates - to be confirmed by the school of offer. |

Mid-year admissions:-

During the academic year if a child wishes to join our school then Walsall Council allocate places if there is an available space. The Government guideline is a maximum number of 30 children per Reception class; however the Council can over-rule this if a place is needed. The Headteacher is required to submit an impact statement to explain the current cohort and impact upon this. A member of the Council's admissions team then acts as a representative for the school and presents the case. An independent appeals panel hears this case and makes a judgement.

For more information please look at the Walsall Council website via this link:-

<https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/moving-to-a-different-school>