



**LIGHTWOODS**  
PRIMARY ACADEMY



**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust

# Lightwoods Primary Academy – Admissions Policy Intake – 2026/27

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## Introductory statement

Lightwoods Primary Academy (LPA) is a 4-11 primary school supported by Shireland Collegiate Academy Trust. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

## Our vision & values

The Trust's vision is to provide exceptional educational opportunities for students to develop both their abilities and their respect for others. The Trust has three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Trust Primary Academies. They are: **Excite / Explore / Excel**

## Admission number(s)

LPA is a two-form entry primary and as such has a Published Admissions Number (PAN) of 60 pupils for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority (LA) has specifically named LPA as the most appropriate placement.

## Application process

LPA will process applications inside the normal LA process for co-ordinating school offers. To apply for a place at LPA in the normal admissions round, an application must be submitted to LA in which you live naming “Lightwoods Primary Academy” on the application form. Applications must be made by 15<sup>th</sup> January 2026.

If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day. In this instance, once places have been confirmed, you need to advise the LA in writing whether you wish to accept your offer.

Those that are not offered a place at LPA will be informed on the national offer day and will be offered a place at an alternative school by the LA.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with a EHCP naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>1</sup>
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the LA to decide whether the child's needs can be met most appropriately by the preferred school.
3. Priority will next be given to siblings of pupils currently attending the school at the time the application is received.
4. Children prioritised by distance measured in a straight line from a child's home to the school's main entrance.<sup>2</sup>

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.

<sup>2</sup> Measured from the Local Land and Property Gazetteer address base for the property.

## **Tie-break**

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by the council's Democratic Services Unit.

## **Late applications**

Late applications for places will only be considered alongside those received by the closing date under the circumstances defined below. If your application is received after the closing date and not covered by one of the circumstances below then it will be processed after consideration of all on time and accepted late applications.

- When the applicant has bought, rented, or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

## **Waiting lists**

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on a waiting list. The Local Authority will maintain this waiting list until the end of the Autumn Term for the year of entry, after this time they will be discarded.

## In year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the reception class, parents must apply using the in years application form available on the Sandwell LA's website ([Changing schools | Sandwell Council](#)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

Parents will be advised of the outcome of their application in writing from the Sandwell LA and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

## Deferred entry

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. To defer entry, applicants should inform the Academy in writing including when they intend their child to start school.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December, and 31st March.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside of their normal age group, for example summer born children (born between 1 April and 31 August) can delay and start in reception rather than year 1. To do so parents must submit an application for the child's normal age group along with a written letter to the LA and the Academy outlining the reasons for the delay request prior to the deadline. The information that should be included in this letter can be found within the LA policy here: [Sandwell Policy](#)

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

- The head teacher's views
- The impact of any decision on the child, parents /carers and the school

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

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

## Appeals

The Governing Body of LPA has contracted the appeals function to Sandwell LA.

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and LPA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing LPA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to LPA rather than the one offered. The LA officer will explain why a place at LPA has been refused.

You cannot appeal for LPA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for LPA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.



## Notes

### *Home address:*

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

### *Sibling:*

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.