



Admissions Policy 2025-26

Policy Version Control

Policy Type	Statutory School Policy
Author	Governance and Compliance Specialist
Approved By	Local Governing Body/Advisory Interim Board
Approved Date	July 2024
Date of next review	Policy will be reviewed in line with SHINE Academies internal review schedule in adherence to DfE guidance on statutory policy review
Description of changes	<ul style="list-style-type: none">i. Formatting and date updates from 2023-24 policyii. Addition of appeals informationiii. Information about mid-year transfers moved into separate section.

1. Process for applying for a place in Reception for September 2025

If your child was born between 1 September 2020 and 31 August 2021 you must apply for a school place in Reception year before 15 January 2025.

To apply for a place at Busill Jones Primary please visit the Walsall Council Website.

[Apply for a primary school place | Walsall Council](#) – Primary phased transfer admissions

You will need to register in order to make an application.

Having a place in the nursery class attached to a school does not guarantee a place in the reception class at that school. You must send a separate application for a place in the reception class.

Children born between 1 September 2017 and 31 August 2018 are due to transfer from infant school to junior school in September 2025. If your child attends an infant school, you'll need to apply to join the partner junior school.

Walsall Council participates in an inter-Local Authority coordinated admission scheme with several neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton. This scheme allows these Local Authorities to coordinate applications for their schools to ensure that the children of their Local Authority receive the highest listed preference on their application form as details by the applicants.

Walsall Council will allocate places based on the spaces available in school following their admissions criteria (please see below for details). You will be notified by the Council if your application has been successful.

Walsall Council Admissions Contact Information

Telephone: 01922 652585

Email: primary.admissions@walsall.gov.uk

Walsall Council's online application form will be live from 1 November 2024.

The online portal will close for primary applications on 15 January 2025.

2. Applying for a place in Nursery

To apply for a Nursery place at Busill Jones Primary please contact the school office on 01922 710700 postbox@busilljonesprimary.co.uk

Nursery applicants will be notified by the School.

Successful applicants will be invited to visit Busill Jones to fill out paperwork, tour the school and talk to staff about their child. A suitable start date will be agreed at that meeting.

3. Walsall Council and Busill Jones Admissions Criteria

[Children with Statements of Special Educational Needs are placed in schools by virtue of the Education Act 1996, before consideration is given to other pupils].

1. Children in Public Care (looked after children)
2. Children who have a brother or sister already in attendance at the school when the application is made
3. Children for whom a place is essential on medical or social grounds as supported in writing by a medical practitioner or social worker
4. Distance between the home address and the school as measured in a straight line with priority given to those living closest.

3.1 SHINE Academies will ensure it meets its duties under the Schools Admissions Code of Practice by:

- Not refusing admission for a child that has named the school in their Education Health Care (EHC) plan
- Adopting fair practices and arrangements in accordance with the Schools Admission Code for the admission of children without an EHC plan.
- Considering applications from parents of children who have SEND but do not have an EHC plan.
- Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs.
- Not refusing admission for a child on the grounds that they do not have an EHC plan.

4. Mid-Year Admissions

You may need to move your child to a different school if you're moving house or they are having difficulties at their current school. This is called a mid-year admission or transfer.

You can apply online below to move your child to a different primary school:

[Moving to a different school | Walsall Council](#)

5. Appeals

You can appeal at the standard points of admission in Reception, or mid-year if you've applied to move schools at a non-standard point. For appeals for schools outside Walsall Borough, you'll need to contact the relevant local authority.

It's important to be realistic about your reasons for appealing and the chances of being successful.

An appeal can prolong the period of uncertainty for you and your child. To make an appeal, you will have to set your case out in writing and attend an appeal hearing.

In reception, year 1 and year 2, the class size is limited to 30. Your application can be turned down if all the classes already have 30 children.

Complete your form, save a copy, and return to email AdmissionAppeals@walsall.gov.uk

The deadline for you to submit your appeal form is 17 May 2025. Appeals received after this date may not be heard until the new school year, which starts 2 September 2025. Appeals will take place during term time, up until late July 2025.

6. PAN

The current school PAN for 2025-2026 is as follows:

Nursery 39
Reception 45
Year 1 45
Year 2 45
Year 3 45
Year 4 45
Year 5 45
Year 6 45

7. Monitoring

The Local Governing Board for Busill Jones Primary School will monitor admission arrangements for the school on an annual basis.