



**WEDNESFIELD**  
TECHNOLOGY PRIMARY



**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust

# Wednesfield Technology Primary – Admissions Policy 2026/27

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## Introduction

Wednesfield Technology Primary is a 3-11 primary school supported by Shireland Collegiate Academy Trust and established via the free school programme. 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)

The school is a two-form entry primary and as such has an admission number 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 published admission number(s) 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 Education Health and Care Plans will be admitted to the school where the Local Authority (LA) has specifically named Wednesfield Technology Primary as the most appropriate placement.

## Application process

Applications for Wednesfield Technology Primary will be processed by the Wolverhampton Local Authority. To apply for a place at Wednesfield Technology Primary in the normal admissions round, an application must be submitted to the LA in which you live naming “Wednesfield Technology Primary” on the application form. Applications must be made by 15<sup>th</sup> January 2026.

Parents/carers will be offered a place at one school by the LA. 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 Wednesfield Technology Primary will be informed on the national offer day and will be offered a place at an alternative school by the LA.

Offers will be made on 16<sup>th</sup> April 2026. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan 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. Priority will next be given to the siblings of pupils currently attending the school at the time the application is received.
3. Priority will next be given to children living closest to the school. Distance is measured in a straight line from the school to the home address. The distance is measured using the City of Wolverhampton Council’s software, with those living closest to the school receiving the highest priority. *Where parental responsibilities are equally shared, the home or residential address will be*

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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

*considered to be with the parent/carer with whom the child spends the majority of the school week (Sunday to Thursday night) and which is registered with their GP.*

## **Tie-break**

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the child's home to the front gates of the school in a straight line.

If two or more applicants live an equal distance from the school, random allocation will be used to determine which child will be offered a place. The Local Authority or another body unconnected from the Shireland Collegiate Academy Trust will conduct the random allocation.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed the PAN.

## **Late applications**

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Deferred entry to Reception**

Parents who are offered a place for their child in the Reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

## **Admission of children outside their normal age group**

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The Shireland Collegiate Academy Trust will make a decision

on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

## Waiting lists

The school will operate a waiting list for each open year group. Where the school receives more applications for places than there are places available, the LA will maintain a waiting list until 31 December after the year of entry, after which the LA will cleanse each term to confirm parent wishes to remain on the list. This will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 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-year application form available on LA's website ([School admissions | City Of Wolverhampton 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. If there are no places available, the child will be added to the waiting list (as defined in the previous section).

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

## Appeals

The Governing Body of WTP has contracted the appeals function to Wolverhampton 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 WTP and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing WTP (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 WTP rather than the one offered. The LA officer will explain why a place at WTP has been refused.

You cannot appeal for WTP 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 WTP. 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. Families 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.

### *Looked after children:*

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

### *Previously looked after children:*

Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.