



*"Where learning is alive!"*

Minworth Junior & Infant School

Water Orton Lane

Sutton Coldfield

West Midlands

B76 9BU

T: 01213511345 F: 01213131275

E: [enquiry@minworth.bham.sch.uk](mailto:enquiry@minworth.bham.sch.uk)

Headteacher: Mr M Sadler

---

## Admissions Policy

### 1) Introduction

**1.1** The governing body of Minworth JI School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### 2) Aims and objectives

**2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.2** All applications will be treated on merit and in a sensitive manner.

**2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on school places available.

**2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### 3) How parents can apply for their child to be admitted to our school

**3.1** As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority. The LA is therefore the 'Admissions Authority' for Minworth. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA using the following link <http://www.birmingham.gov.uk/schooladmissions>

**3.2** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

**3.3** In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by December.



*"Where learning is alive!"*

Minworth Junior & Infant School

Water Orton Lane

Sutton Coldfield

West Midlands

B76 9BU

T: 01213511345 F: 01213131275

E: [enquiry@minworth.bham.sch.uk](mailto:enquiry@minworth.bham.sch.uk)

Headteacher: Mr M Sadler

#### **4) In year admissions**

**4.1** Parents of children not starting reception wishing to admit their child into Minworth should contact the school directly to enquire about available places.

**4.2** Should there be a place/ places available, the school will inform the local authority of the intention of parents to admit their child/children at the school and make the necessary arrangements for the child to be admitted.

**4.3** The school has the capacity to offer provision for thirty children in each year group from reception to year six. Requests for additional places from parents leads to children being added to the school's waiting list for that specific year group. Waiting lists are shared with the local authority termly.

**4.4** In the event that a place becomes available, the school will refer to its waiting list and make contact with parents to elicit if the space is still wanted. If more than one child is listed on that waiting list, the following criteria are applied in the order listed:

1) Looked after or previously looked after children. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2) Children with siblings already at the school ('The Local Authority's 'Sibling' definition has been adopted'). Priority will only be given if siblings will still be in attendance at the date of admission.

3) Proximity of child's home to school measured by straight line distance (the Local Authority's 'Distance' definition has been adopted). Distances are calculated from the applicant's home address to the school office. In cases of shared responsibility, 'the home' will be determined as the address where the child lives the majority of the week.

4) The duration of time spent on the waiting list.

**4.5** For all in year transitions, the school will make contact with the child's current, or in the event of children not being in a school, most recent school in order to ensure as effective a transition as possible for that child.

**4.6** Appeals are coordinated by Birmingham Local Authority. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school should contact Birmingham Local Authority to request an appeal form. Appeals will be heard by an independent panel.