



Admissions Policy

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before the year of admission.

The school's admission number is 30. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time by a committee of the Governing Body's Admissions Committee..

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used.

Priority 1 Children who are looked after or immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

Priority 2 Those who have a sibling at the school at the date of admission

Priority 3 Those who live closest to the school

Notes:

1. Children with an education and health care plan that names [name of your school] School will be offered a place first. This will reduce the number of places available
2. Under priority 2 a brother or sister must live at the same address and could be:
 - o A brother or sister sharing the same parents;
 - o a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - o the separate children of a couple who live together; or
 - o an adopted or fostered brother or sister.
3. Successful applicants can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
4. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local

Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.

5. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.
6. Random allocation by drawing of lots undertaken by a person of good standing with no association with the school will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. In these cases the siblings will be considered jointly for the purpose of applying oversubscription criteria including the Tie Break but will be counted separately in terms of the PAN including where this may result in the PAN being exceeded.

7. Summer Born Children. The DfE define summer-born children as those born between 1 April and 31 August. Parents of summer-born children may request that their child be taught out of the normal age group. This request may be supported by professional evidence such as a speech and language therapist or it may simply be the parent's statement as to why they are making their request.

Parents wishing to make a request are advised to follow this process:

apply for a place for their child's normal age group at the usual time, submit a request for admission out of the normal age group at the same time and by the closing date admission authorities will respond to the request before national offer day. If the request is agreed, the application will be withdrawn before a place is offered; if the request is refused, the parent must decide whether to accept the offer of a place for the normal age group or to refuse it and make an in-year application for admission to year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, the parent must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

8. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).
9. A child's home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
10. Applications made outside the normal admissions round (in-year admission) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application the school will notify the local authority of both the application and its outcome

to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

11. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.
12. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.