



Bellfield Infant School

Admissions Policy

Admissions Policy Statement

Bellfield Infant (NC) School is a 2 form entry Birmingham LA (non denominational) County Mixed Infant School with a Nursery Class.

Nursery

Children are admitted into the Nursery Class at the beginning of the Autumn term (September) after their 3rd birthday, usually for the academic year prior to starting Infant school at age 4+. Parents are encouraged to register for a Nursery place following the child's second birthday. A list of all those wishing to be considered for a Nursery place is kept in the School office. Places are allocated according to the LA Nursery criteria. The Nursery can accommodate up to 30 children, places are usually allocated according to the 15 hours free entitlement. A small number of children with particular needs eg. diagnosed SEN children and some Social Care Services referrals may be allocated a full time place. We also offer a number of paid top-up places in our Day care provision if we have the spare capacity.

Infant School

The school has a standard number of 60 in Reception, Year 1 and Year 2 and can admit that number in a year group,(2 classes of 30 children).

Allocation of places to Reception:

The allocation of places for admission to Reception at the start of the year is managed by the Local Authority.

Their timetable is as follows:

September	Parents of eligible children are sent an information pack and preference form (form AA5) by the LA
December	Preference forms returned to LA (online applications encouraged)
February	Final date for acceptance of late preferences or changes through moving address, etc.
March	Parents informed by letter from LA about place offered

April Parents need to inform school whether or not they accept the place offered

April Appeal forms must be completed and returned to LA.

(exact dates will vary from year to year and will be published by the LA)

Parents whose children have not been offered their preferred school will be informed of their right of appeal and asked if they wish to remain on the waiting list. The LA will maintain the waiting list until it is handed over to the school at the beginning of the Autumn term.

Over-subscription criteria:

Where there are more applications than there are places available, places will be offered based on the following order of priority:

1. Looked after children (in public care).
2. Children (siblings) with an older brother or sister already at the school (or at the adjoining Bellfield Junior School) who will still be in attendance at the time the sibling enters the school.
3. Children who live nearest the school by walking distance measurement.

Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement.

Allocation of places in other year groups

Parents/carers can apply for a school place by completing a standard form known as 'Application for a Change of School Form'. Forms are available from the LA and online. The application form will enable parents/carers to express up to 3 preferences for schools, rank each school in order of preference and give reasons for their application. All applications will be processed by the school and the LA informed. Where it is not possible to offer a place, because the year group is full, the LA will deal with the application and the child will be offered the nearest available school to the home address and informed of the right of appeal. Parents/carers will be required to respond to any offers made within 10 school days; failure to respond to the offer could mean that the place offered is withdrawn. The school will maintain waiting lists until the end of each academic year, writing to parents/carers on the list at the end of the summer term to confirm they wish to remain on the waiting list. Any applicants will be added to each school's list in accordance with the order of priority for allocating places.

Admission Arrangements for Transfer from Year 2 to Year 3

Following a change to the School Admissions Code, which came into force in February 2009, it is now a requirement for parents to submit an application for a child transferring from an infant school to a junior school. Children will no longer automatically transfer to Bellfield Juniors at the end of Year 2. Application forms will be available from school and the LA in the Autumn term. The LA will send out offer letters to parents in April, for transfer the following September. Parents that do not accept the offer risk losing the place.

Where there are more applications than there are places available, places will be offered based on the following order of priority:

1. Children in care.
2. Linked schools. Children who will be attending the linked Infant school at the time of application and will still be in attendance on transfer.
3. Children (siblings) with a brother or sister already at the Infant/Junior school and who will still be in attendance at the time the sibling enters the school.
4. Children who live nearest the school.