

## **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR 2020 / 2021 ACADEMIC YEAR FOR THE YEAR OF ENTRY AND IN-YEAR ADMISSIONS**

### **Part (A)- ADMISSIONS ARRANGEMENTS**

#### **1. Birmingham Local Authority (community and voluntary controlled infant, primary and secondary schools) over-subscription criteria**

- 1.1. Any child with an Education, Health and Care Plan is required to be admitted to the school that is named in the plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

The local authority is the admission authority for community and voluntary controlled schools. Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at community and voluntary controlled schools will be offered based on the following order of priority except those schools set out in paragraphs 2, 3, 4 and 5 below.

- 1.2. Looked after children or children who were previously looked after.
- 1.3. Children with a brother or sister already at the school who will still be in attendance at the time the child enters the school, excluding those children attending nursery or a sixth form.
- 1.4. In the case of Voluntary Controlled Church of England primary schools, children whose parents have made applications on denominational grounds. This will be confirmed by a letter from the Vicar / Minister of the relevant Church. Details of schools that use denominational criteria can be viewed at section 6.
- 1.5. Children who live nearest the school.
- 1.6. Within each of the categories above, priority is given to those who live nearest to the school, measured in a straight line from the child's home address to a designated point on the school premises.
- 1.7. Admission to a nursery school or nursery class does not give the child any

priority or an extra right to transfer to the Reception year of the primary or infant school to which the nursery is linked or attached. A separate application must be made

## **2. Over-subscription criteria for Year 2 to Year 3 Transfers**

- 2.1. Looked after or previously looked after children.
- 2.2. Linked Schools: Children who will be attending the linked Infant School at the time of application and will still be in attendance at the end of Year 2. (A list of linked infant and junior schools is available in the primary prospectus on the School Admissions website).
- 2.3. Children with a sibling already at the Infant or Junior School and who will still be in attendance at the time the child enters the school.
- 2.4. Children who live nearest the school.
- 2.5. Within each of the categories above, priority is given to those who live nearest to the school, measured in a straight line from the child's home address to a designated point on the school premises.

## **3. Chilcote Primary, Hall Green Infant and Hall Green Junior schools**

- 3.1. Chilcote Primary, Hall Green Infant and Hall Green Junior schools each have catchment areas. At these schools, the order of priority for admission is as follows:
  - 3.1.1. Looked after or previously looked after children.
  - 3.1.2. Children living within the catchment area of the school who will have a sibling in attendance at the school at the time of admission.
  - 3.1.3. Children living within the catchment area of the school who live nearest the school.
  - 3.1.4. Children living outside the catchment area of the school who will have a sibling in attendance at the school at the time of admission.
  - 3.1.5. Children living outside the catchment area who live nearest the school.
- 3.2. Within each of the categories above, priority is given to those who live nearest to the school.

## **4. Over-subscription criteria for Year 2 to Year 3 Transfer - Hall Green Junior**

- 4.1. Looked after or previously looked after children.
- 4.2. Children attending Hall Green Infant School
- 4.3. Children who will be attending the School at the time of the application and will still

be in attendance at the end of Year 2.

- 4.4. Children living within the catchment area of the school who will have a sibling in attendance at the Infant or Junior school at the time of admission.
- 4.5. Children living within the catchment area of the school who live nearest the school.
- 4.6. Children living outside the catchment area of the school who will have a sibling in attendance at the Infant or Junior school at the time of admission.
- 4.7. Children living outside the catchment area who live nearest the school.
- 4.8. Within each of the categories above, priority is given to those who live nearest to the school.

## **5. Sixth Form entry requirements for Community Schools**

- 5.1. Sixth form places/year 12 and above are not coordinated by the Local Authority and applications should be made directly to the school(s) concerned.
- 5.2. Each school which admits pupils into Year 12 is required to publish in the school prospectus the minimum academic entry criteria for entry in the sixth form. This is the same for both external and internal places. Details of the academic requirements for each course can be obtained by contacting the school.
- 5.3. Children and their parents applying for sixth form places may use the Local Authority Preference Form although if they are already on the roll they are not required to do so in order to transfer into year 12. Internal applicants who meet the minimum academic entrance requirements will be offered a place automatically.
- 5.4. The following oversubscription criteria will be used for external applicants who meet the minimum academic entry criteria when there are more applications than places available:
  - a) Looked after or previously looked after child (in public care)
  - b) Proximity of the child's home to school with those living nearer accorded the higher priority.
- 5.5. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.
- 5.6. The secondary community schools listed below will admit the following number of children externally into Year 12.
  - Bordesley Green Girls' School - 10
  - Holte Visual and Performing Arts College - 20
  - John Willmott School - 20
  - Swanshurst School – 20

## **6. Voluntary controlled Church of England denominational criteria**

### **6.1. Christ Church CE Primary School**

Anybody whose parent/guardian regularly attends the local Church of England Parish Church (Christ Church, Farm Road (B11)). We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.

No supplementary information form is used at Christ Church CE Primary School.

### **6.2. St James CE Primary School**

Anybody whose parent/guardian regularly attends St James Church, Handsworth. Regular is defined as meaning once a month for a twelve month period and this will be confirmed by Fr. Paul Capeman, our parish priest.

A supplementary Information Form is used at St James CE Primary School – – please see below.

### **6.3. St Mary CE Primary School (B29)**

Children who regularly worship at St Mary's Church, Selly Oak. We define regular as meaning at least twice a month for at least two consecutive years and this will be confirmed by a letter from the minister on headed note paper. NB: Only 10% of places within each cohort are eligible for faith claims and these shall be ranked according to distance from the school.

A supplementary Information Form is used at St Mary's CE Primary School (B29) – please see below.

### **6.4. St Matthew's CE Primary School**

- a) Anybody whose parent/guardian regularly attends any Church of England Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.
- b) Anybody whose parent/guardian regularly attends any other Christian denomination (defined as a Church who are members of Churches together in England or the Evangelical Alliance). We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.

No supplementary information form is used at St Matthew's CE Primary School.

### **6.5. St Saviour's CE Primary School**

- a) Anybody whose parent/guardian regularly attends the local Church of England Parish Church (St Saviour's, St Saviour's Road). We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.
- b) Anybody whose parent/guardian regularly attends any other Church of England Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.
- c) Anybody whose parent/guardian regularly attends any other Christian denomination (defined as a Church who are members of Churches together in

England or the Evangelical Alliance). We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the local minister.

No supplementary information form is used at St Saviour's CE Primary School.

## **7. Waiting lists**

- 7.1. Parents whose children have not been offered a place at one or more of their preferred schools will be informed of their right of appeal and will be added to their preferred schools' waiting lists. Parents will be advised that inclusion on a school's waiting list does not mean a place will eventually become available there.
- 7.2. Waiting lists will be created following the acceptance of places and are subject to change. Any new applicants to whom it is not possible to offer a place will be added to each school's waiting list in accordance with the relevant oversubscription criteria. This means that a child's waiting list position during the year could go up or down. Places will not normally be allocated from waiting lists until after the time for acceptance of offers has expired and the number of places offered and accepted have been confirmed. This process will normally approximately take 3 weeks.
- 7.3. School Admissions and Fair Access Service, on behalf of the Local Authority, will maintain waiting lists for community and voluntary controlled schools for the summer term of the academic year.
- 7.4. At the start of the autumn term each year, School Admissions and Fair Access Service will pass Community and Voluntary Controlled schools their waiting lists to maintain following the end of the normal round of admissions. Waiting lists following transfer to secondary school must be maintained by schools up to the 31 December of that Year and waiting lists following the Reception class intake and Year 2-3 transfers must be maintained until 31 January of the following Year. Schools should write out to parents/carers to establish if they wish for their child to remain on their waiting list following the dates above or at the end of the Academic Year. Schools must make it clear those parent/carers that do not respond will be removed from the waiting list.
- 7.5. Waiting lists for voluntary aided and foundation schools, Academies and free schools in Birmingham will be maintained by the schools and Academies on behalf of their Governing Bodies. The Local Authority may require sight of the waiting lists at these schools, in order to determine that the co-ordinated scheme is operating effectively.

## **8. Appeals**

- 8.1. Where parents are refused a place at a school that they have expressed a preference for, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of the admission authority for the school.
- 8.2. Parents can only appeal for schools for which they have expressed a preference and where their application has been refused.

8.3. In the case of appeals for Reception, Year 1 and Year 2, because infant classes have a legal limit of 30, Appeals Panels are limited in the matters they can take into account. In this type of appeal, an Appeal Panel can only uphold an appeal if it is satisfied that:

- the admission of additional children would not breach the infant class size limit; or
- the child would have been offered a place if the arrangements had been correctly and impartially applied; or
- the child would have been offered a place if the arrangements had not been contrary to the School Admissions Code and legislation; or the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

8.4. Appeals in respect of community, voluntary controlled schools and those academies who have delegated responsibility for the administration of appeals to Birmingham Local Authority, should be sent to Birmingham's School Admissions and Fair Access Service Appeals in respect of voluntary aided and foundation schools, the King Edward VI schools, Ninestiles and Holyhead School should be sent to the Governing Body of the school(s) concerned. A comprehensive list of which schools administer their own appeals is available in the parents' information booklet and the School Admissions website.

## 9. Definitions

### 9.1. Looked After and previously looked after children

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. Birmingham Local Authority's School Admissions and Fair Access Service will obtain names of all children who are looked after or will verify details for those applicants who indicate that their child was previously looked after, within the appropriate age range, from the Looked After Children Education Service (LACES). Places for these children will be considered in accordance with each school's admission criteria.

### 9.2. Siblings

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common;
- or ii. are related by a parent's marriage;
- or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Children who attend either a linked infant or junior school and will still be in attendance at the time of admission are considered as sibling claims.

Separate boys' and girls' schools are not considered to be linked for the purposes of sibling claims. All siblings must still be attending the preferred school at the time that admission is sought. For example for the September 2020 intake the sibling must still be attending in September 2020. Therefore; for entry into Reception Class children attending nursery class or attending Year 6 are not classed as meeting the sibling criteria. For Secondary Transfers children in Year 11 and Sixth Form are not classed as meeting the sibling criteria.

### 9.3. Distance measurements to schools

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address and the address of the school. The measuring point for each school is specified in the online prospectus on the Birmingham City Council Website.

### 9.4. Tie-Breaker

In a very small number of cases where a school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

### 9.5. Home Address

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either;

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Fair Access Service to discuss providing other acceptable proof of address.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents. If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place will be withdrawn.





## St Mary's Church of England Primary School

Denominational Form in support of a preference for a place at St Mary's Primary School.

### **Christian Application**

**Section A** is to be completed by the parent/carer. **Section B** must be completed by a priest/minister. For multiple applications, a separate form should be completed for each child.

#### **Section A**

Pupil Surname

Christian Name(s)

Date of Birth

Parent/carer's name(s)

Address

Post Code

Phone Number

E-mail

Parent/Carer's signature(s)

#### **Section B**

1. I confirm that the parent(s) and child has attended St Mary's Church on a regular basis during the previous two years (i.e. at least once a month)

**Signature of Minister**

**Date**

**Name and address of Minister**

Please make sure **both** section A & B are completed. PLEASE RETURN THE COMPLETED FORM TO St Mary's Church of England Primary School, Lodge Hill Road, Selly Oak, Birmingham B29 6NU.