

Proposed Birmingham School Admission Criteria September 2021-2022

School name	Holly Hill Methodist/Church of England Voluntary Aided Infant and Nursery School		
School address	New Street, Rubery, Rednal, Birmingham B45 0EU		
Headteacher	Miss C Taylor	Tel no:	0121 675 8700
Admission Number:	60		

Admissions policy statement	<p>The aim of this policy is to help parents understand the admission process for Holly Hill School. Certain aspects of the policy are written in line with the advice given to all schools by the Department of Education. Our admissions process is part of the Local Authority coordinated scheme. Application forms are available from the Local Authority in the autumn before each year of admission.</p> <p>We are able to admit 60 pupils to each year group. Children are normally admitted at the beginning of the school year before their fifth birthday.</p> <p>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 one at a time by the Governing Body's Admissions Committee.</p> <p>This is a Christian school, supported by the Methodist Church and the Church of England, that sets out to serve the whole community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. If admissions have to be restricted by the number of places available, the governors will admit children in the following order of priority:</p>
Criteria	<ol style="list-style-type: none">1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
	<ol style="list-style-type: none">2. Children who have siblings attending Holly Hill Methodist school and nursery or Reaside Academy, who will still be in attendance when the applicant enters school, defining sibling as in the notes below.
	<ol style="list-style-type: none">3. Nearness of the child's home to the School.

Children with a statement of special educational needs/EHC Plan	Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.
Looked after or previously looked after children.	<p>A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements 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.</p>
Siblings	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p> <ol style="list-style-type: none"> 1. have one or both natural parents in common; or 2. are related by a parent's marriage; or 3. are adopted or fostered by a common parent. <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's 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.</p>
Transfer from nursery	There is no guarantee of transfer from nursery to reception class; a further application must be made in the following year.
Nearness to school	<p>If offering places with any one of the criteria would cause the schools admissions number to be exceeded, then children living nearest will be offered first. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless there are multiple births – in this case, all the siblings will be admitted). Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main gate of the school. Birmingham Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>A child's home address is the place where the child is permanently</p>

	<p>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 week (Monday to Friday). If care is split equally, parents can choose which address will be used. Parents may be requested to supply documentary evidence to support the address used.</p>
Tie Breaker	<p>If it is not possible to decide between applications of those children who are the final qualifiers for a place when applying the published admissions criteria, the Local Authority will use a computerised system to randomly select the child to be offered the final place.</p>
Waiting list	<p>A pupil's position on the waiting list will be consistent with the admissions criteria and not the length of time a prospective pupil has been placed on the list. If an application is received after the published deadline date and places have been allocated, an offer will not be withdrawn to accommodate the latecomer. A waiting list will be held in strict oversubscription criteria order until at least the first term of the academic year. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.</p>
In Year Applications	<p>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parent/carers can apply for a place for their child at any time and to any school.</p> <p>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.</p> <p>The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for a pupil who needs a school place because they have missed, or are at risk of missing, education.</p>
Appeals	<p>If the Governors' decision is that a place is not available, parents will be notified by letter, stating the reasons why a place cannot be given to their child. Information about the appeals procedure will also be provided in such cases. Should parents be unhappy with the decision of the Governors they should first discuss the matter with the Chair of Governors. If parents still do not wish to accept the decision, they must notify the Chair in writing that they wish their case to be heard by an Independent Appeals Panel. The Chair will then make arrangements with the Methodist Church and Diocesan Director of Education for an Independent Appeals Panel to be convened.</p>
Deferred Entry	<p>Parents 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.</p>

<p>Admission of children outside their normal age group</p>	<p>For some children in particular circumstances, eg, summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.</p> <p>Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. <u>At the same time</u>, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.</p> <p>In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.</p> <p>If the request is <u>agreed</u>, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, <i>(but there is no guarantee of a place being offered at the parent's preferred school at this stage)</i>. If the request is <u>refused</u>, 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 <i>(when, again, there is no guarantee of a place being available at the parent's preferred school)</i>.</p> <p>Requests for education out of normal year groups for other years, (eg for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.</p>
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	<p>There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.</p> <p>For Voluntary Aided Schools, the admission authority is the Board of Governors and applications can be made by letter to the Chair of Governors.</p> <p>A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school.</p> <p><i>If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance found at: https://www.gov.uk/government/publications/summer-born-children-school-admission</i></p>
	<p>Parents considering applying for a place at Holly Hill School are very welcome to telephone or visit the school office and make an appointment with the head teacher.</p>

*No Supplementary Information Form is used by Holly Hill Methodist/Church of England Primary School