

## **St George's C of E Primary School Edgbaston**

### **Admissions Policy 2023/2024**

**Policy Reviewed: September 2021**

**Reviewed: Annually**

**St George's Church of England Primary School, Edgbaston** is run by the Birmingham Diocesan Multi-Academy Trust ('BDMAT'). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and Local Academy Boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the Local Academy Board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT Board of Directors.

**SCHOOL:** **St George's Church of England Primary School**

**ADDRESS:** **Beaufort Road, Birmingham B16 8HY**

#### **Christian Ethos Statement**

St George's Church of England Primary School has a distinctively Christian ethos. This underpins the values of the school and reflects its nature. We ask all parents applying for a place here to recognise and support this ethos and its importance to the school. This does not affect the rights of parents who are not of the faith of the school, who apply for and are considered for a place here.

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

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.

Children with an Education, Health and Care (EHC) Plan that names **St George's C of E Primary School, Edgbaston, B16** will be offered a place first. This is not an oversubscription criterion and may reduce the number of places available.

Some of our oversubscription criteria will require more information than parents normally provide on the LA Common Application Form, so parents applying under **criteria 3 and 5** must also complete a **School Supplementary Information Form (SIF)** (attached), supplying only the additional information which is relevant to those oversubscription criteria that relate to your own situation. The SIF must be returned to St George's C of E Primary School B16 by the deadline date for the LA application process but your general application for a school place must be submitted online to Birmingham School Admissions and Fair Access Service (for Birmingham school admissions) by the deadline date.

## **Oversubscription criteria**

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

### Priority 1:

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### Priority 2:

Children with a sibling currently attending this school, at the time of starting. (Please see Note 1 regarding definition of sibling)

### Priority 3:

Children who with their parent/guardian regularly attend St George's Church or another Christian church and live within the area represented by the Ecclesiastical parish of St. George (map attached), plus Ladywood Road (both sides), Reservoir Road, Mostyn Road, Daisy Road, Leslie Road, Sefton Road, Eldon Road, Carlyle Road, Stirling Road, Meyrick Walk and all of Kenilworth Court.

We define regular as meaning at least once a month for a 12-month period prior to application, from *1<sup>st</sup> January 2022 to 9<sup>th</sup> January 2023*. This will be confirmed by the completion of the relevant part of the SIF by the clergy/ faith leader stating that the regular attendance criteria has been fulfilled. (Please see Note 3 regarding definition of a Christian Church) *NB in 2022 1<sup>st</sup> Sunday is 2<sup>nd</sup> Jan and in 2023 it is 8<sup>th</sup> January.*

### Priority 4:

Other children in the above said area, in order of proximity of their home address to school. (Please see Note 4 regarding definition of home address and Note 5 regarding the LA proximity definition)

Priority 5: Other children outside the said area who with their parent/guardian regularly attend at a Christian Church and do not have a more local Church of England School.

We define regular as meaning at least once a month for a 12-month period prior to application, from *1<sup>st</sup> January 2022 to 9<sup>th</sup> January 2023*. This will be confirmed by the completion of the relevant part of the SIF by the clergy/ faith leader stating that the regular attendance criteria has been fulfilled. (Please see Note 2 regarding definition of parent and Note 3 regarding definition of another Christian church)

*NB in 2022 1<sup>st</sup> Sunday is 2<sup>nd</sup> Jan and in 2023 it's 8<sup>th</sup> January.*

### Priority 6:

Other children outside the said area in order of proximity of their home address to school. (Please see Note 4 regarding definition of home address and Note 5 regarding the LA proximity definition)

### **Notes:**

*\* In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches have been available for public worship.*

*\*\*Proximity is measured according to Birmingham Local Authority's definition. [Please see Note 5]*

1. Under priority 2, a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - A half-brother or 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);
  - The separate children of a couple who live together; or
  - An adopted or fostered brother or sister.
2. For the purposes of education law, the Department for Education considers a 'parent' to include:
  - all biological parents, whether they are married or not;
  - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
  - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
3. A Christian church which is designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally designated churches can be found at:  
[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)
4. A child's home address is the place where the child is permanently resident with his or her Parent(s). 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, the parents can choose which address will be used.  
 [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]

5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest within that criterion will be offered first. Proximity distances are measured by the Local Authority from the child's home address point to the front gates of the school in Beaufort Rd, Edgbaston B16. 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 this involves multiple births, in which case, all the siblings will be admitted).
6. 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.
7. 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 within the year of admission.
8. Applications made outside the normal admissions round (for in-year admissions) should be made directly **to the school office using Birmingham Local Authority's application form**. Parents will also need to complete the School's Supplementary Information Form (SIF) if applying under criteria 3 or 5. Each added child will require the list to be ranked again in line with these published oversubscription criteria.

St George's C of E Primary School, Edgbaston B16 will notify parents of the decision in writing within 15 school days and 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 their area.

9. **Appeals:** Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of the Local Academy Board via the school office Beaufort Rd, Edgbaston, Birmingham B16 8HY. Appeals will be heard by an independent panel.
10. **Fair Access Protocol:** The Local Academy Board recognises its duty to participate in the Local Authority Fair Access Protocol.
11. **Admission of children below compulsory school age and deferred entry:**
  - 11.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which application was made.

11.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

11.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August**; e.g.: A child born between 01 September and 31 December must be in compulsory education by 31st December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born

between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied)

## 12. Admission of children outside their normal age group

12.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

### 12.2 Summer-born Children (those born between 01 April and 31 August)

12.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.

12.2.2 Parents of a summer born child may, *at the same time as making an application to the Local Authority for a Reception place in the child's normal age group*, make a request to the school's Local Academy Board that the child may **reapply** the following year to be admitted to the Reception class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. The Local Academy Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

If the Local Academy Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception as part of the main admissions round the following year which will be considered against the normal oversubscription criteria, (and there is no guarantee of a place being offered at this school at that stage).

If the Local Academy Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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 (when, again, there is no guarantee of a place being available at this school).

12.3 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. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

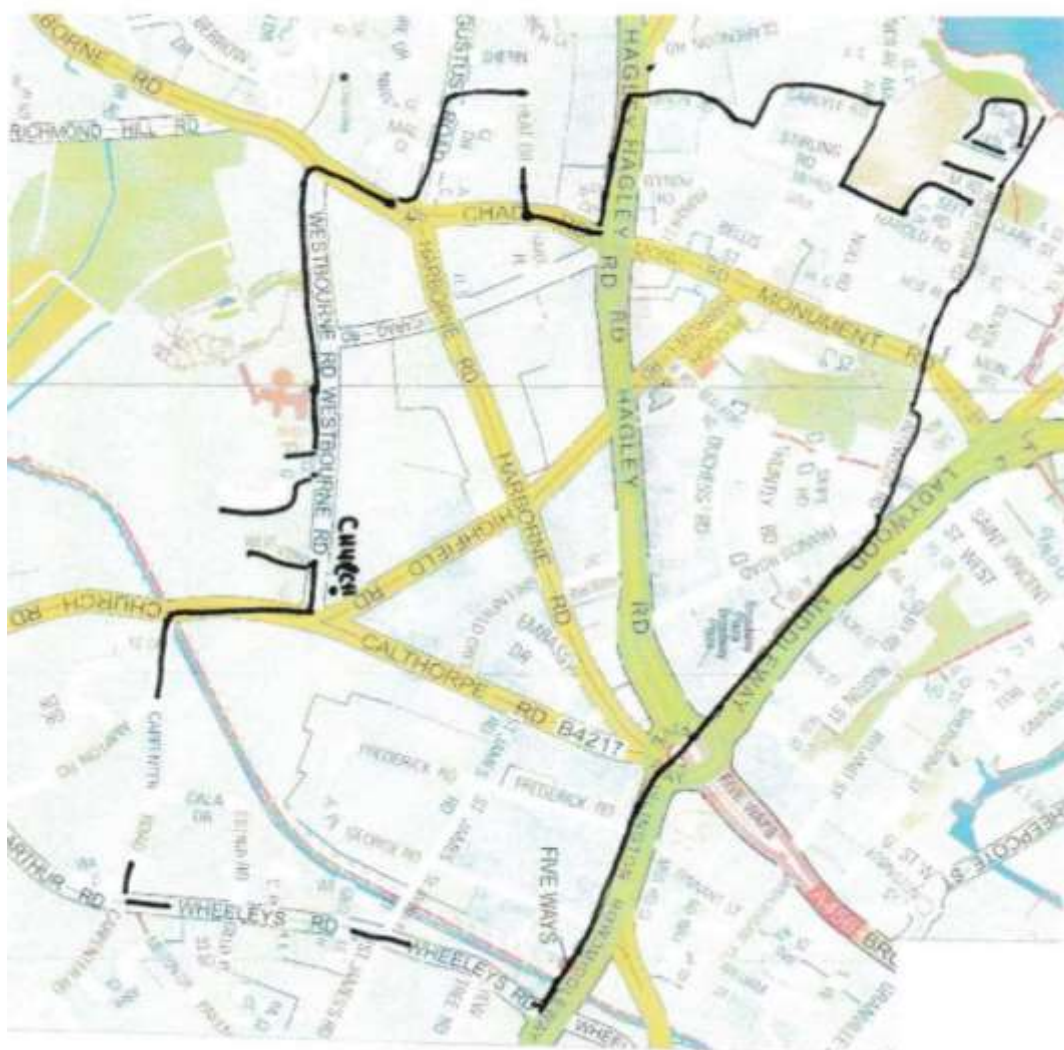
12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

*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 to be found at:*

*<https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>*

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## **CONFIDENTIAL**

### **Supplementary Information Form for St George's CE Primary School, Edgbaston**

**for admission on the grounds of regular attendance at Church**

Parents/guardians should **ONLY** complete sections 1 and 3.

Clergy/religious leaders are asked to complete section 2.

**The requirements for an application to be considered under  
Priorities 3 and 5 of our Admissions Policy are:**

*Children who with their parent/guardian regularly attend St George's Church or another Christian church and live within the area represented by the Ecclesiastical parish of St. George (map attached), plus Ladywood Road (both sides), Reservoir Road, Mostyn Road, Daisy Road, Leslie Road, Sefton Road, Eldon Road, Carlyle Road, Stirling Road, Meyrick Walk and all of Kenilworth Court. We define regular as meaning at least once a month for a 12-month period prior to application, from 1st January 2022 to 9th January 2023. This will be confirmed by the completion of the relevant part of the SIF by the clergy/ faith leader stating that the regular attendance criteria has been fulfilled. (Please see Note 3 regarding definition of a Christian Church).*

**1. [to be completed by parent/guardian]**

**Name of Child:** .....

**Child's Date of birth:**

**Home Address:..** .....

.....

.....**Postcode:**.....

**See over...**



**2. About the Parents/Guardians of the child named [to be completed by the Clergy/Faith leader]**

To the best of your knowledge, has the parent/guardian of the above-named child attended worship with the child at your church at least once per month for a 12-month period prior to application, from 1<sup>st</sup> January 2022 to 9<sup>th</sup> January 2023?

Yes / No      If no: how many times over how many months?\* .....

**\*NOTE:** *"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".*

Name of Clergy/Faith leader: (please print): .....

Name of Church: .....

Signature of Clergy/Faith leader: .....

Date: .....

Contact Telephone Number .....

Contact email address .....

The Signatory above is asked to return this form to the applicant, who should submit it to the school

*The Governors are grateful for your help in ensuring that the admissions process is honest and fair. This form may not be accepted after the application closing date.*

See over...

**3. For the applicant [to be completed by parent/guardian]**

The information on this form confirms that I/we have met the above requirements **and** these have been verified by the Clergy/Faith leader.

Yes

No

**Parental Signature:** .....

**Name (please print):** .....

**Date:**.....

*[Please return this form to the office at St George's C of E Primary School Beaufort Rd, Birmingham B16 8HY]*

**OFFICE USE ONLY**

Date Application Received	
Received By	