



## **Admissions Policy 2023 - 2024**

### **MISSION STATEMENT**

Our successful Christian school offers a wide range of exciting and educational opportunities to enhance skills, talents and creativity. The school community appreciates and accepts others, and celebrates the achievements of all. We have supportive and trusting relationships with God and all his children. As a result, we take responsibility and welcome absolutely everyone into a caring and safe environment, where we are all guided to work together.

### **AIMS OF THE SCHOOL**

At Moseley C of E Primary School, we want ALL of our children to:

- Have an enthusiasm and thirst for learning
- Have confidence to be themselves and consistently aim high to challenge their potential;
- Have an awareness for the world beyond their own – have respect and understanding of others with circumstances different to their own;
- Explore all opportunities provided to discover their talents and abilities;
- To be kind and respectful members of their community;
- Have embedded morals;
- Have fun, good memories of their school life;
- Be inspirational role models.

### **ADMISSIONS**

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 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 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. These children are referred to as internationally adopted previously looked after children – “IAPLAC”. Evidence will be required from the carer confirming that their child meets the above criteria in accordance with the DfE’s non-statutory guidance on the admission of IAPLAC.
- Priority 2** Children with brothers or sisters (siblings) already at the school who will still be there when they start school themselves.
- Priority 3.** Children who qualify for Pupil Premium funding, up to a maximum of 3 (priority will be given to those who live closest to the school)
- Priority 4.** Parent / guardian and child / children who regularly attend the local Church of England Churches in Moseley (St Mary’s, St Anne’s and St Agnes) for public worship. We define regular as meaning at least once a month for a two-year period prior to the deadline date for applications and this will be confirmed by the SIF, signed from the local minister of one of the 3 applicable churches. [see note 4]
- Priority 5.** Parent / guardian and child / children who regularly attend any other Church of England Church. We define regular as meaning at least once a month for a two-year period prior to the deadline date for applications and this will be confirmed by the SIF, signed from the local minister.[see note 4]
- Priority 6.** Parent / guardian and child / children who regularly attend any other Christian church. For the purposes of these admission arrangements 'other Christian church' means a 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/201904/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/201904/list_of_designated_churches_3_oct_18.pdf) We define regular as meaning at least once a month for a two-year period prior to the deadline date for applications and this will be confirmed by the SIF, signed from the local minister.[see note 4]
- Priority 7.** Children who live nearest the school.

### Notes:

1. If applying under oversubscription Priority 3, 4, 5 or 6 above, parents are required to complete a Supplementary Information Form (SIF) as evidence that they meet one of these oversubscription criteria. For Priority 4, 5 or 6, this form must be signed by the relevant Minister. Forms must be returned to the school by the deadline date for Local Authority applications.
2. Children with a statement of special educational needs that names Moseley C of E Primary School will be offered a place first. This is not an oversubscription criterion and will reduce the number of places available.

3. Priority 3: 'Pupil Premium' – does not include Early Years Pupil Premium or the Service Premium. The Governors' definition of Pupil Premium / Free School Meals eligibility is if you are currently in receipt of any of the following:

- Income-based Jobseeker Allowance
- Income Support
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit
- Universal Credit

Declaration of eligibility for Pupil Premium / Free School Meals is required on the additional information form at the point of application.

4. Priority 4 – 6. For admission to Reception at the start of the academic year, attendance is required for a minimum of 2 years prior to the Local Authority's deadline date for applications. If a family is moving into the area, a letter is required for application under Priority 3, 4, 5 or 6 demonstrating attendance at a Church of England or other Christian denomination church at least once a month for a two-year period preceding the deadline date of applications, which must be signed by the minister of their previous church.

Please note that 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 worship.

5. 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 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);
- the separate children of a couple who live together; or
- an adopted or fostered brother or sister.

6. 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.

7. 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.

8. 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. Addition of a child to the waiting list will require the list to be re-ranked.
9. 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).
10. 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.
11. 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.

The school 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.

12. 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.
13. 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.

#### **14. Admission of children below compulsory school age and deferred entry:**

14.1 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.

14.2 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.

14.3 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**: ie: A child born between 01 September and 31 December must be in compulsory education by the 31 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).

#### **15. Admission of children outside their normal age group**

15.1 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 Governing Board of Moseley Church of England Primary School 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.

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

15.2.1 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.

### 15.2.2

(a) 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 of the school's Governing Board that the child may **apply** the next 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 Governing Board of Moseley Church of England Primary School, via the school office, setting out the reasons for the request. The Governing 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.

(b) If the Governing Board agrees to the parent's request, the existing application for a 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).

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

15.3 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.

15.4 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

16. This policy is reviewed annually by the Governing Body at the start of the school year. This policy was last updated on 6<sup>th</sup> July 2021 and presented to the Governing Body on 20<sup>th</sup> July 2021 for approval.