

ADMISSIONS POLICY

St Peters CE Primary School, Harborne, Birmingham, B17 0BE

Academic Year for which Policy Applies: 2023/24

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

St Peters CE Primary School admission number for Reception is 60 children. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

Admissions Procedure for Children entering one of our Reception Classes

Birmingham Education Authority policy states that children can be admitted into a Reception Class if they are 4 years old by 31st August of the year in which they are due to start school, and if there is a place available.

Birmingham Education Authority will send information and an Application Form to your home.

We do not allocate Reception places; these are allocated by the Education Department.

Admissions phone number 0121 303 1888 or apply online at

www.birmingham.gov.uk/admissions

Children with a statement of special educational needs/EHC Plan

SEN Children with EHC plans who have been identified as needing to attend schools with specific facilities to accommodate them. Children with an Education and Health Care Plan that names St Peters CE Primary School will be offered a place first. This may reduce the number of places available. This is not an oversubscription criterion

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) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order of special Guardianship Order immediately following having been looked after. From September 2021, 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:

Siblings – Children who have brothers and sisters who will be attending St Peters CE Primary School in September 2023. Sibling criteria is:

Children who live at the same address who have the same parents. Children who live together but have separate parents but are related through marriage or adoption. This includes half-brothers/sisters or step-brothers/sisters. 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.

Priority 3: Church Attendance

Children whose parents have applied on denominational grounds, will be considered on the following basis of priority:

- Parent/guardian and child who regularly attend St Peter's Church or any other Church of England Church. Unless your regular attendance is at St Peter's Church, you will only be considered for this priority if St Peter's CE Primary School is the closest Church of England school to your home address.

We define regular as meaning twice a month for a year between 1st January and 31st December in the year prior to your application for school. This needs to be confirmed by a Supplementary Information Form signed by the local minister, together with supporting evidence, e.g. copy of record card, where appropriate. If you attend St Peter's church you must ensure that you and your child attend Church or Junior Church twice a month on a Sunday. It is imperative to sign the register both in Church and Junior Church each time you attend. Section B of the Supplementary Information Form must be completed and signed and stamped by the appropriate clergy/Church leader and then returned to the school by 15th January 2023.

If you wish to be considered for a place for your child in this category please collect the relevant Supplementary Information Form from the school office or download it from the school website.

- Parent/guardian and child who regularly attend any other Christian church. You will only be considered for this priority if St Peter's CE Primary School is the closest Church of England school to your home address. We define regular as meaning twice a month for a year between 1st January and 31st December in the year prior to your application for school and this will need to be confirmed by a Supplementary Information Form signed by the church minister, together with supporting proof of attendance, where appropriate, which could be a copy of relevant register entries. Section B of the form must be completed and signed and stamped by the appropriate clergy/Church leader and then returned to the school by 15th January 2023.

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/2019-04/list_of_designated_churches_3_oct_18.pdf

If you wish to be considered for a place for your child in this category please collect the relevant Supplementary Information Form from the school office or it can be downloaded from the school website.

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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 arrangement in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

Priority 4:

Distance – The distance from school to the child's home, as measured by a straight line measurement. If requesting a place using this criteria, evidence will be requested to prove place of residence upon application.

NOTES

1. If offering a place within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority using a computerised system based on ordnance survey coordinates. The calculation of distance is on the basis of a straight-line measurement between the applicant's home address and the main gate to the Infant Department. 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 siblings will be admitted).
2. **In Year Admissions (Over-subscription Criteria)**

Applications made outside the normal admissions round should be made directly to the school. An 'In Year Application Form' must be completed with proof of address and date of birth at the time of the application.

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.

Applications received after 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.

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 another child to the waiting list will require the list to be re-ranked.

3. 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 Governing Board, who is currently Dr Barney Scholefield, via the school office. Appeals will be heard by an Independent Panel.

4. Fair Access Protocol

The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.

5. Home Address

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 dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts).

6. Parent

For the purpose of education law, the Department of 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. Admissions of Children Below Compulsory School Age and Deferred Entry

- 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.
- 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.
- 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 1 September and 31 December must be in compulsory education by the 31 December. A child born between 1 January and 31 March must be in compulsory education by 31 March. A child born between 1 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).

8. Admissions of Children outside their Normal Age Group

- 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 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.

- Summer Born Children (those born between 1 April and 31 August)

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.

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 the 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.

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).

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).

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.

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-admission>

This policy is reviewed annually

Last Review: July 2021