

Admissions Policy

A policy for all trust schools

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1. Introduction & Context

The Schools

Create Partnership Trust is a multi-academy trust currently comprising four primary schools, with contact details as follows:

Brookfields Primary School 2 Hingeston Street, Hockley, Birmingham, B18 6PU	Conway Primary School Conway Road Sparkbrook, Birmingham B11 1NS	Greet Primary School Percy Road Sparkhill, Birmingham B11 3ND	Hodge Hill Primary School Twycross Grove Hodge Hill, Birmingham B36 8LD
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2. Trust Admission Statements

The Trust complies with the Department for Education's (DfE's) School Admissions Code of Practice (*the Admissions Code*) the School Admission Appeals Code of Practice (*the Appeals Code*) and the law relating to admissions. It is in line with Birmingham Local Authority (LA) procedures and admissions criteria.

The Trust acts in accordance with equalities law and the law on admissions as they apply to academy trusts.

The Trust will ensure that parents/carers have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Trust.

This policy is generic to the Trust. Each school makes its own admissions arrangements in line with Trust policy. These are set out annually and published on the school website.

Pupil admission numbers

The *pupil admission number* (PAN) is set for each school as the maximum number of pupils for each year group from Reception to Year 6 (Y6). These are shown for each school below, together with the number of places in our Nursery classes. (*Please note: Hodge Hill Primary School does not currently offer nursery places.*)

Brookfields Primary School	Conway Primary School	Greet Primary School	Hodge Hill Primary School
N admission no: 26 FTE	N admission no: 26 FTE	N admission no: 39 FTE	
R to Y6 admission no: 60	R to Y6 admission no: 60	R to Y6 admission no: 120	R to Y6 admission no: 120

A school may temporarily reduce its PAN to accommodate a reduction in the local area's birth rate. This is agreed with the Local Authority by the Headteacher (after consultation with the CEO) and reported on the school's website when describing the admissions process for the following year.

A school may also occasionally increase its PAN in Key Stage 2 (Years 3 to 6) if there are pupils who meet the eligibility criteria and who are without a school place. The Headteacher makes a recommendation to the CEO.

Every consideration is given to maintaining classes of 30 wherever possible.

3. Admission Authority

The Trust Board is the admission authority for Create Partnership Trust.

4. Admissions criteria

1. Children who are in the care of the LA or provided with accommodation by them and children who were previously looked after
2. Children who will have a sibling at the school at the time of admission
3. Children who live closest to the school

Explanatory notes

- A *looked after* child is in the care of the LA or is subject to a Full Care Order or an Interim Care Order.
- A *looked after* child also includes one who was previously looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
- Details of eligibility must be provided by the relevant foster carer, social worker or adoptive parent.
- As a result of the publication of the new School Admissions Code 2021, we have expanded our LAC definition with reference to **pupils internationally adopted**:

*Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as the result of being adopted, will be given equal first priority in admission arrangements alongside looked after children (LAC) and children previously looked after by English local authorities (PLAC). These children are referred to as internationally adopted, previously looked after children – **IAPLAC**. Evidence will be required from the carer that their child meets the above criteria in accordance with the DfE's non-statutory guidance on the admission of IAPLAC.*

Siblings

- A brother or sister living in the same family unit at the same address
- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one parent
- A step-brother or step-sister, where two children are related by a parent's marriage or civil partnership
- The separate children of couples who live together
- An adopted or fostered brother or sister
- The children must be living permanently in the same house.
- Siblings in the Nursery do not qualify.

Distance from the school

Distances are calculated on the basis of a straight line measurement between the child's home address and a particular area of each school:

- for **Brookfields Primary School**: the school entrance on Hingeston Street;
- for **Conway Primary School**: the centre of the main school building;
- for **Greet Primary School**: the main entrance on Percy Road;
- for **Hodge Hill Primary School**: the main entrance to the school building.

- The LA uses a computerised system which measures all distances in metres. Ordnance Survey supplies the coordinates that are used to plot an applicant's home address.
- Proof of address is required by the school.
- A child's home is the address where s/he normally resides and which has been notified to the school and other relevant agencies as the normal place of residence.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence is determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.
- In a very small number of cases 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 the school is exactly the same, for example, in 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 PAN for the child's year group to be exceeded, the LA uses a computerised system to randomly select the child to be offered the final place.
- In the event of this occurring with twins or other multiple birth applicants, the Trust and the school will consider whether to admit over its PAN to accommodate the pupils.

5. Parents' Right to Apply for a School

5.1 Birmingham City Council, as a Local Authority, must enable parents and carers to say where they would prefer their child to go to school. The law does not give parents a right to "choose" which school their child will attend.

5.2 Subject to certain exceptions an admission authority must comply with any preference expressed by a parent/carer as to the school at which their child should be educated.

Exceptions

5.3 The law recognises that it may not always be possible to carry out parents' wishes, for a number of reasons:

- because this would "prejudice the provision of efficient education or the efficient use of resources", e.g. because a particular school may be full (i.e., it has already admitted pupils up to the Published Admission Number for the child's year group);
- because it is a selective (grammar) school and the child has not reached the required academic standard for entry to a selective school;
- because the child has been permanently excluded from two or more schools and the most recent of the exclusions took place within the last two years;
- because the school's statutory infant class size limit of 30 has been reached.

6. The application process for primary & secondary normal admission rounds

All rounds

6.1. Applications made on behalf of children with an Education Health and Care

Plan will be considered by the Special Educational Needs Assessment and Review Service (SENAR), in accordance with parental preference and each child's individual needs, taking account of Birmingham City Council's inclusion policy and any consultation required with school trust board.

- 6.2. Birmingham Local Authority's School Admissions and Fair Access Service will obtain names of children who are looked after by Birmingham and will verify details for those applicants who indicate that their child was previously looked after but has not subsequently been adopted (or became subject to a child arrangements or special guardianship order) within the appropriate age range. Places for these children will be considered in accordance with each school's admission criteria. Evidence will be required from carer's whose children were previously adopted. We may require evidence from carers whose child was looked after or was previously looked after by another Local Authority.

Children adopted from state care outside of England

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 will be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). 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. The School Admissions and Fair Access Service may be required to check with colleagues from the Birmingham Virtual School about the acceptability of any evidence provided by the carer of an IAPLAC before considering their child's application under this criterion.

Starting Reception Class

- 6.3. If a child attends a nursery class, this does not mean that he or she will automatically get a place in the primary or infant school to which the nursery is linked or attached. Parents with children in a nursery class must apply for a Reception Class place at the school in the same way as other parents.
- 6.4. By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday. However, in Birmingham, children are admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.
- 6.5. Parents may, however, defer their child's admission to primary or infant school until later in the school year, but not beyond the beginning of the first academic term after the child's fifth birthday (the time when the child reaches compulsory school age) and not beyond the beginning of the final term of the school year of which the offer was made. Alternatively, a parent has the right for their child to be admitted on a part-time basis during the Reception Class year but not beyond the point that they reach compulsory school age. In both cases above a school place is held for the child until they take it up.

- 6.6. A child who reaches the age of five during the 2025/2026 summer term would reach compulsory school age in September 2026. However, it is not possible to accept a place in the Reception Class for September 2025 but defer the child's admission until the beginning of the 2026/2027 academic year, and if a child did not take up their place in a Reception Class in 2025/2026 a separate in-year application would need to be made for the child to enter the school in Year 1.
- 6.7. Parents of children who reach the age of five during the summer term of the 2025/2026 academic year, who are considering deferring their child's admission to primary or infant school until the beginning of the 2026/2027 academic year, should note that as the overwhelming majority of children in Birmingham start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will not have vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).
- 6.8. For children born in the summer, parents/carers may believe it to be in their child's best interests to be admitted to Reception Class rather than Year 1, outside their child's normal age group. These requests will be considered by the admission authority of the school(s) and a decision made on the basis of the circumstances of each case and also in the best interests of the child concerned. Parent/carers must contact the relevant admission authority directly to request deferment, for schools where Birmingham Local Authority is not the admission authority (non-Community/Voluntary Controlled Schools). Parents will be required to provide evidence that they have requested and had deferment approved by the admission authority for that school. Parents do not have the right to insist that their child is admitted to a particular age group including Reception.

Implications of deferred entry to school

- 6.9 Placement outside a child's chronological year group must be considered to be in the best interests of the child. The decision could potentially have long-term effects and it is therefore important to establish the reasons for the request to delay starting school. It is also important to anticipate what will happen when your child would be old enough to transfer to secondary school, to leave statutory education and the timing of any consequent examinations. Some points to consider:
- Your preferred school may not have space in the following year to accommodate your child.
 - As your child matures they may realise that the rest of their class are of a different age, causing adverse emotional impact.
 - Admission authorities (e.g. academies) will be the decision makers and as they are independent of the local authority may choose to decline a deferral request.
 - As the law currently stands, a child who starts Reception a year behind cohort will need to request a formal deferral to progress through each phase of education with their adopted cohort (for example to apply for a deferral to secondary phase when a child is in year 5.)
 - A child applying for a selective school (e.g. grammar school) may be subject to a weighting in their selective test due to being older than other children in their cohort.
 - If your child reaches school-leaving age before they have completed their Key Stage 4 curriculum, they may decide to leave school without completing formal examinations.
- 6.10 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. At the same time, the

parent should submit their request for their child to be admitted out of their normal age group to the relevant admission authority, (this is BCC for all community and voluntary controlled schools), together with supporting evidence.

- 6.11 Admission authorities (the school in question, not the Local Authority) must 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 were not for being born prematurely. They 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 must set out clearly the reasons for their decision. The admission authority must ensure that the parent receives the response to their request before primary national offer day.
- 6.12 If the request is agreed, 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. If the request is refused, 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.
- 6.13 One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents should therefore consider whether to request admission out of the normal year group at all their preferred schools, rather than just their first preference schools.
- 6.14 Parents have the right to appeal against the refusal of a place at a school for which they have applied but cannot appeal if they are offered a place but not in their preferred age group.
- 6.15 In October 2024, the local authority will write or make arrangements to inform parents/carers of children who are on roll at a community or private nursery via the nursery advising them of how to apply for a Reception Class place online and of where to view the primary prospectus.
- 6.16 Applications open on 1 October 2024.
- 6.17 The statutory closing date is 15 January 2025. Applications received after this date will be treated in accordance with the procedure for late applications. Proof of address may be required to be provided to the School Admissions and Fair Access Service.
- 6.18 Parents will be allowed to express up to three preferences for their child to be admitted to any maintained primary or infant school or academy or free school inside or outside the Birmingham Local Authority area.
- 6.19 Applications made online will receive an immediate email confirmation when the application is submitted as long as an email address is provided.
- 6.20 Data will be exchanged with other admission authorities and other local authorities as detailed in Section 7.

- 6.21 The School Admissions and Fair Access Service will send details of any siblings included in a parent's application to schools and academies for verification.
- 6.22 The School Admissions and Fair Access Service will compare ranked parental preferences for each school. All ranked preferences will be given equal consideration against schools' admission criteria. If the child ranks sufficiently highly within the admission criteria for two or more schools and could therefore potentially be offered a place at either school, the school the parent ranked highest as a preference will be offered.
- 6.23 Children who live in Birmingham that have not been offered one of their parents' three preferences, following consultation with another admission authority if appropriate, will be offered a place at one of their closest Birmingham all state funded primary or infant schools with a vacancy.
- 6.24 Primary/infant schools will verify the child's date of birth at either the time of acceptance of the offer or at the school's induction day. Offers will be conditional on providing valid proof of date of birth.

Transfer from Infant School to Junior School (Year 2 to Year 3)

- 6.25 If a child attends an infant school, it is necessary for the child to transfer to a different school for his/her junior education.
- 6.26 In October 2024, parents/carers with a child in Year 2 at an infant school will be sent a letter via the school advising them how to apply online for a Year 3 place at a junior school or any other junior school. The same timetable and process as Reception Class admissions above will be used. Parent/carers can express up to three preferences in total, however they must consider that applying for a junior school other than the school that is linked to their child's current infant school, means that their child is less likely to be offered a place at that school, as children that already attend the linked infant school get higher priority for a place at that junior school.
- 6.27 Applications made online will receive an immediate email confirmation when the application is submitted as long as an email address is provided.
- 6.28 If a child attends a primary school (rather than an infant school) it is not necessary to apply for him / her to transfer at the end of Year 2.

7. Determining the offer of school places

- 7.1. In determining applications for school places admission authorities must usually comply with parental preference.
- 7.2. In accordance with Section 86 of the School Standards and Framework Act 1998, with the exception of designated grammar schools, all maintained schools and Academies that have enough places available must offer a place to every child that has applied for one, without condition or the use of any criteria.

Children with challenging behaviour and those who have been excluded twice

- 7.3. Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and EHC plans.

8. Timetable for school admissions

Exact dates TBC

Autumn Term 2024: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

15th January 2025: National closing date for Primary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

January-March 2025: The school and Local Authority coordinate to process all applications. If more applications are received than places available they will be ranked according to the oversubscription criteria published in this policy.

PLEASE NOTE: schools are not able to provide any information regarding specific applications during this process.

28 February 2025: Deadline for the school to publish its appeals timetable on their website.

16th April 2025: Offers made to parents/carers by the Local Authority