

**ADMISSIONS POLICY for St. Laurence Church Junior School 2027/2028**

|                 |                                              |
|-----------------|----------------------------------------------|
| School name:    | <b>St Laurence Church Junior School</b>      |
| School address: | Bunbury Road, Northfield, Birmingham B31 2DJ |
| Headteacher:    | Mr Andrew Murphy                             |
| Tel no:         | 0121 464 6499                                |

Our admissions process for September admissions is part of the Local Authority co-ordinated scheme. Applicants must apply to the Birmingham Local Authority by the advertised closing date. Applications made outside the normal admissions round (in-year admissions) should be made directly to the school (see note 7).

St. Laurence Church Junior School's published admission number (PAN) for year 3 is 90.

Children with an Education and Health Care Plan that names St. Laurence Church Junior School will be offered a place first. This may reduce the number of places available.

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 will be considered by a committee of the Governing Board.

**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:**

A looked after child or a child who was previously looked after, but immediately after being looked after, became subject to an adoption, child arrangement, or special guardianship order (See notes).

**Priority 2:**

Children who are in Year 2 at St. Laurence Church Infant School.

**Priority 3:**

Children who have a brother or sister who will still be attending either the Infant or Junior School at the date of admission.

**Priority 4:**

Other children, in order of distance from home address to the Bunbury Road school gate (See notes).

## **Notes:**

### **Looked after child or previously looked after child:**

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 or Special Guardianship Order immediately following having been looked after. 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement 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.

### **Siblings**

Under Priority 3, 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.

### **Distance from school gate**

If offering places within any one of the criteria would cause the admission number for the school to be exceeded, then children living nearest to the Bunbury Road school gate will be offered available places first. Distances are measured by the Local Authority admissions system as a straight-line distance from the child's home address point to the Bunbury Road gate providing access to the site of both St Laurence schools using ADDRESS-POINT®.

ADDRESS-POINT is a computerised system which 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 the church school gate 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).

### **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 a dispute between parents who each have parental responsibility; the matter may ultimately need to be resolved by the courts.

## Parent

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.

## Late Applications

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

## Waiting lists

Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. Additions to the waiting list will require the list to be re-ranked in accordance with the oversubscription criteria.

## In-Year applications

Applications made outside the normal admissions round should be made:

- directly to the school by completing the [In-Year Application Form](#) and returning it to the school.
- alternatively, you can contact the school office on 0121 464 6499 or [enquiry@stlrcj.bham.sch.uk](mailto:enquiry@stlrcj.bham.sch.uk) to arrange a time to collect a form.

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.

## 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, via the school office. Appeals will be heard by an independent panel.

## Fair Access Protocol

The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

## Admission 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.

(a) If the Governing Board agrees to the parent's request, the existing application for a Yr 3 place may be withdrawn and the parent must then make a new application for a place in Yr 3 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).

(b) 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 4 for the September following the child's eighth 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>***

### **Policy review**

This policy is reviewed every year and in line with the requirements of the Admissions Code 2021. This policy was reviewed and determined in October 2025.