

Admissions

A policy for all families and staff

Review January 2020

Responsibility for this policy:	Board of Directors (Trustees)
Responsibility for monitoring/evaluation:	CEO, DCEO and Headteachers/Heads of School
Date of original policy:	September 2017
Date of next review:	September 2021 or as required
<i>Tracked changes from original policy:</i>	<i>Greet TS logo adjustment (p1)</i> <i>Hodge Hill logo adjustment (p1)</i> <i>Reference to the role of Head of School (throughout)</i>
Links to other policies:	Attendance Policy Behaviour Management Principles Complaints Policy Equalities Statement and Objectives SEND Policy Whistleblowing Policy

Creating futures through our shared values of excellence, partnership and perseverance

LIST OF CONTENTS

1	INTRODUCTION AND CONTEXT	p3
	<ul style="list-style-type: none">• The schools• Trust admissions statements• Pupil admission numbers	
2	THE APPLICATION PROCESS	p4
	<ul style="list-style-type: none">• Nursery admissions• Reception admissions• In-year admissions• Special educational needs	
3	ADMISSIONS CRITERIA	p4
	<ul style="list-style-type: none">• Three criteria• Explanatory notes: care, siblings, distance	
4	INFANT CLASS SIZE LEGISLATION	p5
5	WAITING LISTS	p5
	<ul style="list-style-type: none">• Nursery• Reception• Other year groups	
6	APPEALS	p6
7	RECEPTION STARTING DATES	p6
8	ADMISSION OF RECEPTION CHILDREN OUTSIDE THEIR NORMAL AGE GROUP INCLUDING SUMMER BORN	p6

This policy supersedes all previous Admissions policies.

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
Tel: 0121 675 1897	Tel: 0121 675 0622	Tel: 0121 464 3360	Tel: 0121 464 2189
Email: enquiry@brookfields.bham.sch.uk	Email: enquiry@conway.bham.sch.uk	Email: enquiry@greet.bham.sch.uk	Email: enquiry@hodgeapps.co.uk
Website: www.brookfields.bham.sch.uk	Website: www.conway.bham.sch.uk	Website: www.greet.bham.sch.uk	Website: www.hodgehillprimary.bham.sch.uk

Trust admissions 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 (or 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: 39 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

2 THE APPLICATION PROCESS

Nursery Admissions

- Children are admitted to the Nursery in the school year following their third birthday.
- Applications for a place in the Nursery are made directly to the individual schools: **Brookfields Primary School, Conway Primary School** or **Greet Primary School**.
- Applications can generally be made at any time but we recommend early application during the previous school year to ensure that a place is secured.
- The timetable to apply to the Nursery is published annually by each school on its website. Applicants are considered under the published Birmingham LA admissions criteria.

Reception Admissions

- Children normally start Reception in the September of the school year following their fourth birthday.
- All Trust schools participate in the co-ordinated admissions arrangements for Reception entry which is administered by Birmingham LA.
- Applications for a Reception place must be made online at: <https://www.birmingham.gov.uk/schooladmissions>
- Parents/carers must apply for a Reception place even if the child is attending a Nursery at the same school. Attendance at that Nursery does not give priority for a Reception place.
- There is a national closing date for Reception applications which is usually in mid-January.

In-year admissions

- Applications for school places and admissions in other year groups (Years 1 to 6) or at other times of the year are known in-year admissions. Parents/carers should approach the school directly if they are seeking a place.

Special educational needs (SEND)

- A child with an Education, Health and Care Plan (EHCP), where the particular school is named, will be admitted as the first priority.
- Children with particular educational needs who have not been formally assessed or supported prior to starting school, may find the routines of school to be challenging. The school retains the right to limit the child's attendance to part-time in such special circumstances and if the child has not reached compulsory school age (the fifth birthday). These decisions are always made after seeking other solutions and in dialogue with parents/carers.

3 ADMISSIONS CRITERIA

Three 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

Care

- 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.

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.

4 INFANT CLASS SIZE LEGISLATION (Reception, Y1 and y2)

- The school is required to comply with the Infant Class Size requirement which means that it can teach no more than 30 children from Reception to Y2, per teacher. The Trust schools' admission numbers reflect this position for each class. However, if only one child of a multiple birth can be accommodated within the PAN, the Trust and the school will consider admitting the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

5 WAITING LISTS

Nursery

- **Brookfields Primary, Conway Primary** and **Greet Primary** each operate a waiting list for Nursery if they receive more applications than there are places available.
- The list is open for the whole academic year.

- Waiting lists are not fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants are added to the school's list in accordance with the order of priority for offering places.

Reception

- Each Trust school operates a waiting list for Reception if it receives more applications than there are places available.
- Applicants who have not been offered a place by the school or a higher preference from their LA application form preferences, are allocated a place on the waiting list.

Other year groups

- The schools operate a waiting list for applications to other year groups.
- Applications are made directly to the school by completing an application form available from the school.
- On receipt of an in-year application, the school notifies the LA of both the application and its outcome, to allow the LA to keep up to date with figures on the availability of school places in Birmingham.

6 APPEALS

- Appeals are administered by the LA.
- Parents/Carers who wish to appeal against the decision to refuse a child admission should visit www.birmingham.gov.uk/schooladmissions to submit their appeal form.
- Appeals are heard by a panel that is independent of both the school/Trust and the LA.

7 RECEPTION STARTING DATES

- Children qualify for admission to the Reception class in the September following their fourth birthday.
- Where an offer has been made, the child's parent/carer can defer the date that 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 (5th birthday) and not beyond the beginning of the final term of the school year for which the offer was made.
- Where the parent/carer wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Unless there are very unusual circumstances, the Trust advises parents/carers to start their children full-time at school in September.

8 ADMISSION OF RECEPTION CHILDREN OUTSIDE THEIR NORMAL AGE GROUP, INCLUDING SUMMER BORN

- The school will consider an application for a place outside of the child's normal Reception age group, which includes summer born children (1 April – 31 August). The decision is based on the circumstances of each case and in the best interests of the child. Parents/Carers need to write to the school giving a reason for the request and provide appropriate documentation.
- The school takes into account the parent/carer'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 it were not for being born prematurely.
- The school considers the information provided and informs the parent/carer in writing of their decision. If the school agrees to this request, the child is considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.
- Unless there are very unusual circumstances, the Trust advises parents/carers that children are best placed with their regular year group.