

# Create Partnership Trust

*Creating futures*

## Admissions policy

A policy for all families and children

September 2017

Responsibility for this policy:	Board of Directors (Trustees)
Responsibility for monitoring/evaluation:	CEO/EHT and Headteachers
Date of next review:	September 2018 and annually thereafter
Links to other policies:	Equalities; SEND

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



## Introduction and context

Create Partnership Trust, established in September 2016, is a multi-academy trust currently comprising three primary schools, with contact details as follows:

Conway Primary School	Greet Primary School	Hodge Hill Primary School
Conway Road Sparkbrook, Birmingham B11 1NS Tel: 0121 675 0622 Email: <a href="mailto:enquiry@conway.bham.sch.uk">enquiry@conway.bham.sch.uk</a> Headteacher: Ms Tania Yasmin	Percy Road Sparkhill, Birmingham B11 3ND Tel: 0121 464 3360 Email: <a href="mailto:enquiry@greet.cham.sch.uk">enquiry@greet.cham.sch.uk</a> Co-Headteachers: Mrs Emma Tyler & Mrs Sheenagh Edger	Twycross Grove Hodgehill, Birmingham B36 8LD Tel: 0121 464 2189 Email: <a href="mailto:enquiry@hodgeapps.co.uk">enquiry@hodgeapps.co.uk</a> Headteacher: Mrs Anne Perry

Create Partnership Trust complies with the Department for Education'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. This admissions policy complies with the Admissions Code and Appeals Code in accordance with Birmingham Local Authority procedures that are in effect at the time of drafting this policy. Each school in the Trust complies with Trust policy.

### 1.0 Application process

#### 1.1 Nursery Admissions

- Applications for a place in the nursery are made directly to the individual schools: Conway Primary School or Greet Primary School. (*Please note: Hodge Hill Primary School does not currently offer nursery places.*)
- The timetable to apply to the nursery is published annually by each school. Applicants are considered under the published LA admissions criteria.
- Parents/Carers need to apply directly to individual schools for a nursery place. All applicants are considered as per the LA admissions criteria.

#### 1.2 Reception Admissions

- The school participates in the co-ordinated admissions arrangements for reception entry which is administered by Birmingham Local Authority (the LA).
- Applications for a reception place must be made using the online application form <https://eadmissions.birmingham.gov.uk/prefs.php> and administered by Birmingham local authority. For further information on this process please visit the LA website. [https://www.birmingham.gov.uk/info/20119/school\\_admissions/590/apply\\_for\\_reception\\_primary\\_school](https://www.birmingham.gov.uk/info/20119/school_admissions/590/apply_for_reception_primary_school)
- The Trust considers all applications for a reception place under the published LA admissions criteria. <https://www.gov.uk/schools-admissions/admissions-criteria>

### 2.0 Admissions criteria

- Any child with a statement of special educational need (SEN) / Education, Health and Care plan (EHCP) is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. When the school is oversubscribed, after the admission of Children with Statements of Special Educational Needs where the school is named, priority for admission is given to those children who meet the criteria set out below:
- A *looked after child* or a child who was previously looked after but immediately became subject to an adoption, *residence*, or special guardianship order. A looked after child is a child who is a) looked after by a local authority or b) is provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. Details of eligibility must be supplied by the allocated social worker or foster carer.
- Children who on the date of admission will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who is living with them at the same

address and on roll of the school. Children are considered under this criterion if they have a sibling who attends the school and who continue to be on roll when the child joins the school. Siblings (brothers or sisters not cousins) are considered to be those children who live at the same address and:

- have one or both natural parents in common, or
  - related by a parent's marriage, or
  - adopted or fostered by a common parent
  - are unrelated children living at the same address whose parents are living as partners.
- Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.
  - Within each of these categories, priority is given to those who live nearest the school. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the school front gates. The LA uses a computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address and the address of the school.
  - 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 Published Admission Number (PAN) for the child's year group to be exceeded, the Local Authority 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 school will consider whether to admit over our PAN to accommodate the pupils.

### 3.0 Infant class size legislation (Reception, Year 1 and Year 2)

- The school is required to comply with the Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position for each class. However, if one child of a multiple birth can be accommodated within the published admission number, the school will consider admitting the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

## 4.0 Waiting lists

### 4.1 Nursery

- The school operates a waiting list if it receives more applications than there are places available and the list is open for the whole academic year. Applications are made directly to the school and are considered under the published LA admissions criteria. 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. Waiting lists are maintained by the school until the end of each academic year.

### 4.2 Reception

- The school operates a waiting list where 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 local authority application form preferences, are allocated a place on the waiting list.

## 5.0 In-year admissions

- The school operates a waiting list for applications to other year groups. Applications are made directly to the school by completing an in-year application form available from the school. All such applications are considered and a place

offered if one is available. On receipt of an in-year application, the school notifies 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.

#### **6.0 Appeals**

- Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form.
- Appeals to decisions made should be put in writing to:  
The Chief Executive Officer/Executive Headteacher, Create Partnership Trust, C/o Greet Primary School, Percy Road, Birmingham, B11 3ND

#### **7.0 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 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 to start their children at school in September.

#### **8.0 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 concerned. 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.