

Create Partnership Trust

Admissions Policy

September 2023/2024

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1. Introduction & Context

1.1 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.createpartnership.org.uk	Email: enquiry@conway.createpartnership.org.uk	Email: enquiry@greet.createpartnership.org.uk	Email: enquiry@hodgehill.createpartnership.org.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* (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

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. Parents' right to apply for a school

4.1 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.

4.2 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

4.3 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.

5. The application process for primary and secondary normal admission rounds

All rounds

5.1 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**.

5.2 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 order 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

- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 A child who reaches the age of five during the 2023/2024 summer term would reach compulsory school age in September 2024. However, it is not possible to accept a

place in the Reception Class for September 2023 but defer the child's admission until the beginning of the 2024/2025 academic year, and if a child did not take up their place in a Reception Class in 2023/2024 a separate in-year application would need to be made for the child to enter the school in Year 1.

- 5.7 Parents of children who reach the age of five during the summer term of the 2023/2024 academic year, who are considering deferring their child's admission to primary or infant school until the beginning of the 2024/2025 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).
- 5.8 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.

5.12 Implications of deferred entry to school

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.
- 5.13 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.
- 5.14 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.
- 5.15 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.
- 5.16 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.
- 5.17 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.

- 5.18 In October 2022, 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.
- 5.19 The statutory closing date is 15 January 2023. 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.
- 5.20 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.
- 5.21 Applications made online will receive an immediate email confirmation when the application is submitted as long as an email address is provided.
- 5.22 Data will be exchanged with other admission authorities and other local authorities as detailed in Section 7.
- 5.23 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.
- 5.24 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.
- 5.25 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.
- 5.26 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)

- 5.27 If a child attends an infant school, it is necessary for the child to transfer to a different school for his/her junior education.

5.28 In October 2022, 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.

5.29 Applications made online will receive an immediate email confirmation when the application is submitted as long as an email address is provided.

5.30 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.

6. Determining the offer of school places

6.1 In determining applications for school places admission authorities must usually comply with parental preference.

6.2 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

6.3 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.

7. Timetable for primary and secondary normal admissions rounds for 2023/2024

Admissions Round	Reception	Junior (Yr 2 – 3)	Secondary (Yr 6 – 7)	Year 10 (14-19 academies)
Birth range	01/09/18 – 31/08/19	01/09/15 – 31/08/16	01/09/11 – 31/08/12	01/09/08 – 31/08/09

Rounds open	1 October 2022	1 October 2022	1 September 2022	1 September 2022
Final closing date for receipt of applications	15 January 2023	15 January 2023	31 October 2022	31 October 2022
Rounds close (Applications will need to be made via the in-year process after this date)	31 July 2023	31 July 2023	31 July 2023	31 July 2023
Data exchange with other Local Authorities	27 January 2023	27 January 2023	11 November 2022	11 November 2022
Unranked preferences forwarded to Birmingham Admission Authorities	7 February 2023	7 February 2023	25 November 2022	25 November 2022
Sibling reports sent to schools and academies	7 February 2023	7 February 2023	25 November 2022	25 November 2022
Ranked preferences from Birmingham Admission Authorities and sibling reports from community schools / academies to be returned to Birmingham LA	28 February 2023	28 February 2023	16 December 2022	16 December 2022
Offer exchange with other Local Authorities	10 March 2023 24 March 2023 31 March 2023	10 March 2023 24 March 2023 31 March 2023	13 January 2023 27 January 2023 3 February 2023 17 February 2023	17 February 2023
Offer day – Notifications sent	17 April 2023	17 April 2023	1 March 2023	1 March 2023
Admissions Round	Reception	Junior (Yr 2 – 3)	Secondary (Yr 6 – 7)	Year 10 (14-19 academies)

Refusal of any offer should be made by this date	2 May 2023	2 May 2023	15 March 2023	15 March 2023
Any appeal should be received by this date <i>(20 school days following notification that application was unsuccessful).</i>	16 May 2023	16 May 2023	29 March 2023	29 March 2023
Appeals received ontime should be considered by this date (40 school days).	18 July 2023	18 July 2023	15 June 2023	15 June 2023

8. Late applications

8.1 Applications received after the statutory closing dates (31 October 2022 for Secondary and 14-19 Transfers and 15 January 2023 for Reception and Year 2-3 Transfers will only be considered after applications received on time.

8.2 Birmingham City Council is unable to consider any late applications with exceptional circumstances as on time after the 9 November 2022 for Secondary and 14-19 Transfers and after 23 January 2023 for Reception and Year 2-3 Transfers, as the council will be exchanging data with other admission authorities, including neighbouring councils, as part of the coordinated admissions scheme. Birmingham City Council will only consider applications received after the closing date as on time if there were exceptional reasons which prevented the parent/carer from applying by the closing date:

- A child and the person with parental responsibility have moved home.
- Where the local authority has contacted that parent/carer regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

8.3 If you feel you meet the exceptional circumstances as above, you must submit your late application together with evidence/documentation supporting your exceptional circumstances to Birmingham Local Authority for Secondary and 14-19 Transfers between 1 November 2022 and 9 November 2022 and for Reception and Year 2-3 Transfers between 16 January 2023 and 23 January 2023.

8.4 Important your evidence must be marked Exceptional Circumstances along with your online application reference number e.g. 330-2023-09-E-001875 and you must explain your exceptional reasons and attach any relevant documents/evidence, if applicable. We can only consider applications submitted as late but with exceptional circumstances if the above process is fully adhered to. Evidence/documentation will not be requested by Birmingham Local Authority to support late applications (further to the above). Evidence/documentation must be sent in with the email as stated above by the parent/carer.

8.5 Parent/carers that fully adhere to 8.3 and 8.4 above will have their late applications considered by Birmingham Local Authority on a case by case basis. Those that we do consider as having exceptional circumstances preventing them applying on time will be processed as on time applications, those that are not considered exceptional will be treated as late applications. Parent/carers will be informed by email of our decision and that decision is final.

- 8.6 If parents/carers submit subsequent application(s) after their original application and after the final closing dates (see 8.3 above), they will be restricted to a maximum of six live preferences for secondary and a maximum of three live preferences for reception at any one time. This does not impact parents/carers' right to express changes in preference for other schools, however if they do

wish to do so, they must carefully consider which preferences they wish to keep and which they wish to remove. Parent/carers must be aware that if they remove a preference for a school where their child has been offered a place they will not have their offer at this school withdrawn. Parents/carers must also consider the impact on waiting lists and appeals for any schools that they remove as preferences, as they will also be removed from those schools' waiting lists and the appeals will be withdrawn. The maximum of six preferences for secondary schools also includes grammar schools. When places are offered in March (secondary) and April (reception), Birmingham City Council will make one offer of a school place for each child. If parents/carers then make changes to their live preferences and these changes overwrite the school place offered, this offer will be withdrawn and no further offer will be made at an alternative school unless a place can subsequently be offered at one of their preferred schools due to waiting list movement. However, inclusion on a school's waiting list is not a guarantee of a place becoming available. Any changes made to live preferences that overwrite the schools a child is currently on the waiting list for will cause the child to be removed from that waiting list. Changes to live preferences that overwrite schools that parents/carers have previously submitted an appeal for will cause the appeal to be withdrawn.

- 8.7 Following the offer of places if parent/carers submit a change of order for preferences for the same schools that they have already applied for, that these changes in order will be disregarded. All preferences are treated as equal first preferences and their order is only important prior to the offer of places in March (Secondary) April (Reception). If a child does not get offered one of the preferences a parent/carer has ranked higher in their order of preferences following the offer of places, they will be added to those waiting lists when waiting lists are created (The only exception is grammar schools that have a final qualifying score that a child must achieve to be included on those waiting lists).

- 8.8 All applications made on or after 31 July 2023 will need to be submitted to their preferred school as in-year applications.

9. Foundation, trust and voluntary aided schools

- 9.1 For each voluntary aided and foundation school (including Trust schools), the trust board is the admission authority and decides its own published oversubscription admission criteria.

10. Academies and Free Schools

10.1 Admission arrangements for academies and free schools are approved by the Secretary of State for the Department for Education as part of an Academy's Funding Agreement, which requires compliance with admissions legislation and relevant Codes.

11.7 Admission authorities for grammar schools must inform parents of the outcome of selection tests prior to the final closing date for applications each year, so that parents can make an informed decision as to whether they should name a selective school as one of their preferences.

12. The application process for in-year admissions

12.1 In-Year applications may arise for a number of reasons, for example, where a family has moved to Birmingham or if a parent/carer wishes to move their child from one school to another at a time outside the normal admissions round.

12.2 The local authority and all schools will work together to manage the process of in-year applications.

12.3 The local authority will enable parents to complete an application for a school place and will provide details of schools with places available.

12.4 In the first instance, parents will be requested to make applications directly to the school(s) concerned. Outside the normal admissions round, parents/carers can apply for a place for their child at any time and to any school.

12.5 The law relevant to admissions to state schools and academies provides that on receipt of an in-year application, they must notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within 2 school days. This will also allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

12.6 The admission authority should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified within 15 school days.

12.7 Parent/carers who live in Birmingham who have not been offered their preferred school will be advised of their right of appeal and be added to the schools waiting list. In-Year waiting lists for community, voluntary controlled, voluntary aided, foundation schools, academies and free schools in Birmingham will be maintained by the schools. The Local Authority may require sight of the waiting lists at these schools, in order to determine that the process is operating effectively.

12.8 Children who are not offered a place at any of their preferred schools, will be offered a place at a Birmingham Local Authority maintained school, academy or free school near to the child's home address, that has a vacancy.

12.9 The Local Authority will be informed by schools and academies of any child who has not taken up a school place so that appropriate action can be taken.

12.10 Children who live in Birmingham whose parents have refused the school place offered may be issued with a formal notice advising of their legal requirement to ensure that their child is in receipt of a suitable education whether in school or otherwise.

12.11 Where a child is not receiving suitable education, further action may be taken against a parent under Birmingham Local Authority's School Attendance process.

13. Fair Access Protocol

13.1 The operation of the Fair Access Protocol is outside the arrangements for the coordination of the normal admissions rounds and is only triggered when an eligible child has not secured a school place under in-year admission procedures.

13.2 Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

13.3 In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the Fair Access Protocol.

13.4 This provision will not apply to a looked after child or child with an Education Health and Care Plan naming the school in question, as these children must be admitted. Previously Looked after Children (including previously looked after children from outside of England) must be admitted promptly. If for any reason they are not admitted promptly they would be considered under the Fair Access Protocol.

13.5 All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

14. Applications for a School Place from those living outside of England

14.1 Applications for a place in Reception Class, Year 2-3, Secondary Transfers and those 14-19 Academies that are part of Birmingham's coordinated Admission Scheme for Entry in September 2023 can all be made by parent/carers from their current address if it is

outside of England in accordance to the relevant timescales and sections as outlined above.

14.2 If your child is unsuccessful in meeting the criteria for a place at one of your preferred schools in Reception Class, Year 2-3, Secondary Transfers and 1419 Academies for entry in September 2023 you will have the right of appeal against that decision to refuse to admit your child.

14.3 If your child is offered a place at one of your preferred schools in Reception Class, Year 2-3, Secondary Transfers and 14-19 Academies for entry in September 2023, they will be expected to take up the place at the start of term in September 2023. If your child does not attend on the first day of term you risk triggering the school's attendance processes which may result in the place eventually being withdrawn.

14.4 Applications for a place In-Year can be made by parent/carers from their current address outside of England. Please refer to the In-year section above for details on how to apply.

14.5 If your child is unsuccessful in meeting the criteria for an In-Year place at one of your preferred schools, you will have the right of appeal against that decision to refuse to admit your child.

14.6 Birmingham School Admissions and Fair Access Service will not place your child at an alternative school if your child was unsuccessful in meeting the criteria at one of your preferred schools until you have moved into Birmingham and can provide acceptable proof of address of this.

14.7 If your child is successful in gaining an In-Year place at one of your preferred schools, they will be expected to start at the school within a reasonable time frame to be agreed with the school, otherwise you risk triggering the school's attendance processes which may result in the place eventually being withdrawn.

15. Applications from UK Crown Servants and UK Military Families

15.1 Birmingham School Admissions will process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning to the area ahead of any move. We will accept any posting or quartering address as a 'home' address in the absence of any actual home address.