



Knowle CE Primary Academy

Appendix 1

Admission arrangements for Solihull community and voluntary-controlled schools 2015-2016

For children starting school in September 2015 - 16

1. Oversubscription criteria

1.1 If a community or voluntary-controlled school receives more on-time applications than there are places available, places will be offered in priority order according to the oversubscription criteria.

1.2 Secondary schools

1.2.1 Children transfer to secondary school in the September after their 11th birthday.

Priority 1a Looked after children and previously looked after children who were looked after and are now adopted or subject to a residence order or special guardianship order

Priority 1b Children whose exceptional circumstances can only be met by that particular school

Priority 2 Children who normally live in the catchment area of the school

Priority 3 Children who have a brother or sister at the school at the same time

Priority 4 Other children, measured in a straight line from the child's home

1.3 Junior schools

1.3.1 Children attending an infant school transfer to junior school in the September after their 7th birthday.

Priority 1a Looked after children and previously looked after children who were looked after and are now adopted or subject to a residence order or special guardianship order

Priority 1b Children whose exceptional circumstances can only be met by that particular school

Priority 2a Children at the linked infant school

Priority 2b Children living in the catchment area of the linked infant school(s)

Priority 3 Children who would have a brother or sister at the school or the linked school at the time they start school

Priority 4 Other children, measured in a straight line from the child's home

1.3.2 Children on the roll of an infant school listed below will be guaranteed a place at the specified linked junior school, where the application is submitted by the published closing date.

Infant schools Linked junior schools

Blossomfield Infant* Shirley Heath Junior or Sharmans Cross Junior

Burman Infant Haslucks Green Junior

Castle Bromwich Infant Castle Bromwich Junior

Cranmore Infant Widney Junior

Damson Wood Infant Coppice Junior

Daylesford Infant Chapel Fields Junior

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Dorrridge Infant Dorridge Junior

Marston Green Infant Marston Green Junior

Streetsbrook Infant Sharmans Cross Junior

Valley Infant Hatchford Brook J & I

Woodlands Infant Shirley Heath Junior

1.3.3 *Blossomfield Infant & Nursery School has a joint link to both Sharmans Cross Junior School and Shirley Heath Junior School. Parents are guaranteed a place at one of the schools.

1.3.4 For priority group 2a, if there are more applications for Sharman's Cross Junior School or Shirley Heath Junior School than places available, priority will be given to children attending Streetsbrook Infant School and Woodlands Infant School respectively.

1.4 Infant and primary schools

1.4.1 Children start in a reception class in a primary or an infant school in the September after their 4th birthday.

Priority 1a Looked after children and previously looked after children who were looked after and are now adopted or subject to a residence order or special guardianship order

Priority 1b Children whose exceptional circumstances can only be met by that particular school

Priority 2 Children who normally live in the catchment area of the school

Priority 3 Children who would have a brother or sister at the school or the linked junior school at the time they start school

Priority 4 Other children, measured in a straight line from the child's home

1.4.2 In September 2001 it became a legal requirement that all children in infant classes are taught in groups of no more than 30 with one qualified teacher. Each community and voluntary-controlled school (and a small number of voluntary aided schools in rural parts of the borough) has its own catchment area boundary. Children living within a school's catchment area will receive a higher priority for a place than children living outside the catchment area. However, a guarantee cannot be given because to do so may breach infant class size legislation.

1.4.3 Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

1.5 Nursery places in infant and primary schools

1.5.1 Children can start nursery in a primary or an infant school in the September after their 3rd birthday.

Priority 1a Looked after children and previously looked after children who were looked after and are now adopted or subject to a residence order or special guardianship order

Priority 1b Children whose exceptional circumstances can only be met by that particular school

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Priority 2 Children who normally live in the catchment area of the school

Priority 3 Children who would have a brother or sister at the school or the linked school at the time they start school

Priority 4 Other children, measured in a straight line from the child's home

2. The following sections are relevant to all applications:

2.1 Catchment area maps can be viewed online at www.solihull.gov.uk/onlinemaps.

2.2 Definition of a brother or sister

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 half-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 couples who live together; or
- an adopted or fostered brother or sister.

Priority is not given if the brother or sister attends the nursery unit as this is non-statutory education.

2.3 If possible, places will be offered at the same school to twins, triplets and children from other multiples births, as long as we comply with infant class size legislation. If only one place can be offered the parent will choose which child should have the place.

2.4 If a priority group has more applicants than places available priority will first be given to those with an older brother or sister at the school and then to those living nearest the school (measured in a straight line from home to school).

2.5 Distances are measured in a straight line from home to school by our admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.

2.6 If two or more applications in the same priority have the same distance, but only one place can be offered, a computerised random allocation system will be used to

decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.

3. Late applications and changes to applications for normal intake

3.1 Applications, received after the closing date, are late. Late applications will be considered after applications with the same priority that were received on time.

3.2 Changes to on-time applications received up to one month before the offer date will be considered if possible. Changes after this date are late.

3.3 Late applications and changes to applications will not be processed during the month prior to the offer date.

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4. Application procedure for the normal intake

4.1 Parents will have the opportunity to express a minimum of three preferences, rank them in order and give a reason for that preference.

4.2 A Primary Education and Secondary Education booklet is available for parents and comprehensive information will be published on the Council's website.

4.3 Applications should be received by the published closing date.

4.4 Applications with exceptional social or medical grounds must be supported by independent professional evidence. The Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional circumstances.

4.5 Children with statements of special educational needs that name a school will be offered a place at that named school. The Inclusion and Access Team process applications. This will reduce the number of places at that school.

4.6 The home address is the place where the child is permanently resident with his or her parents. 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, parents can choose which address will be used.

4.7 All applications are subject to address checks.

4.8 All offers of school places, for children resident in Solihull, will be made by us on the published offer date.

4.9 We will tell parents which school can be offered. For any preference ranked higher than the school offered a reason for refusing to offer a place will be given. Parents will have the right of appeal.

4.10 The parents are asked to accept or decline the offer within two weeks, after which action will be taken to contact parents.

4.11 The places that are offered are provisional and are dependent upon the circumstances of the application remaining unchanged until the date of admission to the school. It is important that parents provide us with any information relating to changes in circumstances, as soon as they occur. Offers based on a catchment area or distance will be withdrawn if a house move or fraudulent information means that the application would have a lower priority than all of those offered.

4.12 We may also make conditional offers to parents moving into the borough. Conditional offers of school places will be time limited, requiring proof of completion of property sale and purchase or rental before a confirmed offer is made. In the event that confirmation of completion cannot be provided the conditional offer will be withdrawn or in limited circumstances extended pending further documentary evidence.

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4.13 Intake rounds finish at the end of December, after which the waiting lists are closed. A fresh application may be made in January.

5. Application procedure for in-year admission (admission at any time other than the normal intake)

5.1 An in-year admission is at any time other than the normal point of intake.

5.2 Parents will have the opportunity to express up to three preferences, rank them in order and give a reason for that preference.

5.3 A leaflet is available for parents and comprehensive information will be published on the Council's website.

5.4 Applications with exceptional social or medical grounds must be supported by independent professional evidence. Cabinet Member will consider applications and evidence and grant priority 1b to applications with exceptional circumstances.

5.5 All applications are subject to address checks.

5.6 If a place cannot be offered at a preferred school applications will be prioritised for the waiting list using the oversubscription criteria for the normal intake to that school.

5.7 We will tell parents which school can be offered. For any preference ranked higher than the school offered a reason for refusing to offer a place will be given. Parents will have the right of appeal.

6. Waiting lists

6.1 Parents can request that their child's name be added to the waiting list for any Solihull school that is ranked higher than the school that has been offered.

6.1 Waiting lists are made in strict priority order against the published admission criteria for the school. Late applications for normal intake are put on the waiting list behind on-time applications of the same priority.

6.2 If a vacancy arises in a school, the place will be offered to the child with the highest priority

6.3 Applicants will be put on the waiting list for half a term. Parents must phone at the end of each half term if they want their child's name to stay on the waiting list. Those who do not phone will be removed from the list.

7. Minimum entry requirements for year 12

7.1 The following schools in Solihull have sixth form provision:

Arden

CTC Kingshurst Academy

Grace Academy

John Henry Newman Catholic College

Heart of England School

Park Hall Academy

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Smith's Wood Sports College

St Peter's Catholic School and Specialist Science College

Tudor Grange Academy

7.2 Each school is required to publish in their school prospectus the minimum entry requirements for entry into Year 12.

7.3 Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry into Year 12 is not dependant upon attendance or behaviour records.