

# **Admission arrangements for Solihull community and voluntary-controlled schools and coordinated scheme**

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**For admission to school at the beginning of the academic year 2011-12**

**For in-year admission to school (any time other than the normal intake) from September 2010**

## **1. Background**

- 1.1 The Education and Skills Act 2008 revised the requirements for every Local Authority (LA) for the coordination of admissions. The new regulations require every LA to coordinate all applications for admission into schools in their area. This applies to normal admissions rounds from September 2011 and in-year admissions from September 2010.
- 1.2 The purpose of the coordinated admission scheme is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent of a child living in the LA area who has applied for a school place is sent an offer of one, and only one, school place.
- 1.3 The admissions authority has the power to set aside these arrangements and refuse a place if the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

## **2. Coordinated scheme for intake and in-year admissions**

- 2.1 Application forms are available to parents of children who are normally resident in the LA area.
- 2.2 Parents wishing to apply for a school outside the LA area must include it on their home LA form.
- 2.3 Completed application forms must be returned to the home LA. Applications received from parents resident outside of Solihull will be sent to the parents' home LA for processing.
- 2.4 The LA will inform other admission authorities in Solihull of any preference made for their school, and pass on any relevant supporting information.
- 2.5 The admission authority for each school will consider the preferences for their school against the published oversubscription criteria. The list of preferences will be put into priority order and returned to the LA.
- 2.6 For preferences made for schools outside Solihull, the LA will inform the LA in which that school is situated, of any preference made by a Solihull resident and pass on any relevant supporting information.
- 2.7 Neighbouring LAs will inform Solihull LA of preferences made by their residents for a school situation in Solihull.
- 2.8 Preferences for community and voluntary-controlled schools will be put in priority order according to the oversubscription criteria.

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- 2.9 For children resident outside of Solihull, Solihull Council will notify the child's home authority which single Solihull offer can be made, if any. The parents' home LA will apply its own coordinated scheme to determine whether to offer the Solihull school place or a place within its own area.
- 2.10 For schools outside Solihull, the LA in which that school is situated will notify Solihull Council if a place can be offered
- 2.11 With a system of equal preferences it is possible that more than one school may be allocated. In this event, the ranking stated by the parent on the application form will be used to determine which single offer will be made.
- 2.12 Solihull Council will notify own admission authority schools of the children who have been offered a place at their school according to the priority order for places.
- 2.13 All offers of school places, to parents resident in Solihull, will be made by Solihull Council.
- 2.14 Late applications for schools which are their own admissions authority or for schools outside Solihull will be passed to the admissions authority or LA for them to consider.
- 2.15 Waiting lists will be maintained by Solihull Council. If a vacancy arises in a school the place will be offered to the child at the top of the waiting list by Solihull Council.

### 3. Oversubscription criteria

#### 3.1 Community secondary schools

- 3.1.1 Children transfer to secondary school in the September after their 11<sup>th</sup> birthday.
- 3.1.2 If a community school receives more applications than there are places available, places will be offered in the following order.

- Priority 1a** Children in the care of a local authority (looked-after children)
- 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 an older brother or sister at the school at the same time
- Priority 4** Children closest to the school, measured in a straight line from the child's home

- (i) For priority group 2, if there are more children wanting places than there are places available, places will be offered to children living in the catchment area in the following order:

- Priority 2a Children who have an older brother or sister at the school at the same time.

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- Priority 2b Children going to one of the linked primary schools at the time of the application.
- Priority 2c Children living nearest the school, measured in a straight line from home to school.

- (ii) Children who have applied for their catchment-area school, but could not be given a place, will be given priority 2 for the community school (if any) they showed a preference for after their catchment-area school.

### 3.2 Community junior schools

3.2.1 Children attending an infant school transfer to junior school in the September after their 7<sup>th</sup> birthday.

3.2.2 If a community junior school receives more applications than it has junior places available, places will be offered in line with the following criteria.

- Priority 1a** Children in the care of a local authority (looked-after children)
- Priority 1b** Children whose exceptional circumstances can only be met by that particular school
- Priority 2** Children at the linked infant school
- Priority 3** Children who would have an older brother or sister at the school at the time they start school
- Priority 4** Children closest to the school, measured in a straight line from the child's home

- (i) Any child who is 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

Blossomfield Infant\*  
Burman Infant  
Castle Bromwich Infant  
Cranmore Infant  
Damson Wood Infant  
Daylesford Infant  
Dorridge Infant  
Marston Green Infant  
Streetsbrook Infant  
Valley Infant  
Woodlands Infant  
St Alphege CE Infant

#### Linked junior schools

Shirley Heath Junior or Sharmans Cross Junior  
Haslucks Green Junior  
Castle Bromwich Junior  
Widney Junior  
Coppice Junior  
Chapel Fields Junior  
Dorridge Junior  
Marston Green Junior  
Sharmans Cross Junior  
Hatchford Brook J & I  
Shirley Heath Junior  
St Alphege CE Junior

- (ii) \*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.
- (iii) For priority group 2, if there are more applications than places available, at Sharman's Cross Junior School or Shirley Heath Junior School, priority will

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be given to children to children from Streetsbrook Infant School and Woodlands Infant School respectively.

### 3.3 Reception places in community and voluntary-controlled primary and infant schools

3.3.1 Children start in a reception class in a primary or an infant school in the September after their 4<sup>th</sup> birthday.

3.3.2 If a community or voluntary-controlled school receives more applications than it has places available, places will be offered in line with the following criteria.

**Priority 1a** Children in the care of a local authority (looked-after children)

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

**Priority 2** Children who normally live in the catchment area

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

**Priority 4** Children closest to the school, measured in a straight line from the child's home

(i) For priority group 2, if there are more applications than places available, places will be given to children living in the catchment area in the following order:

Priority 2a Children who have an older brother or sister at the school or the linked junior school at the same time.

Priority 2b Children living closest to the school, measured in a straight line from the child's home to the school.

(ii) Children who have applied for their catchment area school, but could not be given a place, will be given priority 2 for the community school (if any) they showed a preference for after their catchment area school.

3.3.4 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 the class size 30 legislation.

### 3.4 Nursery places in community and voluntary-controlled primary and infant schools

3.4.1 Children can start nursery in a primary or an infant school in the September after their 3<sup>rd</sup> birthday.

3.4.2 If a community or voluntary-controlled school receives more applications than it has places available, places will be offered in line with the following criteria.

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- Priority 1a** Children in the care of a local authority (looked-after children)  
**Priority 1b** Children whose exceptional circumstances can only be met by that particular school  
**Priority 2** Children who normally live in the catchment area  
**Priority 3** Children who would have an older brother or sister at the school or the linked junior school at the time they start school  
**Priority 4** Children closest to the school, measured in a straight line from the child's home

- (i) For priority group 2, if there are more applications than places available, places will be given to children living in the catchment area in the following order:

- Priority 2a Children who have an older brother or sister at the school or the linked junior school at the same time.  
Priority 2b Children living closest to the school, measured in a straight line from the child's home to the school.

### 3.5 Applications for change of school outside the normal admissions cycle (in-year admissions)

- 3.5.1 If a community or voluntary-controlled school receives more applications than there are places available, places will be offered in the following order:

- Priority 1a** Children in the care of the local authority (looked after children)  
**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 an older brother or sister at the school at the same time  
**Priority 4** Children closest to the school, measured in a straight line from the child's home

### 3.6 Catchment areas

- 3.6.1 Maps showing the catchment areas are available for inspection in Solihull Connect. Catchment area boundaries have not been changed.

### 3.7 Definition of a brother or sister

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 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.

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- 3.8 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.
- 3.9 For priority groups 3 and 4, when there are more children than places available, those living nearest the school (measured in a straight line from home to school) will be offered places first.
- 3.10 Distances are measured by our admissions system using ADDRESS-POINT®. ADDRESS-POINT 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.
- 3.11 In any priority, if two or more applicants 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.

### **4. Application procedure**

- 4.1 Application forms will be made available to allow parents to express preferences for schools, rank them in order and give a reason for that preference.
- 4.2 A Primary Education and Secondary Education booklet will be made available for parents.
- 4.3 Applications should be returned to the LA, or made on the online system by the closing date published in the Primary Education or Secondary Education booklet.
- 4.4 Applications on exceptional social or medical grounds must be supported by independent professional evidence. The Cabinet Member Advisory Group for Admissions will consider applications, and determine whether the grounds outlined in the supporting evidence are to be accepted.
- 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 All applications are subject to address checks.
- 4.7 All offers of school places, for children resident in Solihull, will be made by Solihull Council on the published offer date.
- 4.8 A letter will be sent to parents informing them 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.

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- 4.9 The parent will have two weeks in which to accept or decline the offer, after which time parents will be contacted. If, after a reasonable time, the place has not been accepted, the place may be withdrawn and offered to the next child on the waiting list.
- 4.10 The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide Solihull Council 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 results in the application having a lower priority.
- 4.11 Solihull Council will 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.
- 4.12 Where none of the preferences listed, by a Solihull resident parent, can be offered Solihull Council will offer a place at the nearest school with a vacancy after all other offers have been made.

### **5. Late applications**

- 5.1 Applications received after the closing date, (unless there are particular circumstances which prevented the application being made earlier) are late and will be considered after applications with the same priority that were received on time.
- 5.2 Changes to applications before 1 February will be considered if possible. Changes after 1 February are late and will not be considered unless there is a genuine reason until after the allocation of places.
- 5.3 Late applications and changes to applications will not be processed between 1 February and the offer date.
- 5.4 Any late applications made under priority 1 (exceptional circumstances) will be considered by Cabinet Member.

### **6. Waiting lists**

- 6.1 A child's name will be added to the waiting list for any Solihull school (except CTC Kingshurst Academy) 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 are placed after those of the same priority that were received on time.
- 6.2 If a vacancy arises in a school, the place will be offered to the child at the top of the waiting list.

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6.3 Waiting lists are kept until December. After this a change of school form will have to be completed.

### **7. Minimum entry requirements for year 12**

7.1 The following schools in Solihull have sixth form provision:

Arden School  
CTC Kingshurst Academy  
Grace Academy  
Heart of England School  
Park Hall Academy  
Smith's Wood Sports College  
St Peter's Catholic School and Specialist Science College  
The Archbishop Grimshaw Catholic School

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.

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### Appendix 1

<b>Timetable for admissions process for 2011-12 For admission to school in September 2011</b>				
	<b>Secondary</b>	<b>Junior</b>	<b>Reception</b>	<b>Nursery</b>
Date of birth range	01/09/99-31/08/00	01/09/03-31/08/04	01/09/06-31/08/07	01/09/07-31/08/08
Number of preference	5	3	4	4
Closing date	31 October 2010	15 January 2011	15 January 2011	3 December 2010
Cabinet Member Advisory Panel meeting	January 2011	February 2011	February 2011	January 2011
ADT exchange with other LAs	15 November 2010	31 January 2011	31 January 2011	N/A
Inform our own admission authority schools of preferences	29 November 2010	4 February 2011	4 February 2011	3 January 2011
Own admission authorities return priority list to LA	17 December 2010	6 January 2011	28 February 2011	21 January 2011
ALT exchange with other LAs	10 January 2011 24 January 2011 7 February 2011 14 February 2011	10 March 2011 21 March 2011 31 March 2011	10 March 2011 21 March 2011 31 March 2011	N/A
Offer day - letters posted	1 March 2011	26 April 2011	26 April 2011	10 February 2011
Acceptance to be received by	15 March 2011	13 May 2011	13 May 2011	24 February 2011

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### Appendix 2

#### Published admission numbers for all Solihull schools

<b>Primary schools</b>	
Balsall Common Primary School	90
Bentley Heath Cof E Primary School	60
Berkswell Cof E VA Primary School	30
Bishop Wilson Cof E Primary School	60
Blossomfield Infant & Nursery School	60
Burman Infant School	60
Castle Bromwich Infant School	120
Castle Bromwich Junior School	120
Chapel Fields Junior School	68
Cheswick Green Primary School	30
Coleshill Heath Primary School	60
Coppice Junior School	70
Cranmore Infant School	60
Damson Wood Nursery & Infant School	60
Daylesford Infant School	75
Dickens Heath Community School	60
Dorridge Infant School	90
Dorridge Junior School	96
George Fentham Endowed School	30
Greswold Primary School	60
Haslucks Green Junior School	60
Hatchford Brook Junior & Infant School	30 Infant and 44 Junior
Hatchford Community Primary School	60
Hockley Heath Primary School	30
Kineton Green Primary School	30
Kingshurst Primary School	60
Knowle Cof E Primary School	60
Lady Katherine Leveson Cof E Primary School	26
Langley Primary School	60
Marston Green Infant School	90
Marston Green Junior School	90
Meriden CofE Primary School	30
Mill Lodge Primary School	30
Monkspath Junior & Infant School	90
Oak Cottage Primary School	30
Our Lady Of Compassion Catholic Primary School	45
Our Lady Of The Wayside Catholic Primary School	60
Peterbrook Primary School	60
Sharmans Cross Junior School	90

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Shirley Heath Junior School	90
Smith's Wood Community Primary School	60
St Alphege Cof E Infant & Nursery School	75
St Alphege Cof E Junior School	70
St Andrew's Catholic Primary School	30
St Anne's Catholic Primary School	60
St Anthony's Catholic Primary School	30
St Augustine's Catholic Primary School	30
St George And St Teresa Catholic Primary School	30
St James Cof E VA Junior School	60
St John The Baptist Catholic Primary School	30
St Margaret's Cof E VA Primary School	30
St Patrick's CofE VA Junior & Infant School	30
St Mary And St Margaret's C of E Primary School	30
Streetsbrook Infant & Nursery School	60
Tidbury Green Primary School	30
Ulverley Primary School	60
Valley Infant School	60
Widney Junior School	66
Windy Arbor Junior & Infant School	60
Woodlands Infant School	60
Yew Tree Nursery Junior & Infant School	30
Yorkswood Primary School	60

<b>Secondary schools</b>	
Alderbrook School	256
Archbishop Grimshaw Catholic School	240
Arden School	240
CTC Kingshurst Academy	240
Grace Academy	210
Heart of England School	215
Langley School	190
Light Hall School	250
Lode Heath School	210
Lyndon School	269
Park Hall Academy	240
Smith's Wood Sports College	240
St Peter's Catholic	200
Tudor Grange School	250