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Our ref:  
Your ref:

Please ask for: **School Admissions**  
Direct Line: **0121 704 6693**  
Date: **As postmarked**

Dear parent or carer

### **Application for a school place - for Solihull residents**

As requested, please find enclosed an application pack for a change of school. You can only fill in the form if you live in Solihull. If you live outside Solihull and want to apply for a place in a Solihull school, you must get a form from your council. They will send details of your application to us.

Before filling in the form please take time to read these notes. It is essential that you include as much information on the application form as possible. Sections 1 and 3 of the form must be filled in by the parent or carer. The form must then be taken to your child's current, or most recent, school for them to fill in section 2. The completed form should be returned to us together with any relevant supporting documentation.

Your child must continue to attend their current school until a new place is offered. Parents are responsible, by law, to ensure that their child attends school every day (Education Act 1996, Section 444) and are liable to prosecution if the child is absent from school without authorisation.

Do not fill in this form if your child has a statement of special educational needs. You should contact the Statutory Assessment and Review Team on 0121 704 6690.

As many Solihull schools are oversubscribed you are advised to discuss your options with the School Admissions Team by phoning 0121 704 6693.

Yours sincerely

*Lois Brough*

Mrs Lois Brough  
**Team Leader School Admissions**  
**School Place Planning and Admissions**

Many Solihull primary schools are full and you are advised to contact the School Admissions Team regarding possible vacancies. Most secondary schools are full and a satisfactory alternative cannot always be found. We do not have a 'feeder system' from nursery to primary school or from a junior or primary school to secondary school. You should contact other councils for details of vacancies in their schools.

If you want to apply for a voluntary-aided (church) school you should contact the school as you may have to provide additional information if you want your child's faith to be considered.

You can see recent Ofsted reports at [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports) and school performance tables at [www.dcsf.gov.uk/performance/tables](http://www.dcsf.gov.uk/performance/tables) for more information.

### **My child has a statement of special educational needs**

You **should not** fill in this application form. You should phone the Statutory Assessment and Review team on 0121 704 6690 for further advice.

### **What is the procedure if I am moving house?**

Phone the Admission Team to talk about possible vacancies. You can send your application form before you have moved. If there are vacancies at your preferred school we will offer a place. We will need a solicitor's letter stating that contracts have been exchanged and specifying a completion date; or a signed and dated tenancy agreement when it is available. We may not be able to use your new address until you have moved in. You must also provide proof of you selling or renting out your previous property. **A letter of intention to purchase is not sufficient.**

If you are returning to live in a property that you already own, which has been empty, you must provide confirmation that you are paying full council tax. If the property has been rented out, you must provide a copy of the notice given to your tenants to leave. If your move involves any other circumstances, you must provide appropriate written independent evidence of the date you started living there and the length of time you think you will stay there. If you cannot provide satisfactory proof we may ask for further documents or send an education welfare officer to your home.

### **What to do if your child is experiencing difficulties at school**

Before making a change of school application you must contact your child's current school to arrange an appointment with the Head Teacher, Head of Year or your child's form tutor/class teacher to discuss a possible course of action. If your child is being bullied you may ask to see the school's 'Anti-Bullying Policy'. If you have already removed your child from their current school, you must contact Education Welfare on 0121 788 1505 for help and support. If, after all of the above, the matter is not resolved you can fill in an application form. You must take the form to your child's current or most recent school to have section 2 filled in. If the circumstances are complex the application will take longer to process.

### **Applications for pupils in year 10 and 11**

Moving children after the start of Year 10 puts them at a disadvantage. It is unlikely that the same GCSE options will be available and schools often follow different courses. Applications will not be processed unless a house move means that travel is impossible. You must provide details of the subjects being studied, the examination boards and predicted grades.

### **I am not the child's legal guardian**

If you have parental rights to the child but not parental responsibility you must get the person who has parental responsibility to make the application. If this is not possible you must provide independent written evidence to verify this. If the child is in public care please provide written evidence from social services.

## **My child is not a citizen of the United Kingdom or the European Union**

We will need to see a copy of your passport and visa proving you have the right to remain in the UK and that your child is entitled to education.

## **Schools you want to apply for**

You can name up to three schools that you would like your child to go to, and rank them in order of preference. The school you name first should be the one you would most like your child to go to. You can apply for any school, anywhere. For example, a voluntary-aided (church) school, an academy, a grammar school or a school in Birmingham, Worcestershire, Warwickshire or Coventry. Do not apply for fee-paying schools on this form.

## **Voluntary-aided schools**

Voluntary-aided (church) schools have their own admission arrangements and oversubscription criteria. If your application includes one or more of these schools we will pass the details to the school(s). Before making your application you should contact the school for more information. If a place can be offered the local authority will make the offer on behalf of the governing body,

## **The application process**

When your application is complete we will contact your preferred schools to find out if there is a place or your application will be considered against the relevant oversubscription criteria. We will send you a letter telling you the outcome of your application. If a place can be offered you should make contact with the school to accept the place and arrange a start date.

## **What happens if you do not receive an offer for your preferred school(s)?**

If you are refused a place at a school you can appeal against the decision. You should phone School Admissions on 0121 704 6693 for more information and a form. The appeal process can take up to six weeks. Appeals are not heard during school holidays.

## **Waiting lists**

If we cannot offer a place at one of your preferred Solihull schools, you can phone School Admissions to have your child's name added to the waiting list. You must phone us before the end of each term at Christmas, Easter and July to keep your child on the list. **If you do not phone us by the start of the new school term your child's name will be removed from the list.** You will be asked to fill in a new form after a year.

Waiting lists are made in strict order of priority against the published admission criteria for the school. Your child can move down a waiting list if another child with a higher priority joins the list. If a vacancy arises at a school the place will be offered to the child at the top of the waiting list.

For details on waiting lists for voluntary-aided schools and schools outside Solihull you should contact that school or the relevant council.

## **What out-of-school provision is available?**

Out-of-school clubs provide care for school age children before school and after school, usually to meet the needs of working parents. The majority take place on the school premises. Information on before-and-after school clubs is on the enclosed list of schools. Childminders are usually available to take children to school and collect them from school. For information on childminders in your area and holiday play schemes you can phone the Family Information Service on 0800 389 8667.

## **Oversubscription criteria for Solihull community and voluntary-controlled nursery, infant, primary, junior and secondary schools including Arden, Grace Academy, Park Hall Academy, Tudor Grange Academy and Lyndon School Humanities College**

1. Children in the care of the local authority (looked after children)  
Children whose exceptional circumstances can only be met by that particular school
2. Children who normally live in the catchment area of the school (not applicable to junior schools)
3. Children who have a brother or sister at the school or the linked infant school or the linked junior school at the same time (links are only applicable to infant and junior schools)
4. Children living nearest school, measured in a straight line from home to school

### *Notes:*

- (i) If you think your child has exceptional social or medical reasons that mean he or she can only attend one particular school you must send independent evidence from a reliable source (for example, a consultant psychologist). The Advisory Group for School Admissions will consider the evidence. If your application is given priority 1 and the school you have applied for is full you will not be offered a place. Your child's name will be placed on the waiting list which is kept in strict priority order.
- (ii) Blossomfield Infant School has a joint link to Shirley Heath Junior School and Sharmans Cross Junior School.
- (iii) When considering applications for Sharmans Cross Junior School priority will be given to children with a brother or sister at Streetsbrook Infant School.
- (iv) When considering applications for Shirley Heath Junior School priority will be given to children with a brother or sister at Woodlands Infant School.
- (v) For priority group 2, if there are more children wanting places than there are places available, we will offer the places to children with a brother or sister attending the school or linked junior school first, then children living nearest the school, measured in a straight line from home to school.
- (vi) If there are more applications than places within priority 3, priority will be given to children living nearest the school, measured in a straight line from home to school.
- (vii) A brother or sister attending a nursery does not give an older sibling priority for admission.
- (viii) Distances are measured by our admissions system using ADDRESS-POINT®. ADDRESS-POINT® provides national grid co-ordinates and a unique reference for each postal address in Great Britain. The grid references are 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.

Voluntary-aided schools, academies and foundation schools have their own admission arrangements and oversubscription criteria. If there are more applications than places available at the school applications will be put in criteria order. Full details of admission arrangements and oversubscription criteria can be found at <http://www.solihull.gov.uk/schools/default.htm> or from the school.

For schools in other council areas you should contact the relevant council.

### **Birmingham City Council**

Margaret Street, Birmingham B3 3BU  
☎ 0121 657 0555  
admissions@birmingham.gov.uk

### **Warwickshire County Council**

Saltisford Office Park Anselly Way  
Warwick CV34 4UL  
☎ 01926 742037  
admissions@warwickshire.gov.uk

### **Coventry City Council**

New Council Office  
Earl Street Coventry CV1 5RS  
☎ 02476 831577  
admissions.benefits@coventry.gov.uk

### **Worcestershire County Council**

P O Box 73 Worcester WR5 2YA  
☎ 01905 766276  
schooladmissions@wocestershire.gov.uk