

# Admission arrangements for Solihull community and voluntary-controlled schools 2017-2018



## 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 11<sup>th</sup> birthday.

**Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order

**Priority 1b** Children whose exceptional social or medical reasons 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 7<sup>th</sup> birthday.

**Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order

**Priority 1b** Children whose exceptional social or medical reasons 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, provided 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  
Marston Green Infant

#### Linked junior schools

Shirley Heath Junior or Sharmans Cross Junior  
Haslucks Green Junior  
Castle Bromwich Junior  
Widney Junior  
Coppice Junior  
Chapel Fields Junior  
Marston Green Junior

Streetsbrook Infant  
Woodlands Infant

Sharmans Cross Junior  
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 4<sup>th</sup> birthday.

**Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order

**Priority 1b** Children whose exceptional social or medical reasons 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 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. 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 of a place 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 up to the beginning of 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 3<sup>rd</sup> birthday.

**Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order

**Priority 1b** Children whose exceptional social or medical reasons 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 school at the time they start school

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

## **2. Section 2 is relevant to all applications:**

2.1 Catchment area maps can be viewed online at [www.solihull.gov.uk/onlinemaps](http://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.

2.7 Parents can seek a place for their child outside their normal age group. Parents' reasons should normally be accompanied by professional evidence in support of their request. The request will be considered by the admissions authority and the head teacher of the preferred school.

## **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 before the allocation will be considered if possible. Changes after the allocation are late.

3.3 Late applications and changes received after the allocation will be processed after offer day.

#### **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 is 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 deemed to have exceptional social or medical reasons.

4.5 All children whose statement of special educational needs or education, health and care plan names a school **must** be admitted. This will reduce the number of places at that school. The SEND Team process these applications.

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. If a place cannot be offered a reason for refusal will be given. Parents will have the right of appeal. (There is no right of appeal for nursery as it is non-statutory education.)

4.10 Any preference ranked lower than the school offered will be withdrawn.

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

4.12 The places that are offered are provisional and are dependent upon the circumstances of the application remaining unchanged until the child has started the school. It is important that parents provide us with any information relating to changes in circumstances, as soon as they occur. If a house move or fraudulent information means that the child is no longer entitled to the place it will be withdrawn.

#### **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 is 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 social or medical reasons.
- 5.5 All applications are subject to address checks.
- 5.6 Parents will receive an outcome to their application. If a place can be offered the child is expected to start within 6 school weeks. If a place cannot be offered at a preferred school parents will be given a reason for refusal and offered the right of appeal. There is no right of appeal for nursery applications.
- 5.7 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.

## **6. Waiting lists for normal intake and in-year admissions**

- 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. 'Late' priorities are removed after October half-term.
- 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. Post-16 provision**

- 7.1 The following schools in Solihull have post-16 provision:

Alderbrook School	Heart of England School
Arden	Park Hall Academy
CTC Kingshurst Academy	Smith's Wood Sports College
Grace Academy	St Peter's Catholic School
John Henry Newman Catholic College	Tudor Grange Academy

- 7.2 Each school is required to publish 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 dependent upon attendance or behaviour records.

## Published admission numbers: Community and voluntary-controlled schools 2017-18

<b>Infant, junior and primary schools</b>	<b>Nursery</b>	<b>Reception</b>	<b>Junior</b>
Blossomfield Infant and Nursery	60	90	
Burman Infant	60	60	
Castle Bromwich Infant	90	120	
Castle Bromwich Junior			120
Chapel Fields Junior			64
Cheswick Green Primary	30	30	
Coleshill Heath	60	60	
Coppice Junior			60
Cranmore Infant	60	60	
Damson Wood Nursery and Infant	60	60	
Daylesford Infant	60	90	
Dickens Heath Community Primary	50	60	
Dorridge Primary	80	90	
Fordbridge Community Primary	60	90	
Greswold Primary	60	90	
Haslucks Green			60
Kineton Green Primary	30	30	
Kingshurst Primary	60	90	
Langley Primary	60	60	
Marston Green Junior			90
Meriden CE Primary	30	30	
Mill Lodge Primary	30	30	
Monkspath Junior and Infant	78	90	
Oak Cottage Primary	30	30	
Peterbrook Primary	60	60	
Sharmans Cross Junior			90
Shirley Heath Junior			90
Streetsbrook Infant and Nursery	60	60	
Tidbury Green	30	30	
Ulverley	60	60	
Valley Primary	80	90	
Widney Junior			66
Windy Arbor Junior and Infant	40	60	
Woodlands Infant	60	60	
Yew Tree Nursery, Infant and Junior	30	30	
Yorkswold Primary	60	60	
<b>Secondary schools</b>			
Smith's Wood Sports College		240	