



**Balsall Common Primary School**  
Balsall Street East, Balsall Common, Coventry CV7 7FS

## **Admission arrangements for 2017-18**

Our admissions process forms part of Solihull Council's co-ordinated scheme.

The school's admission number is 90. The admission number for nursery is 90.

If the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

### **Oversubscription criteria**

- Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order
- Priority 1b** Children whose exceptional social or medical reasons can only be met by Balsall Common Primary 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** Children of staff who are permanently employed at Balsall Common Primary School at the time of application
- Priority 5** Other children, measured in a straight line from the child's home

1. Children with a statement of special educational needs that names Balsall Common Primary School will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons 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 social or medical reasons.
3. Under priority group 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.
  - Priority is not given if the brother or sister attends the nursery unit as this is non-statutory education.
4. There is no guarantee of transfer from nursery to reception class; a further application must be made the following year.

5. If possible, places will be offered at the same school to twins, triplets and children from other multiples births.
6. 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).
7. Priority to staff will be given under the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made (i.e. by closing date 15 January), or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Distances are measured by the Council's 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.
9. 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.
10. 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.
11. Applications received after the closing date will be given a late priority. They will be put on the list after applications with the same priority that were received on time.
12. Waiting lists are produced in strict order of priority, according to the oversubscription criteria and managed by Solihull Council. Parents must phone the council every half term to keep their child's name on the list.
13. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council for processing. If there is a vacancy in the relevant year group, a place will be offered. If the year group is full, the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
14. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
15. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school should contact School Admissions at Solihull Council. Appeals will be heard by an independent panel. There is no right of appeal for nursery admission because attendance is non-statutory.