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## Knowle CE Primary Academy

### Admissions Arrangements 2021-22

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Our admissions process forms part of Solihull Council coordinated scheme.

The academy's admission number is 60. 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 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, by the distance measured in a straight line from the child's home to the school

1. Children with an Education, Health and Care Plan that names Knowle Academy will be offered a place first. This will reduce the number of places available.
2. 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 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 to twins, triplets and children from other multiple births, as long as we comply with infant class size legislation.
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. Distances are measured 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.
8. 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.
9. The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years.
10. Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list.
11. 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.
12. **In-Year Applications**  
Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority and put on the waiting list.

- 13 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.
14. 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.

15. **Admission of children below compulsory school age and deferred entry:**  
By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). Solihull Council however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may **defer** their child's admission to school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.

A parent has the right for their child to be admitted on a **part-time basis** during the Reception year but not beyond the point that they reach compulsory school age.

**In both cases above, a full-time school place is held for the child until they take it up.**

*Please note: A child who reaches the age of five during the 2020/21 summer term would reach compulsory school age in September 2021. It is not possible to accept a place in the Reception Class for September 2020 but defer the child's admission until the beginning of the 2021/2022 academic year, and if a child did not take up their place in a Reception Class in 2020/2021, a separate in-year application would need to be made for the child to enter the school in Year 1 and parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).*

#### **16. Admission of children outside their normal age group**

For some children in particular circumstances, for example summer born children (those born between 01 April - 31 August) or those with exceptional

circumstances (eg: medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later - therefore starting school in the September following their fifth birthday.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to Solihull Council. At the same time, the parent should submit the request to the Chair of the Admission Panel by letter for their child to be admitted out of their normal age group, together with supporting evidence.

In accordance with the School Admissions Code 2014, the Admission Panel will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Admission Panel must also take into account the views of the Principal. When informing a parent of their decision on the year group the child should be admitted to, the Admission Panel will set out clearly the reasons for their decision. The Admission Panel will ensure that the parent receives the response to their request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday *(when, again, there is no guarantee of a place being available)*.

Requests for education out of normal year group **for other years**, (eg for gifted and talented children or children affected by ill-health) should be made to the Admission Panel. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

There is no right of appeal if a child is offered a place but it is not in the age group preferred by the parents.

A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

*If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>*