



V3.1

Lady Katherine Leveson  
Church of England  
Primary School

# Admissions Policy for Entry September 2022-23

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## 2 POLICY DETAILS:

<b>Policy Name</b>	Admissions Policy
<b>Role responsible for making changes</b>	Chair of Admissions, Childcare & Marketing Working Group
<b>Committee responsible for approving changes</b>	Curriculum and Standards Committee
<b>Is this policy statutory?</b>	Yes
<b>Review cycle</b>	Reviewed annually, with wider consultation every 7 years
<b>Date policy first approved</b>	
<b>Date current version approved</b>	February 2021

## 3 REVIEW HISTORY:

<b>Version Number</b>	<b>Reason for review</b>	<b>Summary of changes made</b>	<b>Person responsible for changes</b>	<b>Date of committee approval</b>
V1.2	Revised for 7 year consultation	<ul style="list-style-type: none"> <li>Changes to align with changes to SMBC procedures.</li> <li>Changes to reflect amended committee structure at the school.</li> <li>Changes to align with information now available online.</li> </ul>	Bethan Davies, Chair of Admissions, Childcare and Marketing Working Group.	n/a
V1.3	Revised for 7 year consultation	<ul style="list-style-type: none"> <li>Amended to clarify applicable admissions period.</li> <li>Clarification of role of Head Teacher and Governing Board.</li> </ul>	Bethan Davies, Chair of Admissions, Childcare and Marketing Working Group.	n/a
V2.0	Presented to Governors for ratification.	None	Bethan Davies, Chair of Admissions, Childcare and Marketing Working Group.	13/2/18
V2.1	Revised for 2020 admissions.	include Applications for Our Of Year Placements section	Bethan Davies, Chair of Governors Simon Russell, School Head	7/12/18
V3.0	Approved by Governors	None		12/12/18
V3.1	Approved by Governors	None	Bethan Davies Associate Governor	28/9/19
V3.2	Approved by Governors	<ul style="list-style-type: none"> <li>Update on academy status</li> </ul>	Nicola Hammett Chair of Governors Simon Russell Head Teacher	08/02/21

## 4 PURPOSE & AIMS

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Lady Katherine Leveson is a Christian, Church of England school, part of BDMAT (Birmingham Diocese Multi Academy Trust) and is supported by our Church, St. Mary the Virgin, Temple Balsall. The school sets out to serve the whole of our community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. We welcome and celebrate a diverse and richly cultured school community.

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 5 LEGISLATION AND GUIDANCE

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This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 6 ROLES AND RESPONSIBILITIES

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### 6.1 GOVERNORS

- Supporting and overseeing the admissions procedure.
- Ratifying admissions decisions for implementation by the Head Teacher.
- Ensuring the admissions procedure complies with legislation, Local Authority procedures and the requirements of the Diocese of Birmingham.

### 6.2 HEAD TEACHER

- Implementing the admissions decisions of the Local Academy Board
- Consulting with representative(s) of the Governing Body, BDMAT and Diocese of Birmingham where necessary.

### 6.3 LOCAL AUTHORITY

- Centrally managing and co-ordinating the applications process including issuing the required forms.
- Notifying the school of applications and admissions within the annual cycle.
- Notifying the school of applications for admissions outside of the annual cycle.
- Managing waiting lists in strict order of priority, against the over-subscription criteria.

More information and the necessary forms can be found at [www.solihull.gov.uk/admissions](http://www.solihull.gov.uk/admissions).

## 7 DEFINITIONS

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**The normal admissions round:** This is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

**Compulsory school age:** A child reaches on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Regular Church Attendance:** The Governors of Lady Katherine Leveson C of E Primary School define regular attendance as attending church 12 times in 12 months, but no less than 6 months, prior to application. A letter of support from the local minister must be included.

**Brother or sister:** Under Oversubscription Criteria (2) 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 a couple who live together; or
- an adopted or fostered brother or sister.

**Home address:** This 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.

**Health, Education and Care Plan:** An EHC plan is for children and young people aged up to 25 who need more support than is available through special educational needs support.

**Governors' Admissions Meeting:** A meeting of the Head Teacher and at least two members of the Admissions, Childcare and Marketing Working Group, which is called by the Head Teacher as required by the procedures in this document.

## 8 MONITORING ARRANGEMENTS

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This policy will be reviewed by the Admissions, Childcare and Marketing Working Group every year for approval by the Curriculum and Standards Committee.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

## 9 LINKS WITH OTHER POLICIES

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- Inclusion Policy

## 10 PROCEDURES

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### 10.1 APPLICATIONS

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from Solihull Council in the autumn before admission.

There is no guarantee of transfer from nursery to reception class; a further application must be made in the following year.

The school has an agreed admission number of 28 pupils in each year and is single form entry. Applications will be considered as follows:

- Children with an Educational, Health and Care Plan that names Lady Katherine Leveson C of E Primary School will be offered a place first. This will reduce the number of places available.
- Where 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 considered using the Oversubscription Criteria in Section 10.5, together and at one time by the Governors' Admissions Meeting.

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.

### 10.2 LATE APPLICATIONS

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.

Changes to on-time applications received before the Governors' Admissions Meeting will be considered if possible. Changes after this will be processed with late applications.

### **10.3 APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND**

Applications for a school place at any time other than normal admissions round (in-year admissions) 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 governing body will apply the Oversubscription Criteria outlined in Section 10.5 to the application so that it can be placed on the waiting list.

### **10.4 WAITING LISTS**

Waiting lists are produced in strict order of priority, against the Oversubscription Criteria outlined in Section 10.5 and are managed by the Local Authority.

### **10.5 OVERSUBSCRIPTION CRITERIA**

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used:

1. Children looked after by a Local Authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who would have a brother or sister at the school at the start of the autumn term. Brother or sister defined according to the Solihull definition.
3. Children who have been baptised and whose families regularly attend the parish of St Mary the Virgin, Temple Balsall.
4. Children whose families regularly attend any other Christian churches.
5. Children living in the catchment area.
6. Children who live in the catchment area of Arden School and Heart of England School.
7. Other children.

### **10.6 TIE BREAK**

If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first.

Distances are measured by the Local Authority's computerised 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.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **10.7 APPLICATIONS FOR OUT OF YEAR PLACEMENTS**

We will consider applications for deferred start (e.g. starting Reception when the normal age-appropriate year should be Year 1) on an individual basis. In such circumstances a letter should be submitted to the Head and Governing Body detailing the reasons. Admission will be strictly managed on an individual basis considering needs of both the child and the class, and will be reviewed as required once the pupil is in school. Examples of the conditions the school may consider could be very late summer birthday, delayed learning, significant physical disability, etc.

## 11 APPEALS

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Parents who wish to appeal against the decision of the Governors Admissions Meeting to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

## 12 REPORTING

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Admissions applications and numbers are monitored by the Local Academy Board.

## 13 INCLUSION

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The Governing Body recognises its duty to comply with protocols to provide fair access and inclusion to pupils:

- with special educational needs
- from a variety of cultural backgrounds or
- who need a school place because they have missed, or are at risk of missing, education.