

# St. Alphege CE Federation of Schools

## Admissions Policy 2024 - 2025



Our admissions process is part of the Local Authority co-ordinated scheme. The Governing Board is the Admission Authority. The application process starts in the autumn before admission and applications may be made online at [www.solihull.gov.uk/enrol](http://www.solihull.gov.uk/enrol).

The schools' Published Admissions Numbers are 60 for Nursery, 75 for Infants, 70 for Juniors. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

### **Oversubscription criteria**

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

- Priority 1 Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Priority 2 Children on roll at St. Alphege Infant School at the time of application (for St. Alphege Junior School applications only).
- Priority 3 Baptised children whose parent(s)/carers regularly worship at St. Alphege or the District Churches of the parish, St. Helen's and St. Michael's, and who would have a sibling at the St. Alphege Schools at the same time.
- Priority 4 Baptised children whose parent(s)/carers regularly worship at St. Alphege or one of its District Churches.
- Priority 5 Baptised children whose parent(s)/carers regularly worship at a Church of England church other than St. Alphege or one of its District Churches, or at any Church of England Church or other Christian Church.
- Priority 6 Children whose parent(s)/carers regularly worship at St. Alphege, or the District Churches of St Helen's or St Michael's in Solihull or at any other Christian church \*.
- Priority 7 Other baptised children.
- Priority 8 Children who would have a sibling at the schools at the same time.
- Priority 9 Other children.

## Notes:

Children with an Education Health Care Plan that names St. Alphege Schools will be offered a place first. This will reduce the number of places available.

- 1 For priority groups 3, 4, 5, 7, and 8 a copy of the certificate of the child's Christian Baptism or other Christian naming or Dedication ceremony from the Church of England or other Christian churches must be included with the Supplementary Information Form (available from the school website or the school office) and returned to the school; application must also be made to the Local Authority. For priority 6 a copy of the Supplementary Information Form must be returned to the school, as well as application being made to the Local Authority.
- \* For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:  
[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)
- 2 For the purposes of education law, the Department for Education considers a 'parent' to include:
  - all biological parents, whether they are married or not;
  - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a stepparent, guardian or other relative;
  - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
- 3 'Regularly worship' means attending worship at least 12 times in the year prior to submitting the application.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

- 4 There is no automatic transfer from St. Alphege Nursery to the Reception classes of St. Alphege Infant School. Parents/carers need to apply for a place in Reception for their child the following year.
- 5 In line with Local Authority policy, children attending St. Alphege Infant School have the right to transfer to St. Alphege Junior School.
- 6 Under Priorities 3 and 8 a sibling must live at the same address and could be:
  - A sibling 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 the same-sex couples the same legal status as married couples);
  - The separate children of a couple who live together; or
  - An adopted or fostered sibling.

- 7 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. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).
- 8 Waiting lists are produced in strict order of priority, against the oversubscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed. Addition of a child to the waiting list will require the list to be re-ordered.
- 9 Applications or changes to an application received after the closing date and before the Governors' admissions meeting are late but will be considered by the Governors if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time.
- 10 A child's home address is the place where the child is permanently resident with his or her Parent(s)/carers. 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, the parents can choose which address will be used. In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.
- 11 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the Local Authority in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. Further information regarding Solihull MBC in-year admission is available at [www.solihull.gov.uk/admissions](http://www.solihull.gov.uk/admissions). If the year group is full, the governing board will apply the admission criteria to the application so that your child can be placed appropriately on the waiting list.
- 12 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.
- 13 The DfE defines Summer-born children as those born between 1<sup>st</sup> April and 31<sup>st</sup> August. Parents of a summer-born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full. Parents of a summer-born child may, at the same time as making an application to the Local Authority for a Reception place in the child's normal age group, make a request to the school's Local Academy Board that the child may reapply the following year to be admitted to the Reception class in the September following the child's fifth birthday instead. The request should be made in writing to the Chair of Governors of the school, via the school office, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision. If the Governing Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a new application for a place in Reception as part of the main admissions round the following year which will be considered against the normal oversubscription criteria, (and there is no guarantee of a place being offered at this school at that stage). If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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 at this school).

- 14 Parents making this request are advised to follow this process:
- Apply for a place for their child's normal age group at the usual time, submit a request for admission out of the normal age group at the same time and by the closing date; admissions authorities will respond to the request before national offer day. If the request is agreed, the application will be withdrawn before a place is offered; 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. Where a parent's request is agreed, the parent must make a new application as a part of the admissions process round the following year.
  - One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just at their first preference school.
- 15 Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to the Chair of Governors, via the school office. Appeals will be heard by an independent panel.