

Admission arrangements for Solihull community and voluntary-controlled schools 2027-2028



1. Background

- 1.1 Solihull Council is the admissions authority for Solihull community and voluntary-controlled schools. These admission arrangements, including the oversubscription criteria, explain how places will be offered.
- 1.2 All other academies, schools (including all secondary schools and voluntary aided schools) and the 14-19 university technical college in Solihull are their own admissions authority and responsible for determining their own admission arrangements, including oversubscription criteria. They must comply with the School Admissions Code.

2. Normal points of intake

2.1 Secondary and 14-19 Education

2.1.1 Children normally transfer to secondary school in the September after their 11th birthday.

2.1.2 All secondary schools in Solihull are responsible for determining their own admission arrangements including the oversubscription criteria which can be viewed on each school's website or the council's website. They all take part in the local authority coordinated scheme.

2.1.3 A range of educational options is available to children aged between 14 and 19 starting at the beginning of year 10 or year 12. Some establishments also take children from the beginning of year 9. All applicants should go direct to the college or UTC to apply.

2.2 Junior

2.2.1 Children attending an infant school transfer to junior school in the September after their 7th birthday.

2.3 Reception

2.3.1. By law parents must ensure that their children are receiving full-time suitable education at the beginning of the term after their 5th birthday, however children are entitled to a full-time place in the September after their 4th birthday.

3. Oversubscription criteria

3.1 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. If a school is not oversubscribed, all applicants will be offered.

3.2 Junior schools

- | | |
|------------|--|
| Priority 1 | Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted. |
| Priority 2 | Children whose exceptional social or medical reasons can only be met by that particular school. |
| Priority 3 | Children at the linked infant school who will be attending at the time of application and will still be in attendance at the end of year 2. |
| Priority 4 | Children living in the catchment area of the linked infant school(s) and would have a brother or sister at the school or the linked school at the time they start school. |
| Priority 5 | Children living in the catchment area of the linked infant school(s). |
| Priority 6 | Children living outside the catchment area of the linked infant school(s) and would have a brother or sister at the school or the linked school at the time they start school. |
| Priority 7 | Other children, measured in a straight line from the child's home. |

3.2.1 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. Applications received after the closing date or moving into the infant school after the closing date receive no guarantee of a place at the linked junior school.

Infant schools

Blossomfield Infant*
Burman Infant
Castle Bromwich Infant
Cranmore Infant
Damson Wood Infant
Marston Green Infant
Streetsbrook Infant
Woodlands Infant

Linked junior schools.

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

3.2.2 *Blossomfield Infant & Nursery School has a joint link to both Sharmans Cross Junior School and Shirley Heath Junior School. A place is guaranteed at one of the two schools providing the application is submitted by the national closing date. Children attending Woodlands Infant School are offered places at Shirley Heath Junior school first. Children at Streetsbrook Infant Academy are offered places at Sharmans Cross Junior school first. The remaining places at both schools are offered to children at Blossomfield Infant School. Children at Blossomfield Infant School with a sibling at Shirley Heath Junior or Sharmans Cross Junior are given priority over those without a sibling.

3.3 Infant and primary schools

- | | |
|------------|--|
| Priority 1 | Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted. |
| Priority 2 | Children whose exceptional social or medical reasons can only be met by that particular school. |
| Priority 3 | Children who normally live in the catchment area of the school and who would have a brother or sister at the school or the linked school at the time they start school. |
| Priority 4 | Children who normally live in the catchment area of the school. |
| Priority 5 | Children who would have a brother or sister at the school or the linked school at the time they start school. |
| Priority 6 | Other children, measured in a straight line from the child's home. |

3.3.1 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.

4. Definitions - section 4 is relevant to all applications:

- 4.1 **Looked after and previously looked after children** - All references to previously looked after children means such children who were adopted or subject to child arrangement orders or special guardianship orders immediately following having been looked after or those who appeal to have been in state care outside of England and ceased to be in state care as a result of being adopted. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- 4.2 **Exceptional social or medical reasons** – Priority is given to a child if there is a strong medical or exceptional social need that can only be met by one school. It does not cover common childhood complaints or childcare arrangements. It also does not cover academic ability or a school's performance. For an application to be considered under the exceptional social medical reason category you must:
- Tick the relevant box on the portal when making your application and provide reasons why your circumstances can only be met by one school.
 - Provide independent evidence from a formal reliable source which explains why only one school can meet your child's needs or circumstances. It must be clear in explaining what that school can offer that other schools cannot.
 - Applications not supported by formal evidence will not be considered under this priority but will be considered against the remaining admissions criteria.
 - Prior to national offer day a panel will meet to consider the evidence
 - Parent will receive the outcome to your application on national offer day

- If you apply on time, you cannot ask for exceptional reasons to be considered after the offers are made unless the reasons are new and were not in place at the time of application.
- Repeat requests are not permitted.

4.3 **Catchment area** - Catchment area maps can be viewed online www.solihull.gov.uk/online maps.

4.4 **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.
- the separate children of couples who live together; or
- an adopted or fostered brother or sister.

Entry into Reception Class siblings currently attending nursery class or attending Year 6 are not classed as meeting the sibling criteria. For secondary transfers siblings in Year 11 or the Sixth Form are not classed as meeting the sibling criteria.

4.5 **Multiple Births** - If possible, places will be offered at the same school to twins, triplets and children from other multiple births. Children of multiple birth are an exception to infant class size legislation.

4.6 **Distance Measuring** - 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. The grid reference for the school will be the main pedestrian gate if there are more than one.

4.7 **Criteria tiebreaker** - 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. This will be carried out independently from the school.

4.8 **Education outside of a child's normal chronological age group** - Parents may seek a place for their child outside of their normal age group. In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group.

Requests should be made to the admissions authority and may be supported by professional evidence, or it may simply be the parent's statement as to why they are making their request. The following is the process to be followed when applying for a reception, junior or secondary intake place:

- apply for a place for the child's normal age group at the usual time.
- parents submit their request to school admissions for admission out of the normal age group at the same time and by the closing date.
- request and evidence will be considered by Solihull Council taking into consideration the views of the head teacher.

- a response to the request will be sent before national offer day.
- if the request is agreed parents should withdraw their application for the normal age group and make a new application as part of the main admissions round the following year or proceed with their application for the normal age group and start in September.
- if the request is refused the application will proceed in the normal age group or the parent can make an in-year application for admission to year 1 for the September following the child's fifth birthday
- There is no right of appeal against the decision to decline the request. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

4.9 Deferred entry to school - By law parents must ensure that their children are receiving full-time suitable education at the beginning of the term after their 5th birthday, however children are entitled to a full-time place in the September after their 4th birthday. Parents can defer the date their child is admitted to the 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 for which it was made; and where parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

4.10 Home Address – A child's home address is the property that the is the child's main residence, not an address where the child may stay sometimes for other reasons such as childcare. The child must be resident at the property at the time of application, an application cannot be submitted using future or prospective address. Informal living arrangements with friends or relatives will not be classed as the child's main residence. Evidence of residence at an address may be required.

Where a child lives with parents that have shared responsibility for the child the residence shall be considered as the home which the child resides for the majority of the school week. If this has been determined by a copy of the order will be required. Where the care of the child is split equally or where the majority of the school week cannot be evidenced, the residence address will be determined as the home where child benefits are paid by way of a tiebreaker. If neither parent qualifies for this benefit the residence will be determined by the address that is registered with the GP. Any recent changes to benefit recipients or GP addresses to aid in obtaining a place at a preferred school will not be accepted.

5. Application procedure for the normal intake

- 5.1** Parents will have the opportunity to express preferences up to a maximum of 5 for primary and 6 for secondary. They will need to rank them in order and can give a reason for that preference.
- 5.2** A Primary Education and Secondary Education booklet is published on our website along with comprehensive information detailing the application process. A copy of this is available on request.
- 5.3** Applications should be submitted by the published closing date.

- 5.4 Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. Any application deemed to have exceptional social or medical reasons will be granted priority 2.
- 5.5 All children whose education, health, and care plan names a school must be admitted. This will reduce the number of places at that school. The EHCP Team process these applications by following the statutory process set out in the SEND Code of practice.
- 5.6 All applications are subject to address checks.
- 5.7 All offers of school places, for children resident in Solihull who applied for reception, infant to junior transfer or secondary school by the closing date, will be made by us on the published offer date.
- 5.8 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.
- 5.9 Any preference ranked lower than the school offered will be withdrawn.
- 5.10 Parents are asked to accept or decline the offer within two weeks. In some cases the offer will be automatically accepted on behalf of the parent, this will be communicated to the parent at the point of offer.
- 5.11 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 means that the child is no longer qualifies for a place, the place it will be withdrawn.
- 5.12 An offer of a place can be withdrawn if the place has been offered in error, the applicant has not responded with a reasonable period of time, or it has been established that the offer was made using fraudulent or intentionally misleading information. A place obtained fraudulently can be withdrawn after a child has started at the school.

6. Late applications and changes to applications for normal intake

- 6.1 Applications, received after the closing date, are late and will be processed after those that are received on time.
- 6.2 Changes to on-time applications received before the allocation will be considered by the end of term in December for secondary applications and by 1 February for reception and infant to junior applications. Changes received after these dates will be processed after offer day.
- 6.3 Additional preferences added after the closing date will be considered as late.
- 6.4 If the preferred school is not oversubscribed, all late applications will be offered.

7. Application procedure for in-year admission (admission at any time other than the normal intake)

- 7.1 An in-year admission is at any time other than the normal point of intake.
- 7.2 Parents will have the opportunity to express up to three preferences, rank them in order and give a reason for that preference.
- 7.3 An application form is available for parents to download or to submit on the online portal. Comprehensive information is published on the Council's website.
- 7.4 Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. Any application deemed to have exceptional social or medical reasons will be granted priority 2. Repeat requests are not permitted.
- 7.5 All applications are subject to address checks.
- 7.6 Parents will receive an outcome to their application within 15 school days of submitting a completed application. An application will be deemed complete when all sections are filled, and associated information is received. 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.
- 7.7 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.

8. Waiting lists for normal intake and in-year admissions

- 8.1 For normal points of intake, the child will be added to the waiting list for any Solihull school that is ranked higher than the school that has been offered.
- 8.1 Waiting lists are made in strict priority order against the published admission criteria for the school.
- 8.2 If a vacancy arises in a school, the place will be offered to the child with the highest priority.
- 8.3 For in-year applications, the child will be put on the waiting list for the remainder of the half a term. Parents must contact School Admissions during the week before every school holiday if they want their child's name to stay on the waiting list. Those who do not make contact will be removed from the list.

9. Fair Access

- 9.1 Each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.
- 9.2 Fair Access Protocols may only be used to place the groups of vulnerable and/or hard-to-place children nominated in the School Admissions Code, where they are having difficulty in securing a school place in-year, and it can be demonstrated that

reasonable measures have been taken to secure a place through the usual in-year admission procedures.

10. Crown Servants and children of UK service personnel

A place must be allocated in advance of arrival for families of crown servants and UK service personnel provided the application is accompanied by an official letter that declares a relocation date. Providing evidence of the intended address is provided, the address will be used when applying the oversubscription criteria.

Published admission numbers for community and voluntary controlled schools for 2027-2028

School	Reception	Year 3
Blossomfield Infant and Nursery School	60	
Burman Infant School	30	
Cheswick Green Primary School	30	
Cranmore Infant School	60	
Dickens Heath Community Primary School	60	
Greswold Primary School	90	
Marston Green Junior School		90
Meriden CE Primary School	30	
Mill Lodge Primary School	30	
Monkspath Junior and Infant School	60	
Olton Primary School	90	
Sharmans Cross Junior School		90
Shirley Heath Junior School		90
Tidbury Green Primary School	60	
Widney Junior School		66
Woodlands Infant School	60	

Qualifying scheme for admission to school at the normal point of intake 2027-2028



1. This scheme applies to all primary and secondary maintained schools, academies, free schools, foundation and voluntary aided schools (excluding special schools) in Solihull for the academic year 2027/2028 and is made under the provisions of the School Standards and Framework Act 1998, and The School Admissions Code (Co-ordination of Admission Arrangements) (England) Regulations 2012.
2. The purpose of the qualifying scheme is to establish a mechanism for ensuring that, so far as reasonably practicable, every parent of a child living in the area who has applied for a school place is sent an offer of one, and only one, school place.
3. In accordance with Section 86 of the School Standards and Framework Act 1998, with the exception of designated grammar schools, all maintained schools and Academies that have enough places available must offer a place to every child who has applied for one, without condition or the use of any criteria.
4. Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion and child in receipt of an EHC plan.
5. Parents of children who are normally resident in Solihull will be able to apply online.
6. Parents can apply for any type of maintained school in Solihull or in another council area but must do so on a single application to their home authority.
7. Parents seeking a place at a fee-paying school should contact the school directly to find out how to apply.
8. Applications must be submitted to Solihull by the published closing date.
9. We will send details of preferences for schools outside Solihull to the LA in which that school is situated and pass on any relevant supporting information.
10. Other LA's will inform Solihull of preferences made by their residents for schools situated in Solihull.
11. We will inform Solihull schools, who are their own admission authority, of any preference made for their school, and pass on any relevant supporting information.
12. If there are more applications than places available, the preferences will be considered against the published oversubscription criteria.
13. We will notify a child's home LA if a place can be offered at a Solihull school. The applicant's home LA will apply its own qualifying scheme to determine whether to offer the Solihull school place or a place within its own area.

14. Other LAs will notify us if a place can be offered to a Solihull applicant, at a school in their area.
15. With a system of equal preferences, it is possible that more than one school may be allocated. In this event, a place will be offered at the one highest ranked school which could be allocated.
16. We will notify own admission authority schools of children who qualify for a place at their school.
17. If none of the preferences listed by a Solihull applicant can be offered, we will offer a place at the nearest school with a vacancy after all other offers have been made. This will be called an unranked offer.
18. All offers of school places, to Solihull applicants, will be made by us. If the school is its own admissions authority the place is offered on behalf of the governing body or trust board.
19. Late applications will be processed after those that were received on time.
20. Late applications for schools outside Solihull will be passed to the admission authority or LA for them to consider.
21. Waiting lists will be maintained by Solihull Council. If a vacancy arises in a school the place will be offered to the child at the top of the waiting list by Solihull Council.
22. Coordination with other LAs will continue until 31 August.
23. Applications from those living outside of England will need to be made via email as the portal will only support those addresses within Solihull.

Timetable for admissions intake process for 2027-2028			
Round:	Reception	Infant to Junior	Secondary
Number of preferences	5	5	6
Closing date	15 January 2027	15 January 2027	31 October 2026
Offer day	16 April 2027	16 April 2027	01 March 2027

Qualifying scheme for In-year admission to Solihull schools 2027-2028



1. The purpose of the coordinated scheme is to establish mechanism to coordinate applications for school places at any time other than the normal intake, ensuring, so far as reasonably practicable, that parents can make an application for a Solihull school through a single point of contact.
2. Parents or carers must have the opportunity to say where they would prefer their child to go to school, however the law does not give parents a right to choose which school their child will attend.
3. An admission authority must comply with any preference expressed by a parent or carer as to the school at which their child should be education except in the following cases:
 - Because to do so would 'prejudice the provision of efficient education or the efficient use of resources. This may be because a school has admitted up to its published admission number or deems the year group to be full.
 - Because the child has been permanently excluded from two or more schools and the most recent exclusion took place within the last two years.
 - Because the statutory infant class size limit of 30 has been reached.
4. Applications can be made via the online portal for parents who wish to apply for a place in a Solihull school. A paper copy can also be downloaded from the council's website.
5. Parents wishing to apply for a school outside Solihull must apply direct to that school or local authority.
6. Completed paper applications for Solihull schools must be returned to Solihull School Admissions.
7. Preferences made for Solihull schools not partaking in this coordinated scheme will be passed to that school. Preferences for schools outside Solihull will be returned to the applicant.
8. The admission authority for each school will consider the preferences for their school. They will let us know if a place can be offered or, if a place cannot be offered, they will give a reason for refusal and provide the oversubscription criteria so that the applicant can be placed on the waiting list. Responses are required from the admissions authority within ten school days to allow us to provide a response to the parent within 15 school days as published in the School Admissions Code.
9. With a system of equal preferences, it is possible that more than one school may be allocated. In this event, the ranking stated by the parent on the application form will be used to determine which single offer will be made and schools concerned will be notified.

10. Parents will be informed of the outcome of the application via email if one is provided or by letter in the absence of an email address.
11. Offers of school places will be made by Solihull Council. If the school is its own admissions authority the place is offered on behalf of the governing body or trust.
12. You must contact the school to accept the place and arrange a start date.
13. Once an offer has been made, the child must have started at the school within six school weeks. If the child does not start at the school within six school weeks of the offer, it will be withdrawn and offered to the waiting list.
14. Waiting lists can be maintained by Solihull Council. If a vacancy arises in a school the place will be offered to the child at the top of the waiting list by Solihull Council in consultation with the admission authority for the school.
15. Solihull Council will only place your child at an alternative school if you have not been offered a place at one of your preferred schools and your child is resident in Solihull but not on the roll of a school within a reasonable distance.
16. The operation of the Fair Access Protocol is outside the arrangements for the coordination of the normal admissions rounds and is only triggered when an eligible child has not secured a school place under in-year admission procedures.
17. Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.
18. This provision will not apply to a looked after child or child with an Education Health and Care Plan naming the school in question, as these children must be admitted. Previously Looked after Children (including previously looked after children from outside of England) must be admitted promptly. If for any reason they are not admitted promptly they would be considered under the Fair Access Protocol.
19. All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.