



**Peterbrook Primary School**  
**School Admissions Policy**  
**2027/2028**

**Part of the Elliot Foundation Academies Trust who are are the admission authority for the school**

**Document Control**

Most recent statutory consultation	Oct 2025 for 2027/28		
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Key Contact Name:	Mrs Ellie Rowley		
Key Contact Email:	<a href="mailto:office@peterbrookschool.co.uk">office@peterbrookschool.co.uk</a>		
Key Contact Phone:	0121 430 2545		



## This Admissions Policy relates to admission to the Academy in the academic year 2027/28

### 1. Background

- a. The Academy participates in the co-ordinated admissions arrangements and [qualifying scheme](#) for reception and in-year entry administered by Solihull Council (“the LA”) Primary school admissions ([solihull.gov.uk](http://solihull.gov.uk)).
- b. The Academy will comply with the Department for Education’s School Admissions (“the Admissions Code”) the School Admission Appeals Code (“the Appeals Code”) and the law relating to admissions as set in the School Standards and Framework Act 1998.
- c. The Academy through The Elliot Foundation Academies Trust (TEFAT) who is the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

### 2. Admission Numbers

- a. *Published Admission Number (PAN) – Nursery Provision*  
The Academy has an agreed PAN of 39 full time equivalent places.
- b. *Published Admission Number (PAN) – Reception Entry*  
The Academy has an agreed PAN of 60 (2 Form Entry). The Academy will accordingly admit 60 children (aged rising 5) if sufficient applications are received.

### 3. Application Process

#### Nursery Admission

- Applications for a place in the nursery will be made directly to the Academy and the timetable will be published yearly, (see nursery admission on the Academy website for further details).
- The Academy does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the Academy in comparison to those who have to attend other providers.
- Parents/Carers will need to apply for a reception place via the process outlined later in this policy via Solihull LA If they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria outlined in this policy.

#### Reception Admission

- a. Applications for a reception place must be made on the online preference form administered by Solihull local authority. They will consider all applications for a reception place under the published admissions criteria.



#### 4. Normal points of intake

- a. Children can start in a reception class at Peterbrook in the September after their 4<sup>th</sup> birthday.

#### 5. Oversubscription criteria

- a. If more on-time applications are received than there are places available, places will be offered in priority order according to the oversubscription criteria. If the school is not oversubscribed, all applicants will be offered.
  - 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.
- b. In September 2001 it became a legal requirement that all children in infant classes be 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.
- c. Children offered a reception place at a school are entitled to a full-time place in the September after their 4<sup>th</sup> 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.

#### 6. This section is relevant to all applications

- a. Catchment area maps can be viewed online at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).
- b. 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.



Priority is not given if the brother or sister attends the nursery unit as this is non statutory education.

- c. If possible, places will be offered at the same school to twins, triplets and children from other multiple births.
- d. Distances are measured in a straight line from home to school by our admissions system.
- e. 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.
- f. 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.
- g. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. 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 such as a speech and language therapist 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 the Trust taking into consideration the views of the headteacher
- 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.



## **7. Application procedure for the normal intake**

- a. Parents will have the opportunity to express preferences up to a maximum of 5. They will need to rank them in order and can give a reason for that preference.
- b. A Primary Education and Secondary Education booklet is available for parents and comprehensive information is published on the Council's website.
- c. Applications should be submitted by the published closing date.
- d. Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. The Advisory Group for Solihull Admissions will consider applications and evidence and make recommendations to Cabinet Portfolio Holder, who will grant priority 2 to applications deemed to have exceptional social or medical reasons. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.
- e. 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.
- f. The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, parents will need to provide a copy of the court order defining the arrangement. In the absence of a court order or where care is shared equally, we will use the address of the parent who is in receipt of the child benefit. Parents will need to send a copy of your child benefit award for the last two years.
- g. All applications are subject to address checks.
- h. All offers of school places, for children resident in Solihull who applied by the closing date, will be made by us on the published offer date.
- i. The LA 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.
- j. Any preference ranked lower than the school offered will be withdrawn. Parents are asked to accept or decline the offer within two weeks.
- k. 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 no longer qualifies for a place, the place will be withdrawn.
- l. An offer of a place can be withdrawn if the place has been offered in error, the applicant has not responded within 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.



**8. Late applications and changes to applications for normal intake**

- a. Applications, received after the closing date, are late and will be processed after those that are received on time.
- b. Changes to on-time applications received before the allocation will be considered if possible. Changes received after the allocation will be processed after offer day.
- c. Additional preferences added after the closing date will be considered as late.
- d. If the preferred school is not oversubscribed, all late applications will be offered.

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

- a. An in-year admission is at any time other than the normal point of intake.
- b. Parents will have the opportunity to express up to three preferences, rank them in order and give a reason for that preference.
- c. An application form is available for parents and comprehensive information is published on the Council's website.
- d. Applications with exceptional social or medical grounds must be supported by independent professional evidence. Cabinet Portfolio Holder will consider applications and evidence and grant priority 2 to applications with exceptional social or medical reasons.  
Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.
- e. All applications are subject to address checks.
- f. 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.
- g. 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.

**10. Waiting lists for normal intake and in-year admissions**

- a. 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.



- b. Waiting lists are made in strict priority order against the published admission criteria for the school.
- c. If a vacancy arises in a school, the place will be offered to the child with the highest priority.
- d. 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.

## **11. Fair Access**

- a. 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.
- b. 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.

## **12. Crown Servants and children of UK service personnel**

- a. 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.