

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/onlinemaps.

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 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	