Lady Katherine Leveson CE Primary School

ADMISSIONS POLICY

FOR THE ACADEMIC YEAR 2028 – 2029

Policy Name	Admissions Policy
Is this policy statutory?	Yes
Review cycle	Reviewed annually, with wider consultation every 7 years
Date current version approved	July 2026

Lady Katherine Leveson CE Primary School is run by the Birmingham Diocesan Multi-Academy Trust ('BDMAT'). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and local academy boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the local academy board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT board of directors.

Lady Katherine Leveson CE Primary School
Fen End Road West, Temple Balsall, West Midlands, B930AN

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to the Local authority for the area where they live by the closing date. Solihull online maps will help you find the catchment area for your address. These maps are the most reliable way to check your catchment. SMBC Online Map

The school's admission number is **28**. 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, each application will be prioritised and places will be allocated in the following order:

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 order or special guardianship order. This includes 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 who have a brother or sister living at the same address who will still be attending Lady Katherine Leveson School at the time of admission.

Priority 3: Children who live in the catchment area of Heart of England School or Arden School Click on the link to find your catchment**:** SMBC Online Maps

Priority 4: Other children.

Notes:

1. Children with an EHC Plan that names Lady Katherine Leveson CE Primary will be offered a place first. This may reduce the number of places available.

2. Under priority 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 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.

3. 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 step-parent, 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.

4. A child's home address is the place where the child is permanently resident with his or her Parent(s). 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.]

5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority in a straight line from the child's normal home address to the main pedestrian gate of the school using the Local Land and Property Gazetteer (LLPG). This is the only measure used and distances provided by other websites, such as Google Maps, will not be considered. 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).

6. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered in accordance with the Local Authority's published co-ordinated scheme.

7. **Waiting lists** are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. The list will be re-ranked each time a child is added or removed.

8. **Applications made outside the normal admissions round (in-year admissions)** should be made via the Admissions Team of Solihull MBC which co-ordinates applications on behalf of the school. [Contact Solihull Admissions at 0121 7046693 or email admissions@solihull.gov.uk . The application will be notified to the school and considered by the school's Local Academy Board and parents will be advised in writing of the outcome by the Local Authority within 15 school days (with the aim of 10 school days). If the Local Academy Board decides that a place cannot be offered, the applicant will be placed on the waiting list under the appropriate priority. Unsuccessful applicants will be notified of their right of appeal.

9. **Appeals**: Parents who wish to appeal against a decision to refuse their child a place in the school may apply in writing to the for a hearing. Here is a link with more information: SMBC Appeals

10. Appeals will be heard by an independent Panel.

11. **Fair Access Protocol:** The Local Academy Board recognises its duty to participate in the Local Authority Fair Access Protocol.

12. **Admission of children below compulsory school age and deferred entry**:
    12.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's 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 application was made.

12.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

12.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August;** eg: A child born between 01 September and 31 December must be in compulsory education by 31st December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

12. **Admission of children outside their normal age group**

12.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

12.2 Summer-born Children (those born between 01 April and 31 August)

12.2.1 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.

12.2.2 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 5th birthday instead. The request should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. The Local Academy 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 Local Academy 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 Local Academy 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).

12.3 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission/admission-of-summer-born-children-advice-for-local-authorities-and-school-admission-authorities

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