



GREEN MEADOW PRIMARY SCHOOL

ADMISSION ARRANGEMENT FOR 2019

GREEN MEADOW PRIMARY SCHOOL – ADMISSIONS POLICY 2018

Determined: Birmingham School Admission Criteria September 2019

The admission number for Reception each year is 60 pupils.

Green Meadow Primary School uses Birmingham Local Authority as its admissions authority which works in accordance with the National Schools Admissions Code and co-ordinates with the Schools Admissions Department of Birmingham City Council. This policy is adopted from the Birmingham Local Authority's Admission Code.

Please refer to Birmingham City Council Primary Education Admission Booklet.

Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at school will be offered based on the oversubscription criteria.

Oversubscription criteria

1. Looked after or previously looked after children.
2. Siblings (brother or sister who will still be in attendance when the child enters school in September 2019).
3. Distance (children who live nearest the school measured in a straight line).

The following definitions apply to Green Meadow Primary School:

Children with an Education, Health and Care Plan (EHCP) / statement of special educational needs (SEN)

Any child with an Education Health & Care Plan / statement of special educational needs is required to be admitted to the school that is named in their plan / statement. This gives any such child overall priority for admission to the named school. This is not an oversubscription criterion.

Definition of looked after or previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that being made.

Sibling definition

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. Have one or both natural parents in common; or
- ii. Are related by a parent's marriage; or
- iii. Are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Distance – home to school measurements

Distances are calculated on the basis of a straight line measurement between the applicant's home address and the main gate or centre point of the school (unless otherwise stated). Birmingham City Council uses a computerised system called Cartology, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

Additional / supplementary information forms

All parents who list their preferred schools on the local authority preference form or online application are regarded as having made valid applications.

Parent/carers and family members

A parent/carer is any person who has parental responsibility for, or is the legal guardian of the child. Family members include only parent/carers and siblings.

Shared responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child's main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

Separating 'final qualifier' applications (e.g. blocks of flats, etc)

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all of the children, would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over the Published Admission Number to accommodate the pupils.

Waiting Lists

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting position during the year could go up or down. Any applicants will be added to the academy's list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.

Appeals

Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.

In Year Applications

Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parent/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of academy places in Birmingham.

TIMETABLE FOR PRIMARY ADMISSIONS SEPTEMBER 2019

Application period starts	1st October 2018
Closing date for applications	15th January 2019
National Offer Day	16th April 2019
Deadline for accepting the offer	30th April 2019
Deadline for submitting appeals	15th May 2019
Appeal hearings for appeals submitted on time	July 2019
Term Starts	September 2019

How to apply online for a place in reception class

Did you know you can complete your Birmingham local authority preference form online?

All applicants who apply online will receive an email confirming which school or academy their child has been offered. This email should arrive by 3.30pm on a published date, one day ahead of postal notifications. (This date is yet to be confirmed)

Benefits of online admissions

- It is a quick, easy, and secure process.
- By using our online facility you will be using a secure and tested system which prevents others from seeing your information.
- It is available 24 hours a day and seven days a week, up until the published final closing date of 15th January 2019.
- Once you have clicked on 'Submit Application Now' you will receive an immediate confirmation by email that your application has been received.

IMPORTANT

Please remember to make a note of your username, password and application reference number, and keep them somewhere safe as you will need these details to view your offer of a school place on the date in April 2018

If you have any problems with your online application, officers from the Children's Information and Advice Service will be able to assist you. Please telephone **0121 303 1888** or email admissions@birmingham.gov.uk.

When children start school

By law, parents/carers must ensure that their children are receiving suitable full time education from the date upon which they become of compulsory school age, i.e. from the beginning of the term following their fifth birthday.

In Birmingham your child can go to school in the September after their fourth birthday, and almost all children start school at this time.

Delayed (Deferred) admissions to Reception

You may be able to:

- delay (defer) your child's admission to primary or infant school until later in the school year
- ask for your child to attend school on a part-time basis during their Reception Class year

In both the above cases, you must make sure your child is in full-time education at the beginning of the school term immediately after their 5th birthday (compulsory school age).

If your child's offered a Reception place for 2019, you cannot accept the place and then delay their admission until 2020.

If you don't accept the place you're offered:

- your child's offer will be withdrawn
- you will need to make a separate application for a Year 1 place

You should note that the majority of children in Birmingham start school during the school year in which they turn 5 years old. If you're considering delaying your child's admission to primary or infant school, you may find your preferred schools are full when you apply for a Year 1 place. This is because the places have been given to children who started school in the previous year.

If you're considering delaying your child's admission to school, you should discuss it with the head teacher once your child's been offered a place.

Admission of children outside their chronological age

On very rare occasions, you may feel it's in your child's best interests for them to be admitted to school outside of their normal age group. For example, you may feel it's better for your child to start in Reception Class when other children their age are starting in Year 1. This may be due to your child's:

- ill health
- premature birth

You can apply for your child to start school outside of their normal age group, but you can't *insist* that your child is admitted to a particular age group.

Any applications you make will be reviewed by the admission authority (usually either the school itself or the Council) of each relevant school. The admission authority will look at the:

- circumstances of your case
- best interests of your child
- views of the head teacher at the relevant school

To apply for an admission outside of the normal age group for your child, you'll need to send each relevant admission authority:

- your application
- any supporting evidence

The admission authority must make sure that you receive a response to your application before the primary national offer day – the date when parents are told which school their children will be going to.

You should still apply for a school place for your child's normal age group at the usual time: you can withdraw your application later if you need to.

If your application for a place outside of your child's normal age group is **approved**, you must apply for a Reception Class place as part of the main admissions round the following year.

If your application is **refused**, you must decide whether to:

- Accept the offer of a place for your child's normal age group

- Refuse the offer of a place and instead make an in-year application for admission to Year 1 for the September following your child's 5th birthday.

Guidance on the admission of summer born children can be found at

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

It is important that all parents/carers make an application for a school place at the earliest opportunity. If you delay applying until your child has reached compulsory school age, your preferred school may already be full.

APPENDIX 1

Timetable for primary and secondary normal admissions rounds for 2018/2019		
	Reception	Secondary (Yr 6 –7)
Birth range	01/09/13-31/08/14	01/09/06-31/08/07
Final closing date for receipt of applications	15 January 2018	31 October 2017
Data exchange with other Local Authorities	30 January 2018	14 November 2017
Unranked preferences forwarded to Birmingham Admission Authorities	6 February 2018	23 November 2017
Sibling reports sent to schools and academies	6 February 2018	23 November 2017
Ranked preferences from Birmingham Admission Authorities and sibling reports from community schools/academies to be returned to Birmingham LA	27 February 2018	14 December 2017
Offer exchange with other Local Authorities	6 March 2018 20 March 2018 27 March 2018	8 January 2018 22 January 2018 31 January 2018 7 February 2018
Offer day – letters posted	16 April 2018	1 March 2018
Acceptance of any offer should be made by this date	30 April 2018	16 March 2018
Any appeal should be received by this date. (20 school days following notification that application was unsuccessful)	15 May 2018	29 March 2018
Appeals received on-time should be considered by this date (40 school days)	17 July 2018	18 June 2018