



**GREEN MEADOW PRIMARY SCHOOL**

**ADMISSIONS POLICY 2017-2018**

Reviewed by Governors: 27<sup>th</sup> June 2016  
To be reviewed by Governors: June 2017

## **GREEN MEADOW PRIMARY SCHOOL – ADMISSIONS POLICY 2017**

Green Meadow Primary School is a standalone state funded academy providing for the 4-11 age range. 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 2017).
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**

Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into local authority accommodation under Criminal Law or who has been placed for adoption. Birmingham City Council's School Admissions and Pupil Placements Service will obtain names of all children who are looked after or were previously looked after, within the appropriate age range, from the Looked After Children Education Service (LACES). Places for these children will be considered in accordance with school's admission criteria. In the case of previously looked after children, a copy of the adoption order, residence 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 order, should be submitted with the application form.

#### **Sibling definition**

Siblings are children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

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.

## **Example of a Timeline for starting school (See Appendix 1 for Reception & Secondary admissions)**

Information for parents/carers of children born between 1 September 2013 and 31 August 2014 starting school in September 2018

### **Timetable**

<b>When</b>	<b>What happens?</b>
October 2017	Birmingham City Council will attempt to write to parents/carers of children who are on roll at a community or private nursery advising them of how to apply for a reception class place.
October – November 2017	School hold open session events.
1 <sup>st</sup> week December 2017	You are strongly advised to have applied online or returned your completed preference form to the School Admissions and Pupil Placements Service by this date.
15 <sup>th</sup> January 2018	This is the final closing date for acceptance of preference forms and online applications or change of preferences through moving address etc. All applications will be acknowledged in writing. If you do not receive an acknowledgement of your application by this date you should contact the Children's Information and Advice Service on <b>0121 303 1888</b> .
16 <sup>th</sup> April 2018	Letters notifying applicants of the reception class place offered to their child will be posted on 16 April 2018.  Parent/carers who have submitted their application online will receive email notification of the school place offered on 15 April 2018. Therefore, please note that online applicants will receive email notification one day ahead of postal notifications.
30 <sup>th</sup> April 2018	Deadline date for acceptance of reception class place offers. Parent/carers who have been offered a Birmingham school will be required to return the reply slip to that school. Failure to reply by this date will mean that you are at risk of losing the offer made.  If you have been offered a school in another local authority, you must complete and return the reply slip on your offer letter by this date to the School Admissions and Pupil Placements Service.
15 <sup>th</sup> May 2018	You must complete any appeals forms for community and voluntary controlled schools and return them by this date to the School Admissions and Pupil Placements Service.  Some foundation, voluntary aided, free schools and academies may have different appeal procedures. You should contact the school/academy direct or the School Admissions and Pupil Placements Service for further information.
September 2018 School starts.	The school your child has been offered will inform you about arrangements for starting reception class.

## **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 15<sup>th</sup> January 2018.
- Once you have clicked on 'Submit Application Now' you will receive an immediate confirmation by email that your application has been received.

### **IMPORTANT**

You only need to fill in one application. Do not fill in both a paper application and an online application.

**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](mailto: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 2018 to 2019, you can't accept the place and then delay their admission until 2019 to 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.

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.**

### **Parents' right to apply for a school place**

Please do not assume your child will get a place at school without you having to apply (even if you have an older child already attending). Birmingham City Council will enable parents/carers to express a preference as to where they would like their child to go to primary school, and it is the local authority's duty to carry out parents' wishes as far as possible. However, the law does not give parents a right to 'choose' which school their child will attend and it recognises that it may not always be possible to carry out parents' wishes for a number of reasons:

- It would "prejudice the provision of efficient education or the efficient use of resources" A particular school may be full (i.e. it has already admitted pupils up to the published admission number for the child's year group).
- The school's statutory infant class size limit of 30 has been reached.
- The child has been permanently excluded from two or more schools and the most recent of the exclusions took place within the last two years.

### **Priority for places**

You have the right to apply for a place at school but there is no guarantee that your preferences will be met. This is because there may be too many children applying for the places available. When this happens the school's oversubscription criteria will be used to see who can be offered a place. The children offered a place will be those who best meet the oversubscription criteria.

### **Completing the Birmingham local authority preference form**

When you complete the Birmingham local authority preference form, we strongly advise you to:

- Complete ALL sections of the preference form.
- Name up to three different schools you would like your child to attend. (If you name the same school more than once, it will only be counted once. You will not increase your chances of being offered that school and you will waste a preference.)
- Include in your three preferences any schools in other local authorities that you would like your child to attend.
- Rank your three preferences in the order of schools you most prefer. (We will try to offer schools in the order you rank them so put your first choice first even if there is only a slim chance you will be offered that school. Make sure you include at least one school you have a realistic chance of being offered. Your preference ranking will not be shared with schools in Birmingham, but will be provided to other local authorities if you have applied for any school(s) outside Birmingham.)

- Include the full details of any brothers or sisters who will be in attendance in September 2018 at the school(s) you are applying for as this may increase your chances of being offered a place at those schools.
- Make a note of your user name, password and application reference number if completing your preference form online. Clearly sign and date the back of the form if completing your preference form on paper. Do not submit your preferences both online and on paper.
- Apply online or return your completed Preference Form to the School Admissions and Pupil Placements Service by the end of the Autumn Term.
- Ensure you receive an acknowledgement that we have received your preferences by the closing date usually in January. **If not, please contact the Children's Information and Advice Service urgently as we may not have received your application.**

Once you have submitted your preferences, you will not be allowed to change them without a genuine reason, for example, if you move house.

All paper applications will be acknowledged in writing when preferences are entered onto the system during December and January.

**If you completed a paper application and have not received a letter acknowledging your child's preferences by the final closing date in January, you should contact the Children's Information and Advice Service on 0121 303 1888 as we may not have received your form.**

### **How places are offered**

Your preferences for schools in Birmingham will be considered equally, regardless of the order you have ranked them on your preference form.

The schools will not be informed of the order in which you have ranked them before the offer of places.

If there are more applications the local authority will apply the oversubscription criteria to see who can be offered a place. The children offered a place will be those who meet the oversubscription criteria best.

### **In summary:**

- The order in which you rank schools becomes important if you meet the criteria for more than one school
- The school that you will be offered will be the school where you have met the admission criteria better than other applicants and that is ranked highest on your preference form.
- If your child does not meet the criteria for any of your preferred schools it will not be possible to offer any of your preferences.

Green Meadow Primary School holds open sessions for parents to attend with their children to have a look around the school and see what they have to offer. Please see Green Meadow Primary School website or contact school for details. [www.greenmeadowprimaryschool.com](http://www.greenmeadowprimaryschool.com)

### **Fraudulent applications**

All school places are offered on the basis that the information provided is correct. If a school is offered on the basis of any information that is subsequently found to be incorrect (eg a child's normal permanent home address) then that place may be withdrawn. Green Meadow Primary School reserves the right to withdraw any offer of a place on the basis of a fraudulent or intentionally misleading application.

### **Late applications – please see Appendix 1**

Birmingham City Council will only consider applications received after 15<sup>th</sup> January 2018 (the final closing date) in exceptional circumstances. The local authority will use its discretion when considering the individual circumstances.

For example where: There were exceptional reasons which prevented the parent/carer from applying by the closing date. A child and the person with parental responsibility have moved into the area after the closing date.

Any applications received after 15<sup>th</sup> January 2018, without exceptional reason, will only be considered for places after other applications received on time. Such applicants may be less likely to be offered one of their preferred schools.

Once the local authority has exchanged provisional offers with other admitting authorities (30<sup>th</sup> January 2018) it will not be able to consider any late application for an oversubscribed school until after the offer of places (16<sup>th</sup> April 2018). Late applications received after the offer of places (16<sup>th</sup> April 2018) until the start of the autumn term will be considered by Birmingham City Council and will only be considered in exceptional circumstances as stated above. Any late application made for a place at an undersubscribed school will be offered. Late applications made on or after the start of the autumn term should be made directly to the schools concerned.

### **Change of preference**

Once parents/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to:

**Head of School Admissions and  
Pupil Placements Service  
PO Box 16513,  
Birmingham B2 2FF**

Any request for a change of preference for a school that is undersubscribed will be accepted and a place offered in accordance with the admission criteria for that school.

### **When will I know what school my child has been offered?**

Birmingham City Council will inform parents/carers of children living in Birmingham which school their child has been offered. In April 2018, an email will be sent to those applicants who have applied online, ahead of postal notifications. In April 2018, offer letters will be sent to all applicants by first class post.

You will receive only one offer. You will not receive letters from schools that cannot offer a place for your child. If you have been offered a community or voluntary controlled school, or a school in another local authority, you will need to confirm by the date indicated on your letter, whether you

wish to accept or refuse that offer by completing the reply slip at the bottom of the letter and returning it to the address at the start of this booklet.

### **What to do if you are not offered one of your preferred schools**

Sometimes, we may not be able to offer you a place at any school you have asked for. This will be because the schools you prefer received more applications than there are places available and children who meet their criteria better than you are offered those places. If this happens and you live in Birmingham we will offer your child a place at one of the nearest schools with available places at the time we offer places.

If you decide to refuse the place at the school offered it may be that, in the future, we can only offer a school even further away.

### **In-year admission – applications for places in other year groups**

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school(s) concerned. You can apply for a place for your child at any time and to any school. The local authority or the school will provide you with an application form for you to complete when applying for a school place.

### **How schools process your application and what happens next**

In determining applications for school places outside the normal admission round, admission authorities must comply with parental preference. In accordance with Section 86 of the School Standards and Framework Act 1998, all maintained schools and academies that have enough places available must offer a place to every child that has applied for one, without condition or the use of any criteria, unless one of the statutory reasons for refusing admission applies.

The statutory reasons for refusal of admission are:

### **Children who have been permanently excluded twice**

If a child has been permanently excluded from two or more schools, while a parent may still express a preference for a school place, the obligation to comply with that preference is removed for a period of two years from the date on which the most recent permanent exclusion took place. This rule applies whatever the length of the period or periods elapsing between the exclusions and regardless of whether it has applied to that pupil on a previous occasion.

For these purposes, a permanent exclusion takes effect from the first school day the head teacher has told the child not to attend school.

The above provision does not apply to:

- Children with a an Education, Health and Care Plans/ statements of special educational needs;
- Children who were below compulsory school age when permanently excluded;
- Children who were reinstated by an independent appeal panel following a permanent exclusion; and,
- Children who would have been reinstated by an independent appeal panel following a Permanent exclusion had it been practicable to do so;
- The admission authority for the school may refuse to admit a child who has been excluded twice, or in the case of a community or voluntary controlled school, the governing body may appeal against the decision of the local authority as the admission authority to admit the child.

Local authorities are still responsible for providing full-time education for these children and may use their powers of direction or provide a place in a pupil referral unit.

### **Children with challenging behaviour**

Admission authorities must not refuse to admit children in or outside the normal admission round on the basis of their behaviour elsewhere, unless the provisions above relating to two permanent exclusions apply.

Admission authorities must also not refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where the school has a particularly high proportion of children with challenging behaviour or previously excluded children.

If, following admission, a child is found to be seriously and persistently disruptive, the school may consider disciplinary action in the normal way, including fixed term and, ultimately, permanent exclusion procedures.

### **Green Meadow Primary School adheres to the Fair Access Sharing Protocols.**

## **Information relevant to all admissions**

### **Pupils' home address**

Please note that a pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under a lease or written rental agreement of not less than twelve months' duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

If a child is resident with a friend or relative for reasons other than guardianship, the friend's or relative's address will not be considered. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the week.

Parents/carers may be requested to supply documentary evidence to support the address used when offering places.

Acceptable proof of address includes:

- A copy of your council tax bill or;
- A copy of a recent utility bill (gas, water, electric, dated within the last six months)
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date.

- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits).
- A signed and dated tenancy agreement. Plus proof of residency e.g. copy of recent utility bill.

The local authority may undertake a home visit without prior notice to verify a child's home address. If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn. If a parent/carer knowingly and willingly provides a false statement, which would affect the success of their application, they may have the place withdrawn.

### **What if I move house after I have submitted the preference form?**

If you move house after you have submitted your application you should contact the School Admissions and Pupil Placements Team Manager in writing or by email to [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk) who will advise if the change in circumstances can be considered.

### **Distance and home to school measurements**

The local authority measures from the address point of your home to the centre of the school (unless otherwise stated) using a computerised mapping system called Cartology. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

Distances are in metres and are calculated on the basis of a straight line measurement. The local authority considers this to be the fairest way to treat all applicants. It does not take into account walking, cycling, or driving routes.

Websites which provide a distance measuring facility do not measure home to school distances as defined by the local authority and therefore will produce different measurements. You should contact the Children's Information and Advice Service if you would like to know the distance from your home to a school.

### **Waiting lists**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list.

The local authority will send Green Meadow Primary School their waiting lists following the offer of school places.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the school's list in accordance with the school's oversubscription criteria.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that all those already offered places accept them, thereby filling all available places.

In line with government legislation, children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a fair access sharing protocol take precedence over those on a waiting list.

## **How to appeal**

The local authority may undertake a home visit without prior notice to verify a child's home address. If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Where you have been refused admission to a school, you have the right to appeal to an independent appeal panel who will take into account your individual circumstances.

The panel will consider the school's case that it cannot admit any more children, weighed against your case that your child really needs to be offered a place at that particular school.

However, infant class sizes have a legal limit of 30. This means that they are limited in the matters they can take into account when considering reception, Year 1 and Year 2 appeals. To uphold such an appeal, an appeal panel must be satisfied that either:

- The Appeal Panel finds that the admission of additional children would not breach the infant class size limit;
- The child would have been offered a place if the published admission arrangements had been applied properly;
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
- The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

You can only appeal for schools that you have included as a preference. The appeal panel is completely independent and the decisions they make are legally binding on the local authority, the school and on you.

Parents who have appealed unsuccessfully for a particular school may not seek to appeal for a place at the same school, in the same academic year, unless there can be shown to have been a significant and material change in their circumstances.

## **Specialist support for children with learning difficulties in mainstream education**

We believe that children and young people with learning difficulties should be welcomed and educated in school. This is where the majority of these children are educated. To meet the needs of children and young people in their local community benefits them both academically and socially.

If you as a parent, feel that your child has special educational needs and may require additional help, talk to the Special Needs Co-ordinator (SENCO) at the school.

The Special Needs Co-ordinator has regular contact with specialist teachers and psychologists who can work with the school to gain a better understanding of your child's learning needs and to develop teaching approaches that will meet them.

### **Starting Reception Class in September**

Any child with a statement of special educational needs or an Education & Health Care Plan (EHCP) is required to be admitted to the school that is named in their statement/EHCP. This gives any such child overall priority for admission to the named school but this is not an oversubscription criterion. The Special Educational Needs Assessment and Review Service is responsible for allocating reception class places and amending statements/EHCPs for children with a statement of special educational needs or an Education & Health Care Plan. Where only one twin has a statement of special educational needs, and a school is named in their statement, the other twin will be considered under the sibling criteria even though the twin with the statement is not due to start the named school until the same time.

Further information can be obtained by contacting the

**Special Educational Needs Assessment and Review Service**  
**PO Box 16289**  
**Birmingham**  
**B2 XN**  
**Tel: 0121 303 1888**

**APPENDIX 1**

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