

Admissions Policy

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School Admissions

The school has adopted the Birmingham Local Education Authority Policy on Admissions for Local authority Nursery, Infant and Junior Classes with the exception of the Admissions Criteria.

LOCAL AUTHORITY POLICY FOR THE ADMISSIONS OF PUPILS

The Authority has a general duty to secure the economic, efficient and effective use of its resources, and must make provision for children of school age in this context.

Section 92 of the Schools Standards and Framework Act 1998 requires the Authority to publish each year the number of pupils that it is intended to admit to each school in the age group in which pupils are normally admitted.

In determining school's admission limits the Authority has regard to the capacity of the school, alternative places available at other schools and its general responsibilities in the use of its resources.

Admission limits are normally based on classes of 30 pupils in Key Stage 1 and 32 in Key Stage 2.

The agreed policy of the Authority, Advisors and the Teachers' Association is that class sizes should be kept as small as possible within the constraints under which we have to work.

It is considered educationally undesirable for classes to exceed 30 in Key Stage 1, particularly when there are suitable places available at neighbouring schools.

Excessive class sizes can impose strain on both staff and resources particularly at the Reception stage.

It is the Authority's policy to admit children at the start of the year in which they are five, which does place considerable pressure on teachers of such young children.

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. **This is not an oversubscription criterion.**

Highfield School is a four form entry school and when places are oversubscribed, we follow the Birmingham Local Education Authority Guidance on Admissions, and places are offered based on the following order of priorities:

- Looked after children or previously looked after child.
- Children of a member of staff employed across the Prince Albert Community Trust (applicable to staff with two or more years continuous service)
- Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.
- Children who live nearest the school.

Within each of these categories, priority is given to those who live nearest the school, by straight line measurement to one fixed point in the school.

If vacancies occur because of pupils not taking up places or leaving school, places continue to be allocated according to the above criteria.

Admissions to a nursery school or nursery class does not give the child an extra right to transfer to the reception year of the primary school to which the nursery is linked or attached.

<https://www.birmingham.gov.uk/school-admissions>

APPENDIX A

Birmingham Local Authority Criteria Definitions:

Children with a statement of special educational needs/EHC Plan

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

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, child arrangement order 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 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 order being made.

Sibling

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.

Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Distance

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the academy front gates. The Local Authority uses a computerised system, which measures all distances in meters. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.

Shared Responsibility

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 the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

Final Qualifier

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 Published Admission Number for the child's year group 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, schools will be asked to admit over their 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 list position during the year could go up or down. Any applicants will be added to the schools 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 school. Parents who wish to appeal against the decision to refuse their child admission should contact the Children's Information and Advice 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 school. Parents/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the school 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 school places in Birmingham.

REVIEW

This policy will be reviewed annually, or more regularly in the light of any significant new developments or in response to changes in guidance.