

**THE ADMISSION OF PUPILS TO
ST CLEMENT'S C OF E PRIMARY ACADEMY, NECHELLS**

2018-19

1.1 St Clement's C of E Primary Academy, Nechells (hereinafter "St Clement's") is sponsored by the The Diocese Of Birmingham Educational Trust (the Sponsor). The admission arrangements for St. Clement's for the year 2018-19 are designed to be fair to all families and comply with all current legislation.

1.2 St. Clement's is a single-form entry school and has an agreed admission number of 30 pupils for Foundation 2 (Reception) through to Year 6. Pupils will not be admitted above the published admission number unless decided by an Educational Appeals Panel, or when exceptional circumstances apply and such circumstances will be reported to the Secretary of State.

1.3 Applications for places in Reception (Foundation 2) at the Academy and for Year 6 pupils moving on to Secondary School are co-ordinated through Birmingham Local Authority. Application must be made using the Local Authority Preference Form. There is up to date information on how to apply for places on their website:

www.birmingham.gov.uk/school-admissions

1.4 Children with an Education, Health and Care Plan (Special educational needs).

Any child with an Education, Health and Care Plan is required to be admitted to the school that is named in the Plan. This gives any such children overall priority for admission to St Clements' if it is the named school. This is not an oversubscription criterion.

In the event of over-subscription in any year group, places are allocated in according with the following rules:, in order :

1. A looked-after child (see note 2), and child who was looked after, but ceased to be so because they were adopted or, immediately after being looked after, became subject to a residence order or special guardianship order.
2. A child (or a parent) who have exceptional medical or social needs that make it essential for a child to attend St Clement's rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. A child with a sibling (see Note 5) already on roll at St Clement's at the time of application and who is expected still to be in attendance at the time of entry to the school.
4. Children whose parents have made an application on denominational grounds, defined as anybody whose parent regularly attends a local Church of England Parish Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the minister. Local means a Church within the Parish of Aston and Nechells.

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5. Children whose parents have made an application on denominational grounds defined as anybody whose parent regularly attends any other Church of England Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the minister.

6. Children whose parents have made an application on denominational grounds defined as anybody whose parent regularly attends any other Christian denomination (defined as a Church who are members of Churches together in England or the Evangelical Alliance). We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the minister.

7. All other children.

Note 1: By parent, we mean both natural parents, or any person who, although not a natural parent, has parental responsibility for a child; or any person who, although not a natural parent, has care of a child. If you are in any doubt, please contact the academy for advice.

Note 2: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

Note 3: When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Clement's. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. St Clement's reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). St Clement's reserves the right to verify the address given on the application.

Note 5: By sibling we mean a brother or sister. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for

whom the school place is sought is living in the same family unit at the same address as that sibling.

In cases where there is one remaining place and the next child on the list is one of a twin, triplet or other multiple birth group, the following will apply: both or all children may be admitted.

Note 6 : Within each of these categories, priority is given to those who live nearest the school, by a straight line measurement to one fixed point in the school (distance calculations are provided by the Local Authority).

Note 7 : As regards an application on denominational grounds (4, 5 or 6), in respect of a child who has moved to an address within two miles of St Clement's, and who attended a Church in the vicinity of their former address, Church attendance at their previous Church shall be counted as if it was within the category 4, 5 or 6, as applicable.

Note 8 : A place in the Nursery Class does not guarantee a place in the Reception Class.

2.0 Applications for in-year admissions

1. A request is made for a place/places either directly to the Academy or via Birmingham City Council.
2. A check is made on whether a place is available in the year group(s) requested.
3. If the year group is full the request will be declined and a letter sent confirming the decision and the name of the child will be added to the Academy's waiting list.
4. If a place is available an appointment will be made for the family to have a tour of the school and to meet the Principal.
5. Should an interpreter be required then either a member of staff or an external translator will be provided for the meeting.
6. Following the meeting with the Principal a date will be set for admission to the Academy on the following Monday and parent(s) will be asked to complete the Academy Admission pack and produce a copy of their child's birth certificate. They will also be provided with a Prospectus and any other helpful materials they require.
7. When a child leaves the Academy the administration staff will check the waiting list to see if any child waiting for a place in the relevant year group. They shall apply the admission criteria in 1.4. A family will then be contacted to see if they still require a place.
8. In-year admissions to Year 6 will only be considered in exceptional circumstances because of the disruption to a child's education so close to secondary transfer. Advice will be sought from the Chair of the Governing Body, and the Principal will consult with the Headteacher of the school at which the child currently attends, or previously attended.

3.0 Applications for nursery places

1. A request is made for a place/places directly to the Academy.

2. In the event that applications for places exceed the number of places, the provisions of 1.4 above shall apply.

