



St. Clement's C. of E. Academy

DRAFT

Admissions Policy

2021-22

Learning for Life, Anchored in Christ

ST. CLEMENT'S
C.OF E. ACADEMY

St Clement's C of E Primary Academy (hereinafter "St Clement's") is part of the Birmingham Diocesan Multi Academy Trust (BDMAT). The admission arrangements for St. Clement's for the year 2021-22 are designed to be fair to all families and comply with all current legislation.

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.

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

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used:

1.1 Children with a Statement of Special Educational Needs/ Educational, Health and Care Plan (EHCP) naming St Clement's will always be admitted.

1.2 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.

1.3 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)

1.4. 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.

1.5 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.

1.6 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.

1.7 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.

1.8. 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 : 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 measured by the Local Authority. 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 there are multiple births – in this case, all the siblings will be admitted).

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.

Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.

In-Year applications: Applications made outside the normal admissions round (in-year admissions) should be made directly to the Academy. Parents/carers can apply for a place for their child at any time and to any school. 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 their area.

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

A check is made on whether a place is available in the year group(s) requested.

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.

If a place is available an appointment will be made for the family to have a tour of the school and to meet the Head Teacher.

Should an interpreter be required then either a member of staff or an external translator will be provided for the meeting.

Following the meeting with the Head Teacher, 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.

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 above. A family will then be contacted to see if they still require a place.

Appeals: Parents who wish to appeal against a decision of the Academy to refuse their child a place in the school may apply in writing to Birmingham City Council. Appeals will be heard by an independent Panel.

Fair Access Protocol: We confirm that the Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

Admission of children below compulsory school age and deferred entry:

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may **defer** their child's admission to primary or infant 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 of which the offer was made.

A parent has the right for their child to be admitted on a **part-time basis** during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

Please note: A child who reaches the age of five during the 2020/21 summer term would reach compulsory school age in September 2021. It is not possible to accept a place in the Reception Class for September 2020 but defer the child's admission until the beginning of the 2021/2022 academic year, and if a child did not take up their place in a Reception Class in 2020/2021,

a separate in-year application would need to be made for the child to enter the school in Year 1 and parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).

Admission of children outside their normal age group

For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their

medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place 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 the parent's preferred school(s))*.

Requests for education out of normal year group **for other years**, (eg for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.

The admission authority for a Voluntary Controlled school will be the relevant Local Authority. For Voluntary Aided schools the admission authority is the Board of Governors and application can be made by letter to the Chair of Governors. For an Academy, the admission authority is the Board of Directors and application can be made by letter to the Chair of the Board.

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. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

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 be found at:

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

Applications for nursery places

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

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

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