




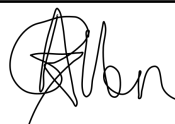
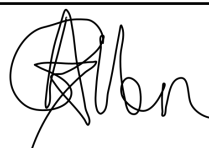
Name of Policy

Admissions Policy

2024/25

for:

**St. Francis Church of England Primary School
and Nursery**

<u>Admissions Policy</u> <u>2024/25</u>	<u>Written By</u>	<u>Committee Responsible</u>	<u>Regularity of review</u>	STATUTORY	
	Claire Grainger	Trust Board	Annual		
	Academies are their own admissions authority and must meet all the mandatory provisions of the School Admissions Code. Admission arrangements must be published on school website and the policy published on the Fioretti Trust website.				
<u>Version</u>	<u>Date Proposed</u>	<u>Date Accepted</u>	<u>Date of next review</u>	<u>Signature (Chair of Trust)</u>	<u>Reason for revision</u>
Version 0.01	25.03.19	02.04.19	Spring Term 2020	<i>G. Allen</i> Official signature on original document on file.	Annual statutory legal requirement
Version 0.02	28.01.20	04.02.20	Spring Term 2021	<i>G. Allen</i> Official signature on original document on file.	Annual statutory legal requirement + insertion of info: <ul style="list-style-type: none">• Parent right about defer/part time• LA Fair Access protocol note
Version 0.03	01.12.20	08.12.20	December 2021		Annual amendment of date. Variation clause is included (due to places of worship being closed: Covid)
Version 0.04	25.01.22	01.02.22	December 2022		Consultation 9 th Nov 21 – 4 th Jan 22 to reflect the new Admission Code
Version 0.05	31.01.23	07.02.22	December 2023		No changes – dates amended for relevant admissions cycle

ADMISSIONS POLICY

‘Do not neglect to show hospitality to strangers, for by this some have entertained angels without knowing it.’ [Hebrews 13:2](#)

Introduction

The admissions process is part of the Birmingham Local Authority co-ordinated admissions scheme. Application forms are available from the Local Authority in the autumn before the year of admission.

The school’s admission number is: 30. Where the number of applications is lower than the school’s admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by the Local Authority’s designated closing date for receipt of applications will be considered, together and at one time, by a committee of the Governing Board’s Admissions Committee.

Admissions Policy of the Governing Body of St Francis Church of England Primary School is as follows:

In addition to the Local Authority scheme, applicants are required to complete and return to the School before the local authority deadline of **[insert once this information has been agreed and set by Local Authority – see also note 2]** a **Supplementary Information Form** (in the form set out in the Appendix and which is available on request from the School Office) to enable the School to consider admissions in accordance with its published oversubscription criteria.

The ethos of this school is Christian. The school was founded by the Church of England to provide education for children of Christian families. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School’s Admission Number for the school year **2024/25** is **30**.

If the number of applications exceeds the admission number, the Governing Body will give priority to applications in accordance with the criteria listed below, provided that the Governing Body is made aware of that application before decisions on admissions are made. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by shortest distance (see Note 5).

A map of the parish boundary is available at the School or by post on request.

Oversubscription criteria:

1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement/residence order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England.
2. Children who have a brother or sister (Note 1) attending St. Francis CE Primary School at the time they will start school.
3. Children who, with their parent(s) or guardians(s), are involved in the worship and work of St. Francis Church, Bournville, on a regular basis (i.e. attend church at least twice a month for a period of 9 months prior to application). A signed statement from the Vicar as evidence of the family’s involvement with St. Francis church must support applications. (Note 2)
4. Children, living in the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) on a regular basis (i.e. in line with attendance expected at St Francis Church at least twice per month for a period of 9 months prior to application). A signed statement and attendance form from the vicar/minister/leader must support applications. (Note 2)

5. Other children: proximity of home to school, as measured by a straight line from the front door of the child's residential home address to the school front entrance gate. (Note 5)

The DfE have agreed a Variation:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship”.

Notes:

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

- A brother or sister sharing the same parents;
- A half-brother or sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
- The separate children of a couple who live together; or
- An adopted or fostered brother or sister.

2. Parents / Guardians / Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. It is sufficient for one parent to attend church. Family members include only parents, as defined above and siblings. In order to obtain a signed statement from the vicar, as evidence of regular attendance at St Francis Church, parents must obtain at least 18 stamps over the nine-month period prior to application on a card issued by the Church (which is also available from the school office). Attendance at church includes but is not limited to Family Services, Messy Church, Rise and Shine and Sunday School. **It is the responsibility of the parent/guardian to ensure the school receives the letter. It should be hand delivered to the school for a receipt to be issued by [insert Local Authority deadline date here when set].**

3. The ecclesiastical parish of Bournville

Includes these roads (and house numbers):

Acacia Road (including Stock's Wood, Camp Wood Close); Alder Lane; Badsey Close; Beech Road; Berberry Close; Birch Close; Blackthorn Road; Blackthorn Close; Bournville Lane; Beaumont Road; Cedar Close; Cedar Road; Charfield Close; Claines Road; Cob Lane; Cobs Field; Dingle Close; Elm Road; Esmond Close; Fir Bank Close; Frampton Close ; Franklin Road (evens 2-70, odds 1-65); Griffins Brook Close; Griffins Brook Lane; Hawthorne Road; Hawthorne Croft; Hay Green Close; Hay Green Lane; Heath Close; Heath Road; High Heath Close; Hole Lane (evens 2-128); Holly Grove; Kingsley Road; Knighton Road; Laburnum Road; Lancaster Close; Laurel Grove; Linden Road; Long Wood; Maple Road; Mary Vale Road; Mulberry Road; Mytton Road; Newent Road; Northfield Road (evens 118 on (from Selly Oak Road -Bunbury Road, including Kings Gardens); Oak Farm Road; Oak Tree Lane (evens 192 on, odds 139 on); Old Barn Road; Pendennis Close; Raddlebarn Road (nos 2-60 ie south side from railway to Willow Road); Ryebank Close; Selly Hall Croft; Selly Oak Road (evens 2-380, odds 1-101) ie right side only between Mary Vale Road to Northfield Road; Somerdale Road; Sycamore Road; Teazel Avenue; Thackeray Road; Thorn Road; Willow Road; Woodbrooke Road; Woodlands Park Rd; Wyndham Gardens; York Close;

4. Other Christian Churches

Other Christian Churches include those who are members of Churches Together in Britain and Ireland or who are affiliated to the Evangelical Alliance.

5. Distance – home to school measurements

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

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 statutory infant class size limit to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

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 in support of the address used. If care is split equally, parents can choose which address will be used.

ADMISSION of children below compulsory school age and deferred entry:

1.1 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.

1.2 Parents may **defer** their child's admission to primary 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.

1.3 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 2024/25 summer term would reach compulsory school age in September 2025. It is not possible to accept a place in the Reception Class for September 2024 but defer the child's admission until the beginning of the 2025/26 academic year, and if a child did not take up their place in a Reception Class in 2024/2025, 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

2.1 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 2021 paragraph 2.18 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.

2.2 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.

2.3 In accordance with the School Admissions Code 2021 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/carer receives the response to their request before primary national offer day.

2.4 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))*.

2.5 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.

2.6 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.

2.7 For an Academy, the admission authority is the Board of Trustees and an application can be made by letter to the Chair of the Board.

2.8 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>

NURSERY

Parents must apply on their home Local Authority's (i.e. the Local Authority to whom they pay Council Tax) Application Form for a place in Reception Class. Attendance at St Francis Nursery does not automatically guarantee that a place will be offered in the main school.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant

because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time. Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.

CHANGE IN PREFERENCE

Once individuals with parental responsibility have submitted their preference, they will not be allowed to change them without an exceptional change in their 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 the Local Authority. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in their circumstances, then the application will be refused.

WAITING LIST

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 schools waiting list.

The Local Authority will send St Francis their waiting lists following the offer of school places.

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.

Waiting lists will not be fixed following the offer of places. They are subject to change. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. 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 those already offered places accept them, thereby filling all available places.

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 Protocol take precedence over those on a waiting list.

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.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)

An application should be made directly to the Governing Body at the school. Please contact the school office for an In-Year Application form and further information.

SAFEGUARDING CHILDREN

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher.



St Francis Church of England Primary School

RECEPTION SUPPLEMENTARY INFORMATION FORM –2024/25

Please note that you must complete this form and also apply to the Local Authority for a school place. This supplementary information form is only for school use to enable the governing body to rank applicants using the published oversubscription criteria.

Please complete all sections of this form (two pages) and sign and date at the bottom of the form.

Child's details

Child's surname	
Child's given name(s)	
Date of Birth	
Address	
Gender	Male Female (please circle)
Playgroup/Nursery school attended	

Parent/Carer contact details

Full name of mother	
Mob tel no:	Home tel no
Full name of father	
Mob tel no:	Home tel no
Email address:	

Siblings who will be attending St Francis at the **time of admittance**

Names	Age

Church attendance/other place of worship

Do you attend St. Francis Church regularly? (See criteria 3)	Yes No (please delete as appropriate)
Do you worship elsewhere? (See criteria 5)	Yes No (please delete as appropriate)
Name and address of place of worship:	



Form continues overleaf

PTO



St Francis Church of England Primary School

Tick which of the categories from the Governors' Admissions Policy you think your child fits. If you tick (1) please explain why that category applies to your child. See notes set out in the School's Admissions Policy.

- | | | |
|----|---|--------------------------|
| 1. | Children looked after by a Local Authority (in line with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England. | <input type="checkbox"/> |
| | Please _____ give _____ details: _____ | |
| 2. | Children who have a brother or sister (Note 1) attending St. Francis School at the time they will start school. | <input type="checkbox"/> |
| 3. | Children who, with their parent(s) or guardians(s), are involved in the worship and work of St. Francis Church, Bournville, on a regular basis (i.e. attend church at least twice a month for a period of 9 months prior to application). A signed statement from the Vicar as evidence of the family's involvement with St. Francis church must support applications. (Note 2) | <input type="checkbox"/> |
| 4. | Children, living in the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) on a regular basis (i.e. in line with attendance expected at St Francis Church at least twice per month for a period of 9 months prior to application). A signed statement and attendance form from the vicar/minister/leader must support applications. (Note 2) | <input type="checkbox"/> |
| 5. | Other children: proximity of home to school, as measured by a straight line from the applicant's home address to the school front entrance gate. (Note 5). | <input type="checkbox"/> |

I confirm that I have parental responsibility for the child for whom I am completing this form.

The DfE have agreed a Variation:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship”.

Your signature _____

Date _____

Print name _____

FOR OFFICE USE ONLY

Received by:

Signed:

Date received:

Receipt given? Yes/No