



Admission Policy

2027-2028

St Francis CofE Primary School

Approved by:	Trust Board	Date: 09.12.2025
Last reviewed on:	January 2025	
Next review due by:	December 2026	

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.

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 **2027/28** 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 follow the criteria as listed below.

How to apply for Reception Class

An application must be made online at www.birmingham.gov.uk/schooladmissions or by using the local authority preference form.

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

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 with sibling(s) at St Francis CE Primary School at time of admission.
3. Children who live nearest the school.

Notes:

1. Children with an EHC Plan that names St Francis CofE Primary School will be offered a place first. This may reduce the number of places available.
2. Under priority 2, a brother or sister must live at the same address and could be:
 - a) A brother or sister sharing the same parents;
 - b) A half-brother or sister, where two children share one parents; a stepbrother or stepsister, where two children are relate by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - c) The separate children of a couple who live together; or
 - d) An adopted or fostered brother or sister.
3. For the purposes of education law, the Department for Education considers a 'parent' to include:
 - all biological parents, whether they are married or not;
 - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
 - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
4. A child's home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used. [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]
5. 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 using a computerised system based on ordnance survey coordinates. The calculation of distance is on the basis of a straight-line measurement between the applicant's home address and the centre point of the school. 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 independently managed random selection (unless this involves multiple births, in which case, all the siblings will be admitted).
6. 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.
7. **Waiting lists** are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. Addition of a child to the waiting list will require the list to be re-ranked.
8. Applications made outside the normal admissions round should be made directly to the School.

The Academy will notify parents of the decision in writing within 15 school days and 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.

9. **Appeals:** Parents who wish to appeal against a decision of the Governors to refuse their child a place in the Academy may apply in writing to the Chair of the Governing Board. An application form is available from the school website. Appeals will be heard by an independent Panel.

10. **Fair Access Protocol:** The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.

11. **Admission of children below compulsory school age and deferred entry:**

- 11.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the Academy 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 for which application was made.

- 11.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

- 11.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August**; e.g. For a child born between 01 September and 31 December, their prescribed day will be 31st December and therefore the child must be in compulsory education by the 31st December. For a child born between 01 January and 31 March, the child must be in compulsory education by 31 March. For a child born between 01 April and 31 August, the child must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

12. **Admission of children outside their normal age group**

- 12.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the Academy setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

12.2 Summer-born Children (those born between 01 April and 31 August)

- 12.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the Academy at this stage, as the year group may well already be full.

- 12.2.2 Parents of a summer born child may, *at the same time as making an application to the LA for Reception in the child's normal age group*, make a request of the school's Governing Board that the child may **reapply** to be admitted instead to the Reception Class in the September following the child's 5th birthday. The request should be made

in writing to the Chair of the Governing Board of the Academy, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

If the Governing Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception which will be considered against the normal oversubscription criteria **as part of the main admissions round the following year**, (and there is no guarantee of a place being offered at this Academy at that stage). If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any 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 this Academy).

- 12.3 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. Therefore, a child educated out of their normal age group at this Academy may not be accepted out of their normal age group when moving to a different Academy or from primary to secondary school.
- 12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

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 to be found at: <https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>



“Living our High Five Values as we learn and grow together in our Christian School”