

# Admission arrangements for Solihull community and voluntary-controlled schools 2025-2026



## 1. Background

- 1.1 Solihull Council is the admissions authority for Solihull community and voluntary-controlled schools. These admission arrangements, including the oversubscription criteria, explain how places will be offered.
- 1.2 All other academies, schools (including all secondary schools and voluntary aided schools) and the 14-19 university technical college in Solihull are their own admissions authority and responsible for determining their own admission arrangements, including oversubscription criteria. They all take part in the local authority coordinated scheme, subject to their funding agreement, and must comply with the School Admissions Code.

## 2. Normal points of intake

### 2.1 14-19 Education

- 2.1.1 A range of educational options is available to children aged between 14 and 19 starting at the beginning of year 10 or year 12. Year 10 applicants should find out from each individual UTC or college how to apply. All Year 12 applicants should go direct to the college or UTC.

### 2.2 Secondary

- 2.2.1 Children normally transfer to secondary school in the September after their 11<sup>th</sup> birthday.
- 2.2.2 All secondary schools in Solihull are responsible for determining their own admission arrangements including the oversubscription criteria which can be viewed on each school's website or the council's website. They all take part in the local authority coordinated scheme.

### 2.3 Junior

- 2.3.1 Children attending an infant school transfer to junior school in the September after their 7<sup>th</sup> birthday.

### 2.4 Reception

- 2.4.1. Children can start in a reception class in a primary or an infant school in the September after their 4<sup>th</sup> birthday.

## 3. Oversubscription criteria

- 3.1 If a community or voluntary-controlled school receives more on-time applications than there are places available, places will be offered in priority order according to the oversubscription criteria. If a school is not oversubscribed, all applicants will be offered.

## 3.2 Junior schools

- 3.2.1 **Priority 1** Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Priority 2** Children whose exceptional social or medical reasons can only be met by that particular school.
- Priority 3** Children at the linked infant school
- Priority 4** Children living in the catchment area of the linked infant school(s) and would have a brother or sister at the school or the linked school at the time they start school.
- Priority 5** Children living in the catchment area of the linked infant school(s).
- Priority 6** Children living outside the catchment area of the linked infant school(s) and would have a brother or sister at the school or the linked school at the time they start school.
- Priority 7** Other children, measured in a straight line from the child's home.
- 3.2.2 Children on the roll of an infant school listed below will be guaranteed a place at the specified linked junior school, provided the application is submitted by the published closing date.

### **Infant schools**

Blossomfield Infant\*  
Burman Infant  
Castle Bromwich Infant  
Cranmore Infant  
Damson Wood Infant  
Marston Green Infant  
Streetsbrook Infant  
Woodlands Infant

### **Linked junior schools**

Shirley Heath Junior or Sharmans Cross Junior  
Haslucks Green Junior  
Castle Bromwich Junior  
Widney Junior  
Coppice Junior  
Marston Green Junior  
Sharmans Cross Junior  
Shirley Heath Junior

- 3.2.3 \*Blossomfield Infant & Nursery School has a joint link to both Sharmans Cross Junior School and Shirley Heath Junior School. Parents are guaranteed a place at one of the schools. If there are more applications for Sharmans Cross Junior School or Shirley Heath Junior School than places available, priority will be given to children attending Streetsbrook Infant School and Woodlands Infant School respectively. Children at Blossomfield Infant School with a sibling at Shirley Heath Junior or Sharmans Cross Junior are given priority over those without a sibling.
- 3.2.4 All references to previously looked after children means such children who were adopted or subject to child arrangement orders or special guardianship orders immediately following having been looked after or those who appeal to have been in state care outside of England and ceased to be in state care as a result of being adopted. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### 3.3 Infant and primary schools

- 3.3.1 **Priority 1** Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Priority 2** Children whose exceptional social or medical reasons can only be met by that particular school
- Priority 3** Children who normally live in the catchment area of the school and who would have a brother or sister at the school or the linked school at the time they start school
- Priority 4** Children who normally live in the catchment area of the school
- Priority 5** Children who would have a brother or sister at the school or the linked school at the time they start school
- Priority 6** Other children, measured in a straight line from the child's home
- 3.3.2 In September 2001 it became a legal requirement that all children in infant classes are taught in groups of no more than 30 with one qualified teacher. Children living within a school's catchment area will receive a higher priority for a place than children living outside the catchment area. However, a guarantee of a place cannot be given because to do so may breach infant class size legislation.
- 3.3.3 Children offered a reception place at a school are entitled to a full-time place in the September after their 4<sup>th</sup> birthday. Parents can defer the date their child is admitted to the 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 for which it was made; and where parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

#### 4. Section 4 is relevant to all applications:

4.1 Catchment area maps can be viewed online at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).

#### 4.2 Definition of a brother or sister

A brother or sister must live at the same address and could be:

- A brother or sister sharing the same parents;
- a half-brother or half-sister, where two children share one parent;
- a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- the separate children of couples who live together; or
- an adopted or fostered brother or sister.

Priority is not given if the brother or sister attends the nursery unit as this is non-statutory education.

4.3 If possible, places will be offered at the same school to twins, triplets and children from other multiple births.

- 4.4 Distances are measured in a straight line from home to school by our admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property. The grid reference for the school will be the main pedestrian gate if there are more than one.
- 4.6 If two or more applications in the same priority have the same distance, but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority.
- 4.7 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group.

Requests should be made to the admissions authority and may be supported by professional evidence such as a speech and language therapist or it may simply be the parent's statement as to why they are making their request. The following is the process to be followed when applying for a reception, junior or secondary intake place:

- apply for a place for the child's normal age group at the usual time
- parents submit their request to school admissions for admission out of the normal age group at the same time and by the closing date
- request and evidence will be considered by Solihull Council taking into consideration the views of the head teacher
- a response to the request will be sent before national offer day
- if the request is agreed parents should withdraw their application for the normal age group and make a new application as part of the main admissions round the following year, or proceed with their application for the normal age group and start in September
- if the request is refused the application will proceed in the normal age group or the parent can make an in-year application for admission to year 1 for the September following the child's fifth birthday
- There is no right of appeal against the decision to decline the request. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **5. Application procedure for the normal intake**

- 5.1 Parents will have the opportunity to express preferences up to a maximum of 5. They will need to rank them in order and can give a reason for that preference.
- 5.2 A Primary Education and Secondary Education booklet is available for parents and comprehensive information is published on the Council's website.
- 5.3 Applications should be submitted by the published closing date.
- 5.4 Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. The Advisory Group for Admissions will consider

applications and evidence and make recommendations to Cabinet Portfolio Holder, who will grant priority 2 to applications deemed to have exceptional social or medical reasons. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.

- 5.5 All children whose education, health and care plan names a school must be admitted. This will reduce the number of places at that school. The EHCP Team process these applications by following the statutory process set out in the SEND Code of practice.
- 5.6 The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, parents will need to provide a copy of the court order defining the arrangement. In the absence of a court order or where care is shared equally, we will use the address of the parent who is in receipt of the child benefit. Parents will need to send a copy of your child benefit award for the last two years.
- 5.7 All applications are subject to address checks.
- 5.8 All offers of school places, for children resident in Solihull who applied by the closing date, will be made by us on the published offer date.
- 5.9 We will tell parents which school can be offered. If a place cannot be offered a reason for refusal will be given. Parents will have the right of appeal.
- 5.10 Any preference ranked lower than the school offered will be withdrawn.
- 5.11 Parents are asked to accept or decline the offer within two weeks.
- 5.12 The places that are offered are provisional and are dependent upon the circumstances of the application remaining unchanged until the child has started the school. It is important that parents provide us with any information relating to changes in circumstances, as soon as they occur. If a house move means that the child is no longer qualifies for a place, the place it will be withdrawn.
- 5.13 An offer of a place can be withdrawn if the place has been offered in error, the applicant has not responded with a reasonable period of time, or it has been established that the offer was made using fraudulent or intentionally misleading information. A place obtained fraudulently can be withdrawn after a child has started at the school.

## **6. Late applications and changes to applications for normal intake**

- 6.1 Applications, received after the closing date, are late and will be processed after those that are received on time.
- 6.2 Changes to on-time applications received before the allocation will be considered if possible. Changes received after the allocation will be processed after offer day.
- 6.3 Additional preferences added after the closing date will be considered as late.
- 6.4 If the preferred school is not oversubscribed, all late applications will be offered.

## **7. Application procedure for in-year admission (admission at any time other than the normal intake)**

- 7.1 An in-year admission is at any time other than the normal point of intake.
- 7.2 Parents will have the opportunity to express up to three preferences, rank them in order and give a reason for that preference.
- 7.3 An application form is available for parents and comprehensive information is published on the Council's website.
- 7.4 Applications with exceptional social or medical grounds must be supported by independent professional evidence. Cabinet Portfolio Holder will consider applications and evidence and grant priority 2 to applications with exceptional social or medical reasons. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.
- 7.5 All applications are subject to address checks.
- 7.6 Parents will receive an outcome to their application within 15 school days of submitting a completed application. An application will be deemed complete when all sections are filled, and associated information is received. If a place can be offered the child is expected to start within 6 school weeks. If a place cannot be offered at a preferred school parents will be given a reason for refusal and offered the right of appeal.
- 7.7 If a place cannot be offered at a preferred school applications will be prioritised for the waiting list using the oversubscription criteria for the normal intake to that school.

## **8. Waiting lists for normal intake and in-year admissions**

- 8.1 For normal points of intake, the child will be added to the waiting list for any Solihull school that is ranked higher than the school that has been offered.
- 8.1 Waiting lists are made in strict priority order against the published admission criteria for the school.
- 8.2 If a vacancy arises in a school, the place will be offered to the child with the highest priority.
- 8.3 For in-year applications, the child will be put on the waiting list for the remainder of the half a term. Parents must contact School Admissions during the week before every school holiday if they want their child's name to stay on the waiting list. Those who do not make contact will be removed from the list.

## **9. Fair Access**

- 9.1 Each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.
- 9.2 Fair Access Protocols may only be used to place the groups of vulnerable and/or hard to place children nominated in the School Admissions Code, where they are having

difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

**10. Crown Servants and children of UK service personnel**

A place must be allocated in advance of arrival for families of crown servants and UK service personnel provided the application is accompanied by an official letter that declares a relocation date. Providing evidence of the intended address is provided, the address will be used when applying the oversubscription criteria.

**11. Post-16 provision**

11.1 The following schools in Solihull have post-16 provision. Each school is required to publish the minimum entry requirements for entry into Year 12:

Alderbrook School	Park Hall Academy
Arden	St Peter's Catholic School
Grace Academy	Tudor Grange Academy Kingshurst
John Henry Newman Catholic College	Tudor Grange Academy Solihull
Heart of England School	WMG Academy Solihull
Light Hall School	