



SCHOOLS OF  
ST ALPHEGE

# **Admissions Policy - Schools**

## **2026-27**

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## ***Let your love show***

At the heart of our vision is love—our Christian foundation is rooted in biblical teachings, and it shapes every aspect of school life. We aim to create a loving community, nurture a passion for learning, and encourage a spirit of service, all underpinned by the values of our faith.

The way of the Federation is love—an inclusive community where no one is left behind. Our purpose is the full flourishing of everyone: spiritually, intellectually, morally, socially, and culturally. We believe that God's love is for all, and we are committed to helping every child and adult in our schools live, love, and serve as world shapers, challenging injustices and making the world reflect God's creative and intentional plan.

The story of the Bible teaches us that love is complex, but it is God's way. As a school community, we look to the life of Jesus as our example of love in action. In loving community, loving learning, and loving service, we strive to share this love with everyone we encounter.

### **Loving community**

My command is this: Love one another as I have loved you. (John 15:12)

*Fostering a supportive and inclusive environment. Building strong relationships based on mutual respect and celebrating diversity. A place where everyone is loved, valued, and connected so that they can flourish.*

### **Loving learning**

Faith, hope and love. But the greatest of these is love (1 Corinthians 13:13)

*Creating an engaging and inspiring educational experience that nurtures spiritual flourishing, personal growth, and academic and professional achievement for all. Inspiring a love for learning. Learning that love is the way.*

### **Loving service**

Do everything in love (1 Corinthians 16:14)

*Dedication to serving others and making a positive impact. Creating a culture of compassion and empathy, justice, and responsibility. Contributing to the greater good.*

### **Our core value is love.**

**God is love.** (1 Corinthians 13:4-8) God made us to love. In our schools, love is the way. We let our love show by being patient and kind. We show our love by being aware of the dangers of jealousy, conceit, and pride. We show our love in behaviours that are polite, kind, generous, and good natured. We show love as we build and strengthen a community that does not keep records of wrongs and rejoices in truth. Love, for us, will be enduring, non-stop, never giving up; and rooted in God's love for us. It embraces everyone. It treasures all our differences. It speaks up for and reaches out to those who don't have what they need.

**Love is God's way and love is the St. Alphege way.**



**This section refers to admission to the schools. The Nursery Admissions Policy can be found on the school website.**

Our admissions process is part of the Local Authority co-ordinated scheme. The Governing Board is the Admission Authority. The application process starts in the autumn before admission and applications must be made online via. <https://www.solihull.gov.uk/Schools-and-learning/School-admissions>

The schools' Published Admissions Numbers are 24 for Nursery, 60 for Infants and 60 for Juniors. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

Children with an Education, Health and Care Plan (EHCP) that names St. Alphege Schools will be offered a place first. This may reduce the number of places available.

## **Over subscription Priorities**

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

### **Priority 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 arrangements or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Priority 2**

Children on roll at St. Alphege Infant School at the time of application (for St. Alphege Junior School applications only).

### **Priority 3**

Children who have a brother or sister in the schools (Infants and/or Juniors) at the time of admission.

### **Priority 4**

Children who normally live nearest to the school. This is measured by Solihull Council's admissions system, which calculates distance in a straight line from the child's normal home address to the main pedestrian gate of the Infant (or Junior) school using the Local Land and Property Gazetteer (LLPG).



## Notes:

1. 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.
2. A child's home address is the place where the child is permanently resident with his or her Parent(s)/carers. 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 and relevant documentation (such as a child arrangement order) should be submitted for consideration.
3. Under **Priority 3** 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 (a formal arrangement that gives same-sex couples the same legal status as married couples); the separate children of couples who live together; or an adopted or fostered brother or sister.
4. **Priority 3** will not be awarded if the brother or sister attends the nursery unit, as this is non-statutory education.
5. There is no automatic guarantee of transfer from St. Alphege nursery to reception classes of Saint Alphege Infant School. An application must be made separately for a place in Reception through Solihull Metropolitan Borough Council admissions:  
<https://www.solihull.gov.uk/Schools-and-learning/School-admissions>.
6. In line with Solihull Local Authority policy, children attending St. Alphege Infant School have the right to transfer to St. Alphege Junior School (**Priority 2**).
7. If offering places within any one of the priorities would cause the school's admission number to be exceeded, then children living nearest would be offered first. Distances are calculated by Solihull Local Authority in a straight line from the child's normal home address to the main



pedestrian gate of the school (Infants or Junior school, depending on the application) using the Local Land and Property Gazetteer (LLPG). This is the only measure used; distances provided by other websites, such as Google Maps, will not be considered. 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 Solihull Local Authority via random selection (unless this involves multiple births, in which case all siblings may be admitted).

8. Your child may move up or down the waiting list. For example, if another child joins the waiting list and has a higher priority for a place due to a sibling in the schools or because they live closer to the school, they will go above your child on the waiting list. The addition of any children to the waiting list requires the list to be re-ordered. Waiting lists are produced in strict order of priority and are then managed by Solihull Local Authority. Waiting lists are kept until the end of December in the year of admission. After this, a Solihull Local Authority change of school application form will need to be completed: <https://www.solihull.gov.uk/sites/default/files/2022-09/Application-for-a-school-place.pdf>

9. 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.

10. Applications for a school place at any time other than the normal time for admission (in year admission) should be made to the Admissions Team at Solihull Metropolitan Borough Council (SMBC). Further information regarding SMBC's in-year admission process is available at: <https://www.solihull.gov.uk/Schools-and-learning/School-admissions>. If there is a vacancy in the relevant year group, a place can be offered. However, if the Governing Board decides that the year group is full, it will apply the admission priorities to the application so that your child can be placed appropriately on the waiting list.

11. The Governing Board 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.

12. Admission of children below compulsory school age and deferred entry: 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 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 application was made.

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.



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: i.e. A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August 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).

### 13. Admission of children outside their normal age group:

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 school, via the school office, 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.

#### Summer born Children (those born between 01 April and 31 August):

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 school at this stage, as the year group may already be full.

Parents of a summer born child may, at the same time as making an application to the Local Authority for a Reception place in the child's normal age group, make a request of the school's Governing Board that the child may apply the next year to be admitted to the Reception Class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Governing Board of the school, via the school office, 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 a Reception place may be withdrawn and the parent must then make a new application for a place in Reception as part of the main admissions round the following year, which will be considered against the normal over subscription priorities (and there is no guarantee of a place being offered at this school 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 school).



14. 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 school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

15. 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.

16. 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 Department For Education (DFE) guidance:

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

17. If your child is not offered a place at either St Alphege CE Infant School, or St Alphege CE Junior School, you have the right of appeal against this decision. Appeal forms are available from the Infant School Office, which can be contacted via telephone: 0121 704 0443, or email: [80office@stalphege.solihull.sch.uk](mailto:80office@stalphege.solihull.sch.uk); and the Junior School Office, which can be contacted via telephone: 0121 704 2714, or email: [81office@stalphege.solihull.sch.uk](mailto:81office@stalphege.solihull.sch.uk). Appeals are heard by an independent panel.

This policy is informed by the Birmingham Diocesan Board of Education (BDBE) Guidance for Admission Authorities Setting Admissions Policies 2024.

It is reviewed annually by the Admissions Committee and adopted by the Full Governing Board.