

**Qualifying scheme for admission to school at the normal point of intake 2015-2016**



1. The purpose of the qualifying scheme is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent of a child living in the area who has applied for a school place is sent an offer of one, and only one, school place.
2. Parents of children who are normally resident in Solihull will be able to apply online.
3. Parents can apply for any type of maintained school in Solihull or in another council area.
4. Applications must be submitted to Solihull by the published closing date.
5. We will send details of preferences for schools outside Solihull to the LA in which that school is situated, and pass on any relevant supporting information.
6. Neighbouring LAs will inform Solihull of preferences made by their residents for schools situated in Solihull.
7. We will inform Solihull schools, who are their own admission authority, of any preference made for their school, and pass on any relevant supporting information.
8. The admission authority for each school will consider the preferences for their school. If there are more applications than places available the preferences will be considered against the published oversubscription criteria. The list of preferences will be put into priority order and returned to us.
9. We will notify a child's home LA if a place can be offered at a Solihull school. The applicant's home LA will apply its own qualifying scheme to determine whether to offer the Solihull school place or a place within its own area.
10. Other LAs will notify us if a place can be offered, to a Solihull applicant, at a school in their area.
11. With a system of equal preferences it is possible that more than one school may be allocated. In this event, a place will be offered at the highest ranked school which could be allocated.
12. We will notify own admission authority schools of the children who qualify for a place at their school.
13. If none of the preferences listed can be offered we will offer a place at the nearest school with a vacancy after all other offers have been made.
14. All offers of school places, to parents resident in Solihull, will be made by us. If the school is its own admissions authority the place is offered on behalf of the governing body.
15. Late applications for schools which are their own admissions authority or for schools outside Solihull will be passed to the admission authority or LA for them to consider.

16. Waiting lists will be maintained by Solihull Council. If a vacancy arises in a school the place will be offered to the child at the top of the waiting list by Solihull Council.

<b>Timetable for admissions intake process for 2015-16</b>					
	<b>14-19</b>	<b>Secondary</b>	<b>Junior</b>	<b>Reception</b>	<b>Nursery</b>
Date of birth range		01/09/03-31/08/04	01/09/07-31/08/08	01/09/10-31/08/11	01/09/11-31/08/12
Number of preference	3	5	3	4	4
Closing date	<b>31 Oct 2014</b>	<b>31 Oct 2014</b>	<b>15 Jan 2015</b>	<b>15 Jan 2015</b>	<b>12 Dec 2014</b>
Cabinet Member Advisory Panel meeting	N/A	Jan 2015	Feb 2015	Feb 2015	Jan 2015
ADT exchange with other LAs		14 Nov 2014	26 Jan 2015	26 Jan 2015	N/A
Inform our own admission authority schools of preferences		28 Nov 2014	6 Feb 2015	6 Feb 2015	12 Jan 2015
Own admission authorities return priority list to LA		12 Dec 2014	27 Feb 2015	27 Feb 2015	23 Jan 2015
ALT exchange with other LAs		9 Jan 2015 22 Jan 2015 30 Jan 2015 6 Feb 2015	6 Mar 2015 20 Mar 2015 31 Mar 2015	6 Mar 2015 20 Mar 2015 31 Mar 2015	N/A
Offer day - letters posted		2 Mar 2015	16 Apr 2015	16 Apr 2015	25 Mar 2015

## **Coordinated scheme for in-year admission to Solihull schools 2015-2016**

1. The purpose of the coordinated scheme is to establish mechanism to coordinate applications for school places at any time other than the normal intake, ensuring, so far as reasonably practicable, that parents can make an application for a Solihull school through a single point of contact.
2. Application forms are available to parents who wish to apply for a place in a Solihull school.
3. Parents wishing to apply for a school outside Solihull must apply direct to that school or LA.
4. Completed applications for Solihull schools must be returned to Solihull School Admissions.
5. Applications which are deemed 'hard-to-place' will be referred to the Solihull Children Missing Education (CME) Officer, or referred to the child's home LA.
6. Preferences made for schools outside Solihull, or for Solihull schools not partaking in this coordinated scheme will be passed to that school.
7. The admission authority for each school will consider the preferences for their school. They will let us know if a place can be offered, or if a place cannot be offered, they will give a reason for refusal and provide the oversubscription criteria so that the applicant can be placed on the waiting list.
8. With a system of equal preferences it is possible that more than one school may be allocated. In this event, the ranking stated by the parent on the application form will be used to determine which single offer will be made and schools concerned will be notified.
9. Parents will be informed of the outcome of the application, by letter.
10. Offers of school places will be made by Solihull Council. If the school is its own admissions authority the place is offered on behalf of the governing body.
11. Waiting lists can be maintained by Solihull Council. If a vacancy arises in a school the place will be offered to the child at the top of the waiting list by Solihull Council in consultation with the admission authority for the school.