

Admission arrangements for Solihull community and voluntary-controlled schools 2019-2020



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 of the secondary schools) and the UTC 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.

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. Applicants for a year 10 place should apply to their home local authority. Applicants for a year 12 place should contact the college direct.

2.2 Secondary

- 2.2.1 Children transfer to secondary school in the September after their 11th birthday.
- 2.2.2 All secondary schools in Solihull are responsible for determining their own admission arrangements including the oversubscription criteria. They are 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 7th birthday.

2.4 Reception

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

2.5 Nursery

- 2.5.1 There is a range of options available to parents. The application process is under review following in the introduction of 30 hours of funded provision. Up-to-date information can be found on the Council's website.

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 as follows:

3.2 Junior schools

- 3.2.1 **Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order
- Priority 1b** Children whose exceptional social or medical reasons can only be met by that particular school
- Priority 2a** Children at the linked infant school
- Priority 2b** Children living in the catchment area of the linked infant school(s)
- Priority 3** Children who would have a brother or sister at the school or the linked school at the time they start school
- Priority 4** 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
Daylesford 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
Chapel Fields 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.
- 3.2.4 **Daylesford Infant School and Chapel Fields Junior School are the subject to consultation.
- 3.2.5 For priority group 2a, 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.

3.3 Infant and primary schools

- 3.3.1 **Priority 1a** Looked after children and previously looked after children who are now adopted or subject to a child arrangements order or special guardianship order
- Priority 1b** Children whose exceptional social or medical reasons can only be met by that particular school
- Priority 2** Children who normally live in the catchment area of the school
- Priority 3** Children who would have a brother or sister at the school or the linked school at the time they start school
- Priority 4** 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 Parents can request that the date their child is admitted to school is deferred until later in the academic year up to the beginning of the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

4. Section 6 is relevant to all applications:

4.1 Catchment area maps can be viewed online at 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 (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.

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 multiples births, as long as we comply with infant class size legislation.

4.4 If a priority group has more applicants than places available priority will first be given to those with an older brother or sister at the school and then to those living nearest the school (measured in a straight line from home to school).

4.5 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.

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 can seek a place for their child outside their normal age group. Parents' reasons should normally be accompanied by professional evidence in support of their request. The request will be considered by the admissions authority and the head teacher of the preferred school.

5. Application procedure for the normal intake

- 5.1 Parents will have the opportunity to express a minimum of three preferences, rank them in order and 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 1b to applications deemed to have exceptional social or medical reasons.
- 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 START Team process these applications.
- 5.6 The home address is the place where the child is permanently resident with his or her parents. When a child lives between two parents' 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, parents may be asked to provide formal evidence of the arrangement or child related benefit documents.
- 5.7 All applications are subject to address checks.
- 5.8 All offers of school places, for children resident in Solihull, 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. There is no right of appeal for nursery as it is non-statutory education.
- 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 or fraudulent information means that the child is no longer entitled to the place it will be withdrawn.

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 the offer day.
- 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.

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 A leaflet 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 1b to applications with exceptional social or medical reasons.
- 7.5 All applications are subject to address checks.
- 7.6 Parents will receive an outcome to their application. 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. There is no right of appeal for nursery applications.
- 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 Parents can request that their child's name 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 Applicants will be put on the waiting list for 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. Post-16 provision

- 9.1 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	Heart of England School
Arden	Park Hall Academy
CTC Kingshurst Academy	St Peter's Catholic School
Grace Academy	Tudor Grange Academy
John Henry Newman Catholic College	WMG Academy