

Qualifying scheme for admission to school at the normal point of intake 2019-2020



1. The purpose of the qualifying scheme is to establish a mechanism for ensuring that, so far as reasonably practicable, 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 by a Solihull applicant 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 Solihull applicants, 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.

Timetable for admissions intake process for 2019-20				
Round:	14-19	Secondary	Junior	Reception
Birth range	01/09/04-31/08/05	01/09/07-31/08/08	01/09/11-31/08/12	01/09/14-31/08/15
Number of preference	3	5	3	4
Closing date	31 Oct 2018	31 Oct 2018	15 Jan 2019	15 Jan 2019
Advisory Panel for School Admissions	N/A	Jan/Feb 2019	Jan/Feb 2019	Jan/Feb 2019
ADT exchange with other LAs	12 Nov 2018	12 Nov 2018	29 Jan 2019	29 Jan 2019
Ranked preferences returned to LA	21 Dec 2018	21 Dec 2018	26 Feb 2019	26 Feb 2019
ALT exchange with other LAs Week commencing:	9 Jan 2019 21 Jan 2019 28 Jan 2019 Final by 13 Feb 2019	9 Jan 2019 21 Jan 2019 28 Jan 2019 Final by 13 Feb 2019	4 Mar 2019 18 Mar 2019 Final by 29 Mar 2019	4 Mar 2019 18 Mar 2019 Final by 29 Mar 2019
Offer day	1 Mar 2019	1 Mar 2019	16 Apr 2019	16 Apr 2019

Coordinated scheme for in-year admission to Solihull schools 2018-2019

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 local authority.
4. Completed applications for Solihull schools must be returned to Solihull School Admissions.
5. Preferences made for Solihull schools not partaking in this coordinated scheme will be passed to that school. Preferences for schools outside Solihull will be returned to the applicant.
6. 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. A response is expected within five school days or ten school days for the most complex cases, in line with DfE guidance.
7. 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.
8. Parents will be informed of the outcome of the application.
9. 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.
10. 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.