St Clement's CofE Primary Academy Admissions Policy

for the academic year 2028 - 2029

St. Clement's Church of England Academy is run by the Birmingham Diocesan Multi-Academy Trust ('BDMAT'). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and Local Academy Boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the Local Academy Board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT board of directors.

St.Clement's Church of England Primary Academy
Butlin Street, Nechells, Birmingham, B7 5NS

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to the Local Authority where they live by the published closing date.

The school's admission number is **30**. 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
Any child with an Education Health and Care Plan is required to be admitted to the school that is named in the EHCP. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

Oversubscription criteria
If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority, and places will be allocated in the following order:

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. (**see note 1**)

~~Priority 2: Children with a Statement of Special Educational Needs/ Educational, Health and Care Plan (EHCP) naming St Clement's will always be admitted. (see note 2)~~

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Priority 2: A child (or a parent-**see note 2**) who have exceptional medical or social needs that make it essential for a child to attend St Clement's rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (**see note 3**)

Priority 3: A child with a sibling (**see note 4**) already on roll at St Clement's at the time of application and who is expected still to be in attendance at the time of entry to the school.

~~Priority 5: Children whose parents have made an application on denominational grounds, defined as anybody whose parent regularly attends a local Church of England Parish Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the minister. Local means a Church within the Parish of Aston and Nechells.~~
~~Priority 6: Children whose parents have made an application on denominational grounds, defined as anybody whose parent regularly attends any other Church of England Church. We define regular as meaning once a month for a twelve month period and this will be confirmed by a letter from the minister.~~
~~Priority 7: Children whose parents have made an application on denominational grounds defined as anybody whose parent regularly attends any other Christian denomination (defined as a Church who are members of Churches together in England or the Evangelical Alliance). We define regular as meaning once a month for a twelve month period and this will be confirmed by completion of the SIF and relevant section signed by the incumbent and/or letter from the incumbent. (see Note 6)~~

Priority 4: All other children. (**see notes 5, 6 & 7**)

Notes:

1: Children looked after by a Local Authority: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

~~2: Children with an EHC Plan that names St.Clement's CE Academy will be offered a place first. This may reduce the number of places available.~~

2: Parent: For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not;

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- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a stepparent, 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.

3: Exceptional medical and social needs: When applying under Priority 2 (exceptional medical or social needs), supporting evidence must be included from an independent professional person who is aware of the situation and supports your reasons for preferring St Clement's. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. St Clement's reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

4: Sibling: 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 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 a couple who live together; or
- An adopted or fostered brother or sister.

~~6: As regards an application on denominational grounds (5, 6 or 7), in respect of a child who has moved to an address within two miles of St Clement's, and who attended a Church in the vicinity of their former address, Church attendance at their previous Church shall be counted as if it was within the category 5 ,6 or7, as applicable.~~

5: Home Address: A child's home address is the place where the child is permanently resident with his or her Parent(s). 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.]

6: Distances: If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority using a computerised system based on ordnance survey coordinates. The calculation of distance is on the basis of a straight-line measurement between the applicant's home address and the school gate. If two or more applicants share the same distance to a school and only one place is available, the

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applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

7: Nursery: A place in the Nursery Class does not guarantee a place in the Reception Class.

8: Late Applications: 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.

9: Waiting lists: Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. The list will be re-ranked whenever a child's name is added or removed.

10: In-Year Applications: Applications made outside the normal admissions round (for in-year admissions) should be made directly to the Academy. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.

- A request is made for a place / places directly to the Academy. The Academy will notify parents of the decision in writing within 15 school days (with the aim of 10 school days).
- The application will be considered by the Local Academy Board (LAB) of governors.
- If the LAB decides that a place can be offered, then an appointment will be made for the family to have a tour of the school and to meet the Headteacher. Should an interpreter be required then either a member of staff or an external translator will be provided for the meeting.
- If the LAB decides that a place can not be offered, the applicant will be placed on the waiting list under the appropriate priority. Unsuccessful applicants will be notified of their right of appeal.

11: Appeals: Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of the Local Academy Board via the school office. Appeals will be heard by an independent Panel.

12: Fair Access Protocol: The Local Academy Board recognises its duty to participate in the Local Authority Fair Access Protocol.

13: Admission of children below compulsory school age and deferred entry:
13.1 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.

13.2 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.

13.3 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;** eg: A child born between 01 September and 31 December must be in compulsory education by 31st 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).

14: Admission of children outside their normal age group

14.1 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 Local Academy 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.

14.2 Summer-born Children (those born between 01 April and 31 August)

14 .2.1 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 well already be full.

14 .2.2 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 to the school's Local Academy Board that the child may **reapply** the following 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 Local Academy Board of the school, via the school office, setting out the reasons for the request. The Local Academy 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 Local Academy Board agrees to the parent's request, the existing application for the 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 oversubscription criteria, (and there is no guarantee of a place being offered at this school at that stage).

If the Local Academy Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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).

14.3 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.

14.4 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.

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 DFE guidance to be found at:
https://www.gov.uk/government/publications/summer-born-children-school-admission