



ADMISSIONS

Signed by the Chair of the Governing Board:	
The Governing Body ratified this policy on:	8th February 2024
Review Schedule:	The Governing Body will review this policy every 7 years if there are no change
Date of next review:	February 2031

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Birmingham City Council. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 60 pupils for entry in Reception, Years 1, Years 2, Years 3, Years 4, Years 5 and Years 6. With no more than 30 pupils in each class.

5.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Priority will next be given to those who live nearest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Boulton Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

5.3 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

5.4 Fair Access Protocol

We participate in Birmingham City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions must be handed in to the school office **between 1pm and 2:30pm** on a Monday to Friday.

6.1. In-year admissions process

Step 1	On receipt of your application form, the admin team will make contact with parents to arrange an initial meeting with the relevant staff
Step 2	<p>To hold the meeting with the family to ascertain all information that may be relevant for the school to understand and make provision to fully meet the needs of the child from their first day with us. This will include:</p> <ul style="list-style-type: none"> • Details of previous schools attended • Any medical needs and details of any medical professionals involved with the child • Any medications they need to regularly take • Home language and fluency in English • Family situation • Any Special Educational Needs or Disabilities
Step 3	<p>The Admin team to collect relevant identification information and documentation including</p> <ul style="list-style-type: none"> • an original birth certificate or passport • details of parents and their contact details • Home address • Details of adults who can collect the child at the end of the school day
Step 4	<p>The Inclusion team will design an individual transition programme for the child based on</p> <ul style="list-style-type: none"> • Their previous school experiences • Their academic needs • Their language needs • Their medical needs. <p>The team will ensure the child is welcomed into the school by their new class and the staff have all the information they need to from the child's first day in the school</p>
Step 5	The child will be admitted into the school once all of the above have been completed and appropriate preparations have been made

Step 6	The school will monitor the child to ensure they are settling in well and their needs are being met. The Inclusion team will maintain regular contact with the family to ensure we are aware of any issues which may be arising and taking appropriate action
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7. Arrangements for Admission to the Nursery for 3 & 4 Year olds

Nursery admissions are taken in **September, January** and **April** (subject to place availability).

We welcome a registration of interest for a place at James Watt Nursery before children are three years old. Just call at the school office and collect a Admissions form.

Children are admitted during the **term after their 3rd birthday**, providing there are places available.

We will offer places to children on a **part-time basis**. For part-time places, we offer all day Monday and Tuesday, and Wednesday until 11:30 am.

Where we receive more applications than there are places available, the following criteria will apply as listed in section 5.2 of this policy.

Please note, all children have a reduced timetable until they are settled into the Nursery - more information will be given on induction day.

8. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.