

# **Admissions Policy**

## **The Federation of Boldmere Schools**



**Version :** January 2023

**Ratified by the Governing Body:** January 2023

**Signed by the Governing Body:** Chair: Greg Bloom

**To be reviewed (annually):** January 2024

Boldmere Infant and Nursery School and Boldmere Junior School are 3 form entry schools admitting 90 children in each year group.

Boldmere nursery class provides part-time (15 hours) and full-time (30 hours) places for up to 26 full time equivalent children. Part-time places are allocated for either five mornings or five afternoons per week (3 hour sessions). Full-time places include mornings, afternoons and lunchtime provision.

Boldmere Inclusion Base admits up to 24 children across the primary age range, 4 to 11 years.

All Local Authorities are required to have in place a scheme for co-ordinating admission arrangements for all maintained primary schools within their area. The purpose of co-ordinating admissions is to ensure, so far as reasonably practicable, that every parent of a child living in the local authority area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place from their Local Authority.

Admission limits are normally based on classes of 30 pupils. It is considered educationally undesirable for classes to exceed 30, particularly when there are suitable places available at neighbouring schools. Excessive class sizes can impose strain on both staff and resources in the school.

## **Admissions**

### **How to apply for Nursery class**

- Nursery registrations should be made with Boldmere Infant and Nursery School. Application forms are available from the school office or to download from the school website. Children are eligible to start Nursery in the September following their third birthday. In such cases where our Nursery places are not filled, there will be further intakes in January/April, for those children who became three during the Autumn/Spring term.
- For January/April intakes, priority is given to the eldest children (not sibling priority) at the time of offering a place. When children are admitted in the January/April following their third birthday, they will continue in Nursery for a further year (ie for a total of 5/4 terms) until eligible for admission to Reception class.
- Admission criteria, including Morning or afternoon preferences is detailed in Appendix 1.
- Full time places (30 hours) are offered where eligibility criteria is met. In such cases, a weekly charge for wrap around care is required as part of the contract between school and parents. (Please see Charging and Remission Policy)

- If your child attends our nursery class, this does not mean that he or she will automatically get a place in our infant school. Parents with children in the nursery class must apply for a Reception year place at the school in the same way as other parents.

### **How to apply for Reception class**

- The admission process for Reception is managed by the Local Authority.
- An application must be made online at <https://www.birmingham.gov.uk/schooladmissions>.

- Cut-off distances:

The home to school distance of the last child admitted at the time of entry in previous years are as follows:

	2020	2021	2022
Cut-off distance in metres	585	772	937m

- It is not possible to predict precise distances for the next year of entry and there is no guarantee of a place based on previous year's distances.
- By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday. However, in Birmingham, children are admitted to the Reception year in the September at the start of the academic year in which they reach five years of age. The Local Authority offers Reception places on an agreed date in the Spring term.

### **Transfer from Year 2 to Year 3 class**

- Transfers from Year 2 to Year 3 (Infant to Junior School) are managed by the Local Authority.
- Parents with a child attending Boldmere Infant and Nursery School in Year 2 are required by the Local Authority to complete a Local Authority Preference Form to request a Year 3 place at Boldmere Junior School, or any other primary school. Parents will be given guidance on this process by the schools.

### **How to make an in-year application.**

- Applications made outside the normal admissions round (In-Year Admission) must be made directly to the school concerned.
- Parents must complete an Application for a Change of School (In Year) form. Section 4 of this form must be completed by the Headteacher of the child's current or

most recent school, before the form is passed to the preferred school and if no places are available, the child's name is added to the waiting list. They will remain on the waiting list until the end of the current academic year.

### **Transfer from Year 6 to Secondary School**

- In the summer term a year prior to children transferring to secondary education, parents of Year 5 children will be invited by the Local Authority to apply for their child to be admitted to any Birmingham LA maintained secondary school or Academy. Parents may express up to six school preferences.
- Applications to sit any selective or assessment tests should be made on separate forms.
- Further guidance on this process will be given by Boldmere Junior School and the Local Authority.

### **Admission, over-subscription & selection criteria**

- Where the number of applications is greater than the Published admission number, all applications will be ranked using the over-subscription criteria.
- If there is over-subscription within a category, priority is given to those children living closest to the school as determined by the shortest distance.

Criteria:

1. Children who are in the care of the Local Authority or provided with accommodation by them, and children who were previously looked after.
2. Children who at the time of admission, will have a sibling who attends either Boldmere Infant and Nursery School or Boldmere Junior School. Where Junior school admit numbers over PAN, sibling criteria will apply at Infant school, and siblings will be placed at the top of the waiting list.
3. Children who live nearest to the schools, calculated by straight-line measurement.

In addition to the above criteria, transfer from Boldmere Infant school to Boldmere Junior school ie Year 2 to Year 3 will give priority to those children who are, at the time of application, in attendance in Year 2 at Boldmere Infant and Nursery school.

### **Special Education Needs**

- Any child with an Education, Health and Care Plan (EHCP) that names Boldmere Infant and Nursery, or Boldmere Junior school in their plan must be admitted into school.

- The EHCP gives such children overall priority for admission, this is not over-subscription criteria.

### **Admissions to Boldmere Inclusion Base (BIB)**

- Boldmere Inclusion Base is a resource base unit attached to the Federation of Boldmere schools. Boldmere Inclusion Base supports primary aged children who have an Educational, Health and Care Plan with a primary need of ASC (Autism Spectrum Condition). Placements in the Inclusion Base are commissioned by SENAR (Special Educational Needs Assessment Review team.)
- Siblings of children in the Inclusion Base do not automatically receive a place in Boldmere Infants & Nursery or Boldmere Junior school.
- Applications for Boldmere Inclusion Base are made through SENAR.

### **Appeals**

- Appeals are administered by the Local Authority for this school.
- Parents/carers who wish to appeal against the decision to refuse their child admission should visit [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions). Waiting lists
  - If the school is over subscribed in any year group, names of all unsuccessful applicants will be placed on a waiting list. The list will operate in accordance with the oversubscription criteria defined above. This will be maintained by the school and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list.
- Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year may move up or down.
- Any applicants will be added to the school's waiting list in accordance with the order of priority for offering places.
- Waiting lists will be maintained until the end of each academic year. Parents must re-apply for a place if they wish to remain on the waiting list for a subsequent year. Further information is available on the Birmingham City Council website, Primary school admissions.

### **Fair Access Requests**

In line with government guidance, each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

Birmingham's Fair Access Protocol will be implemented from September 2022. The Federation of Boldmere Schools is required to adhere to its policy and procedures. Further information can be viewed on Birmingham City Council's website, Fair Access Protocol.

[https://www.birmingham.gov.uk/downloads/download/433/birmingham\\_fair\\_access\\_protocol](https://www.birmingham.gov.uk/downloads/download/433/birmingham_fair_access_protocol)