

**THE ADMISSIONS CRITERIA OF THE GOVERNORS FOR ADMISSION TO  
DEANERY C.E. PRIMARY SCHOOL (2020)**

**Academy Status**

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<b>Head Teacher</b>	<b>Mrs Jayne Luckett</b>
<b>Admission No.</b>	<b>60</b>

<b>Criteria</b>	
<b>1.</b>	<p>Looked After, or Previously Looked After, Children.</p> <p>A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</p>
<b>2.</b>	Brothers or sisters (as defined below) of children at the Deanery School in the year of admission.
<b>3.</b>	<p>Children of parents who are of Church of England denomination who live in and are regular worshippers within the parish boundaries of the 14 churches listed in note 10. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <b><i>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.</i></b></p>
<b>4.</b>	<p>Children of parents who live within the parish boundaries of the 14 churches listed in note 10 and are of other Christian denomination and are regular worshippers within the parish boundaries of the 14 churches listed in note 10. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <b><i>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.</i></b></p>
<b>5.</b>	Children who have attended Little Hollies Nursery and who live who live within the parish boundaries of the 14 churches listed in note 10.
<b>6.</b>	Children who live nearest the school (as defined and measured by the Local Authority).

Please contact the school for further information. An Additional Information Form must be returned to the school if category 1 – 5 applies.

The Governing Body has adopted the LA timetables (closing date and notification of places) and definitions as published in their prospectus.

## NOTES

1. Children with an Education, Health and Care Plan (EHCP) that names Deanery CE Primary School will be offered a place first. This will reduce the number of places available.
2. \* Regular church attendance means “attendance at church worship at least twice a month and for at least two years preceding the date of admission”. This is measured by each Incumbent of the church within the old Deanery of Sutton Coldfield. ***In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.***

If the family is moving in to the old Deanery of Sutton Coldfield, a letter demonstrating attendance at least twice a month, for at least two years preceding the date of admission, and signed by the minister of their previous church will be required.

3. Under priority 2 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 a couple who live together; or
  - an adopted or fostered brother or sister.
4. There is no automatic transfer from nursery to reception class; a further application must be made in the following year.
5. Successful applicants can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
6. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority admissions system. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless there are multiple births – in this case all the siblings will be admitted).
7. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.

8. 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 (unless there are particular circumstances which prevented you from applying earlier).

9. A child's home address is the place where the child is permanently resident with his or her parents. 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, parents can choose which address will be used.

Proof of residence will be required. Acceptable documentation for your child's application includes:

- A copy of your Council Tax bill
- A copy of a recent utility bill (gas, water, electricity, dated within the last six months)
- A solicitors letter stating that contracts have been exchanged and specifying a completion date
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits)
- A signed and dated tenancy agreement of not less than 12 months, plus proof of residency, e.g. a copy of a recent utility bill

If a parent knowingly provides false information as proof, which would affect the success of their application, they may have the place withdrawn.

10. Be within the parish boundary of one of the following 14 churches:

- All Saints Four Oaks – Belwell Lane B74 2XU
- Emmanuel Wylde Green – Little Green Lanes B72 1YG
- Holy Trinity Sutton Coldfield – Sutton Coldfield B72 1SD
- St Chad Sutton Coldfield – Holyfield Road B75 6AX
- St Chad Wishaw – The Gravel B76 9QB
- St Cuthbert's Castle Vale – St Cuthbert's Place B35 7PL
- St Columba's Banners Gate – Chester Road North B73 6TX
- St George's Minworth – Water Orton Lane B76 9BU
- St James Hill Mere Green – Mere Green Road B75 5BW
- St John's Walmley – Walmley Road B76 1NG
- St John the Baptist Middleton – Middleton Village B76 2AN
- St Michael's Boldmere – Boldmere Road B73 5RX
- St Nicholas Curdworth – Glebe Fields B76 9EY
- St Peter's Maney Hill – Maney Hill Road B72 1JJ

For further details please see the website [www.achurchnearyou.com](http://www.achurchnearyou.com)

11. Applications made outside the normal admissions round (in-year admission) should be made directly to the school. 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 Birmingham.

12. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.

13. 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 Governors. Appeals will be heard by an independent Panel.

#### **14. Admission of children outside their normal age group**

14.1. For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, (but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage). If the request is refused, the parent must decide whether to accept the offer of a place 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 the parent's preferred school(s)).

14.2. Requests for education out of normal year group for other years, (eg for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

14.3. There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.

14.4. The admission authority is the Board of Directors and application can be made by letter to the Chair of the Board.

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. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

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 be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

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