



Deanery C.E. Primary School
Academy Status

Admissions Policy
2024 - 2025

Admissions Policy

General

Aim

The principal aim of the Admission Policy is to maintain the key character of a Church of England Christian school whilst meeting the needs of the wider community. The school was built in 1980 for the children of families attending church within the formerly known Deanery of Sutton Coldfield and as such will be a priority within our admission criteria. We aim to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community regardless of gender, disability or ethnic origin within the boundaries of our admission criteria.

We offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the 'National Curriculum'.

Our School Motto – 'Ad Majorem Dei Gloriam'

Translated this simply means 'To the Greater Glory of God'.

Vision

We believe that everything we do is a faithful response to God's faithfulness, shown to us through Jesus Christ. Our vision is to reflect God's Glory in every season of life, in all aspects, from the little things, to the big.

Beliefs and Values

We believe that God's heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

School Culture

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- To enable each child to value themselves and have aspirations for the future.
- To recognise everyone's place in the wider community.

Ad Majorem Dei Gloriam
'To the Greater Glory of God'

Introduction

This policy has been prepared by the Governing Body in consultation with the Birmingham Diocesan Board of Education and agreed with the relevant admissions authorities that are statutorily required to be consulted under the Education (Determination of Admission Arrangements) Regulations 1999. Our admissions process is part of the Local Authority co-ordinated scheme.

The school's admission number is 60 full-time places in Reception. The Nursery offers 52 part-time places in line with Government funding. Where the number of applications is lower than these numbers, all applicants will be admitted. If there are more applications than places available then all applications will be considered by designated members of the Admissions Committee of the Governing Body.

The Governing Body of the school (not Birmingham Local Authority (LA)) is responsible for deciding the Admissions Criteria to the school. This policy is renewed on an annual basis and Birmingham LA is notified for distribution in their Admissions Booklet.

Application procedures

Parents should apply as follows:

1. Nursery entry

- *It is the Governors' policy to admit children at one point of entry in the September following the child's third birthday.*
- *All applications must be made on the 'Application for Admission to Little Hollies Nursery' form (Appendix 1) and returned to the school.*
- *The decision to offer a place to a child will be made by the Admissions Committee of the Governing Body following the Admission Criteria for that school year (Appendix 2).*
- *Any additional hours in excess of the allocated Nursery session will be subject to a charge as indicated on the Little Hollies Nursery Extended Services charges form.*
- *The admission number for Little Hollies Nursery is 52 part-time morning sessions.*

2. Reception entry

- *It is the Governors' policy to admit children at one point of entry in the September following the child's fourth birthday.*
- *All applications must be made online via Birmingham City Council*
- *The school's Additional Information Form (Appendix 3) should also be completed and returned to the school for parents applying under criteria 3 & 4.*
- *The decision to offer a place to a child will be made by the Governors of the Admissions Committee of the school following the Admission Criteria for that school year (Appendix 5).*
- *The admission number for Deanery C E Primary School is 60 children in Reception.*
- *The dates and process of applications will be in-line with those published by the LA each year.*

3. In-Year Admission

This is when parents/carers seek the admission of their child in any academic year outside the normal admission round e.g. moving into the area. Parents may contact the school and make arrangements to visit the school and meet the Head Teacher or Senior Manager to discuss their child's admission.

To apply for a place for a child

- *An 'Application form for Admission' within a school year (Appendix 4) should be completed and returned to the school together with the Local Authority 'Application for a Change of School In Year' form.*
- *If a place is available, within the year group, a decision to offer a place will be made by Governors of the Admissions committee following the admissions criteria. (Appendix 5).*
- *If a place is not available the child's name will be placed on a waiting list and informed if the situation changes during the academic year.*
- *The admission number for Deanery CE Primary School is 60 children in Reception.*

Offer Acceptance

Parents/carers will be given a date by which to accept an offer (usually 14 days). Applications of acceptance received after this deadline will only be considered after all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criteria than that offered to other applicants, you will be unsuccessful.

Late Applications

Any applications received after the closing date for children coming into the Reception year will be ranked in order, dependent on our Admissions criteria and put on our waiting list. Applications at other times of the year and in other year groups will be considered in-line with our Admissions Criteria and names will be put on a waiting list if there are no places available. Should a place become available in a year group, an offer will be made by the Governing Body from the waiting list.

Admissions Criteria

- There is a separate admission criteria for
 - Little Hollies Nursery (Appendix 2)
 - Deanery CE Primary School (Appendix 5).

Admissions will be made using the Admissions Criteria for each school year. Please see the enclosed Appendices for the details of criteria for admission.

- The Governors have adopted the LA timetable (closing date and notification of places) for Reception admission.
- The vocabulary definitions used on the Admissions Criteria as explained in Appendix 2 and Appendix 5 have been adopted from the LA definitions.
- The Governors reserve the right to verify the home address and date of birth given on the application form.

Oversubscription/Tie-Breaker

If the number of applications for a particular year group exceeds the number of places available the criteria listed in appendix 2 or 5 will be used.

1. There is no automatic transfer from nursery. Parents must apply on the Local Authority Application Form for a place in the Reception class.

2. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest the school will be offered first. Distances are calculated by the LA on the basis of a straight-line measurement between the applicant's home address and the front door of the main school building. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.

3. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.

4. In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place (unless there are multiple births – in this case all the siblings will be admitted).

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

6. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the school. The Admissions Committee will consider the application and if there is a vacancy in the relevant year group, a place will be offered.

7. Unsuccessful Applications – Waiting List If the Governors are unable to offer a child a place at the Deanery CE Primary School, the parent/carer will be offered the opportunity for the school to retain the child's name and contact information on a waiting list.

The order of priority on the waiting list. is the same as the admission criteria. No account is taken of the length of time on the waiting list and there is no guarantee of a place at the school.

8. Appeals, Parents who wish to appeal against a decision of the Governors to refuse their child a place in the Deanery CE Primary School may apply in writing to the Chair of the Governing Board, via the school office. Appeals will be heard by an independent Panel.

9. Fair Access Protocol: The Governing Body recognises its duty to participate in the Local Authority Fair Access Protocol

10. **Admission of children below compulsory school age and deferred entry.** 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 Deanery CE Primary 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.

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.

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: ie: A child born between 01 September and 31 December must be in compulsory education by the 31 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).

11. Admission of children outside their normal age group. 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 2021, 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)).

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.

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.

The admission authority for a Voluntary Controlled school will be the relevant Local Authority. For Voluntary Aided schools the admission authority is the Board of Governors and application can be made by letter to the Chair of Governors. For an Academy, 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>

Policy reviewed by Admissions Committee

27 February 2023

A handwritten signature in black ink, appearing to be 'A. N.', written over a horizontal line.

Agreed and accepted by Governing Body

29 March 2023

Signed

Dated 29 March 2023

2024/25

- Appendix 1 Little Hollies Nursery Application Form
- Appendix 2 Little Hollies Nursery Criteria including Definitions.
- Appendix 3 Deanery CE Primary School Application for Admission Additional Information Form (for Reception intake only)
- Appendix 4 Deanery CE Primary School Application for Admission Additional Information Form (within a school year)
- Appendix 5 Criteria including Definitions for use with Appendix 3 & 4



**Deanery C.E. Primary School
Academy Status**

Fox Hollies Road, Walmley, Sutton Coldfield. B76 2RD
Tel: 0121 351 6615/6441 Fax: 0121 313 0320
E-mail – enquiry@deanery.bham.sch.uk
Head Teacher: Mrs Jayne Lockett

LITTLE HOLLIES NURSERY APPLICATION FORM 2024/25

Morning Session 9.00 am -12.00 noon

DETAILS OF CHILD

Surname:	Forenames:	Other Names:
Date of Birth :	Gender: Male/Female	
Address:		
Postcode:	Contact Tel. No:	
Name(s) of other children already in Deanery CE Primary School		Class:
Name of present/previous Nursery/Playgroup:		
Are there any agencies involved? e.g. speech therapy pre-school team, social services? If yes, please give details. Have you any other concerns:		
Parent 1: Full Name:	Title:	
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Parent 2: Full Name:	Title:	
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After		
Please indicate if your child has an Education, Health and Care Plan (EHCP)		
I certify that to the best of my knowledge the information I have supplied is complete and correct.		
SIGNATURE OF PARENT: _____		DATE: _____
<p><i>This part must be completed by your Vicar/Minister – Please complete all sections particularly date the family started attending church. *Regular church attendance means "attendance at church worship at least twice a month 12 months prior to submission of application" 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></p>		
NAME OF VICAR:		NAME OF CHURCH:.....
DENOMINATION:		TEL. No.
ADDRESS:.....		
Have the parents attended church since March 2023?.....		
Have parents attended at least twice a month since this date?		
I certify that to the best of my knowledge the information I have supplied is complete and correct.		
SIGNATURE OF VICAR OR MINISTER:		DATE:

ADMISSION TO THE NURSERY DOES NOT GUARANTEE A PLACE IN THE SCHOOL. (A separate application must be made for school)

CLOSING DATE FOR APPLICATIONS: FRIDAY 22 MARCH 2024

OFFER LETTERS WILL BE POSTED ON FRIDAY 19 APRIL 2024

CONTACT THE SCHOOL FOR FURTHER INFORMATION.

OFFICE USE ONLY. Date received in office:	Birth Certificate: Seen YES/NO	Proof of Residency: Seen YES/NO



Deanery C.E. Primary School

Academy Status

THE ADMISSIONS CRITERIA OF THE GOVERNORS OF THE DEANERY C.E. PRIMARY SCHOOL IN RELATION TO LITTLE HOLLIES NURSERY 2024/25

Address	Fox Hollies Road, Walmley, Sutton Coldfield, B76 2RD
Tel. No.	0121 351 6441/6615
Fax:	0121 313 0320
E-mail	enquiry@deanery.bham.sch.uk
Head Teacher	Mrs Jayne Luckett
Admission No.	52 morning sessions 9.00-12.00 noon
1.	<p>Looked After, Previously Looked After Children or Internationally Adopted Previously Looked After Children</p> <ul style="list-style-type: none"> ○ 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 or a child who it appears to the admission authority were in state care outside of England but ceased to be in state care through adoption. (referred to as internationally adopted previously looked after children – “IAPLAC”). <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>
2.	Brothers or sisters (as defined below) of children at the Deanery School in the year of admission.
3.	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 11 below. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <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>
4.	Children of parents who live within the parish boundaries of the 14 churches listed in note 11 below and are of other Christian denomination (see note 2) and are regular worshippers at church within the parish boundaries of the 14 churches listed in note 11. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <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>
5.	Children who live nearest the school (as defined and measured by the Local Authority).



**Deanery C.E. Primary School
Academy Status**

Fox Hollies Road, Walmley, Sutton Coldfield. B76 2RD
Tel: 0121 351 6615/6441 Fax: 0121 313 0320
E-mail – enquiry@deanery.bham.sch.uk
Head Teacher: Mrs Jayne Lockett

**Additional Information Form
in respect of a request for a School place in Reception Class - September 2024**

Please complete & return this form to the school at the above address by 15 January 2024 tbc

An online application to the Local Authority must also be completed. All enquiries relating to admission for September 2024 should be referred to School Admissions Service, PO Box 16513, Birmingham B2 2FF (0121 303 1888)

DETAILS OF CHILD

Surname:			Forenames:			Other Names:		
Date of Birth :			Gender: Male/Female					
Address:								
Postcode:			Contact Tel. No:					
Name(s) of other children already in Deanery CE Primary School							Class:	
Name of present/previous School / Nursery / Playgroup:								
Parent 1: Full Name:			Title:					
Address if different to child:								
Contact details : Work:			Mobile:			email address:		
Parent 2: Full Name:			Title:					
Address if different to child:								
Contact details : Work:			Mobile:			email address:		
Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After								
Please indicate if your child has an Education, Health and Care Plan (EHCP)								
I certify that to the best of my knowledge the information I have supplied is complete and correct.								
SIGNATURE OF PARENT: _____						DATE: _____		

This part must be completed by your Vicar/Minister – Please complete all sections particularly the date the parents started attending church. *Regular church attendance means "attendance at church worship at least twice a month 15 months prior to submission of application for Reception"

" 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

NAME OF VICAR: NAME OF CHURCH:.....

DENOMINATION: TEL. No.

ADDRESS:.....

Have the parents attended church since September 2022?

Have parents attended at least twice a month since this date?

I certify that to the best of my knowledge the information I have supplied is complete and correct.

SIGNATURE OF VICAR OR MINISTER:..... DATE:

OFFICE USE ONLY.	Birth Certificate:	Proof of Residency:
Date received in office:	Seen YES/NO	Seen YES/NO



Deanery C.E. Primary School

Academy Status

Fox Hollies Road, Walmley, Sutton Coldfield. B76 2RD
 Tel: 0121 351 6615/6441 Fax: 0121 313 0320
 E-mail – enquiry@deanery.bham.sch.uk
 Head Teacher: Mrs Jayne Lockett

Application for In-Year Admission Form 2024/25

(in respect of a request for a school place other than September Reception intake)

DETAILS OF CHILD		
Surname:	Forenames:	Other Names:
Date of Birth :	Gender: Male/Female	
Address: Postcode:	Contact Tel. No:	
Name(s) of other children already in Deanery CE Primary School		Class:
Name of present/previous School / Nursery / Playgroup:		
Parent 1: Full Name: Address if different to child: Contact details : Work:	Title: Mobile:	email address:
Parent 2: Full Name: Address if different to child: Contact details : Work:	Title: Mobile:	email address:
Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After Children		
Please indicate if your child has an Education, Health and Care Plan (EHCP)		
<p><i>This part must be completed by your Vicar/Minister – Please complete all sections particularly the date the parents started attending church.</i> *Regular church attendance means "attendance at church worship at least twice a month 15 months prior to submission of application" <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></p>		
NAME OF VICAR: NAME OF CHURCH:.....		
DENOMINATION: TEL. No.		
ADDRESS:.....		
Have the parents attended church at least twice a month 15 months prior to submission of application?.....		
I certify that to the best of my knowledge the information I have supplied is complete and correct.		
SIGNATURE OF VICAR OR MINISTER:..... DATE:		
OFFICE USE ONLY. Date received in office:	Birth Certificate: Seen YES/NO	Proof of Residency: Seen YES/NO

**THE ADMISSIONS CRITERIA OF THE GOVERNORS FOR ADMISSION TO
DEANERY C.E. PRIMARY SCHOOL (2024/25)**

Academy Status

Address	Fox Hollies Road, Walmley, Sutton Coldfield, B76 2RD
Tel. No.	0121 351 6441/6615
Fax:	0121 313 0320
E-mail:	<u>enquiry@deanery.bham.sch.uk</u>
Head Teacher	Mrs Jayne Lockett
Admission No.	60
Criteria	
1.	<p>Looked After, Previously Looked After Children or Internationally Adopted Previously Looked After Children</p> <ul style="list-style-type: none"> ○ 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 or a child who it appears to the admission authority were in state care outside of England but ceased to be in state care through adoption. (referred to as internationally adopted previously looked after children – “IAPLAC”). <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>
2.	Brothers or sisters (as defined below) of children at the Deanery School in the year of admission.
3.	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 11 below. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <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>
4.	Children of parents who live within the parish boundaries of the 14 churches listed in note 11 below and are of other Christian denomination (see note 2) and are regular worshippers at church within the parish boundaries of the 14 churches listed in note 11. (The section on the Additional Information Form indicating regular church attendance* by a member of the clergy is required). <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>
5.	Children who live nearest the school (as defined and measured by the Local Authority).

NOTES

1. Children with an Education, Health and Care Plan (EHCP) that names Deanery CE Primary School may 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 15 months prior to submission of application
This is measured by each Incumbent of the church within the old Deanery of Sutton Coldfield (see note 11) ***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 (see point 11 below) a letter demonstrating attendance at least twice a month, for at least 15 months preceding the date of submission of the application and signed by the minister of their previous church will be required.

Please contact the school for further information. An 'Additional Information Form' must be returned to the school if criteria 3 & 4 applies.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

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. For the purposes of education law, the Department for Education considers a 'parent' to include:
 - all biological parents, whether they are married or not;
 - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, 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.
5. There is no automatic transfer from nursery to reception class; a further application must be made in the following year.

6. 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.

7. 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).

8. 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.

9. 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).

10. 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. (In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.)

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.

11. Be within the parish boundary of one of the following 14 churches: (re note 2 above)

- 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

12. 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 within 10 days.

13. 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.

14. The Additional Information Form must be returned to the school if parents are applying under criteria 3 or 4.

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