

MOSELEY

CHURCH OF ENGLAND

PRIMARY SCHOOL



Admissions Policy 2022/2023

MISSION STATEMENT

Our successful Christian school offers a wide range of exciting and educational opportunities to enhance skills, talents and creativity. The school community appreciates and accepts others, and celebrates the achievements of all. We have supportive and trusting relationships with God and all his children. As a result, we take responsibility and welcome absolutely everyone into a caring and safe environment, where we are all guided to work together.

AIMS OF THE SCHOOL

At Moseley C of E Primary School, we want ALL of our children to:

- Have an enthusiasm and thirst for learning
- Have confidence to be themselves and consistently aim high to challenge their potential;
- Have an awareness for the world beyond their own – have respect and understanding of others with circumstances different to their own;
- Explore all opportunities provided to discover their talents and abilities;
- To be kind and respectful members of their community;
- Have embedded morals;
- Have fun, good memories of their school life;
- Be inspirational role models.

ADMISSIONS

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before the year of admission.

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. If there are more applications than places available then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time by a committee of the Governing Body's Admissions Committee.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used:

- Priority 1** Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). From September 2021, (conditional on the Admissions Code 2021 receiving Parliamentary approval), 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.
- Priority 2** Children with brothers or sisters already at the school who will still be there when they start school themselves.
- Priority 3.** Children who qualify for Pupil Premium funding, up to a maximum of 3 (priority will be given to those who live closest to the school)
- Priority 4.** Children whose parent/guardian regularly attends the local Church of England Churches in Moseley (St Mary's, St Anne's and St Agnes). We define regular as meaning once a month for a two-year period prior to the point of application and this will be confirmed by a letter from the local minister.[see note 4]
- Priority 5.** Children whose parent/guardian regularly attends any other Church of England Church. We define regular as meaning once a month for a two-year period prior to the point of application and this will be confirmed by a letter from the local minister. .[see note 4]
- Priority 6.** Children whose parent/guardian 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 two-year period prior to the point of application and this will be confirmed by a letter from the local minister. .[see note 4]
- Priority 7.** Children who live nearest the school.

Notes:

1. Parents are required to complete an additional information form in order to prove that they meet one of the oversubscription criteria.
2. Children with a statement of special educational needs that names Moseley C of E Primary School will be offered a place first. This will reduce the number of places available.
3. Priority 3: 'Pupil Premium' – does not include Early Years Pupil Premium or the Service Premium. The Governors' definition of Pupil Premium / Free School Meals eligibility is if you are currently in receipt of any of the following:
 - Income-based Jobseeker Allowance
 - Income Support
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)

- The guaranteed element of State Pension Credit
- Universal Credit

*Declaration of this is required on the additional information form and evidence of one or more of these is required at the point of application.

4. Priority 4 – 6. For admission to Reception at the start of the academic year, attendance is required for a minimum of 2 years prior to the admissions deadline date at the Local Authority. If a family is moving into the area, a letter is required demonstrating attendance at least once a month for a two-year period preceding the date of admission, which must be signed by the minister of their previous church.

Please note that 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.

5. 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.
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 calculated on the basis of a straight-line measurement between the applicant's home address and the main school gates. The Local Authority uses a computerised system (Cartology), 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. 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.
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.
10. 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.

11. 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.
12. Parents who wish to appeal against the 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.

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

13.1 By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

13.2 Parents may defer their child's admission to primary or infant 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 of which the offer of a place was made.

13.3 A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

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.

14.2 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 admission authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

14.3 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.

14.4 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)).

14.5 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.

14.6 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.

14.7 As a Voluntary Aided school, the admission authority for Moseley CE Primary School is the Board of Governors and application can be made by letter to the Chair of Governors.

14.8 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 a request 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>

This policy was last updated on 6th July 2021 and presented to the Governing Body on 20th July 2021 for approval.