



ADMISSIONS POLICY

This policy was adopted by the Governing Body of Deykin Avenue School
on.....

Next review.....

Signed Chair of governors:.....

This policy will be reviewed annually.

Statement of intent

At Deykin Avenue JI School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupil's in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 30 children in Reception.

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Community school	Birmingham Local Authority	LA

Legal framework

This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2014) School Admissions Code
- DfE (2012) School Admissions Appeals Code

Admissions

Deykin Avenue Infant & Junior School is a one form entry school admitting 30 children in each year group. Reception Class admissions and the transfer of children from primary school to secondary school procedure is managed by the Local Authority.

Parents are contacted by the Local Authority a year prior to their child starting school. 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 coordinating 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.

There is a statutory infant class size limit of 30 and admission limits within junior classes 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. Applications must be made online at www.birmingham.gov.uk/schooladmissions or by using the local authority preference form.

Date for Starting School

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.

Adopting clear and fair admissions

Unacceptable Admission Criteria – our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

Admission Criteria

When places are oversubscribed, we follow the Birmingham Local Education Authority Guidance on Admissions, and places are offered based on the following order of priorities:

- Looked after children (in public care). This includes any child/young person who is subject to a Full Care Order, an interim Care Orders, accommodated under Section 20 of the Children Act 1989, is remanded or detained into local authority accommodation under Criminal Law or who has been placed for adoption.
- Any child with an Education Health Care Plan is required to be admitted to the school that is named in the statement

- Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school. Siblings (brothers and sisters) are considered to be those children who live at the same address and either:
 - i. have one or both natural parents in common
 - ii. are related by a parent's marriage
 - iii. are adopted or fostered by a common parent
- Children who live nearest the school

Within each of these categories, priority is given to those who live nearest the school, by straight line measurement to one fixed point in the school. In a few cases where the Authority has agreed a catchment area for the school, children living within that area have priority over those children living outside it. If vacancies occur because of pupils not taking up places or leaving school, places continue to be allocated according to the above criteria. **Admissions to a nursery school or nursery class does not give the child an extra right to transfer to the reception year of the primary school to which the nursery is linked or attached.**

Applications for places in other year groups

The responsibility for processing in-year admissions will be with the school. The application form (Application for a Change of School (In Year)) will be available directly from the school or from the Local Authority. Application forms are also available by telephoning CYPF, Children Information and Advice Service on 303 1888, or from the School Admissions and Pupil Placements website, www.birmingham.gov.uk/schooladmissions

Parents should complete the 'Application for a Change of School (In Year)' form and return it directly to their preferred school. All schools must notify the School Admissions of Pupil Placement Service of the application and its outcome.

- If a place is available, this can be offered immediately and the parents can be sent an offer letter giving details of the start date. The Local Authority will be notified via 'Impulse'
- If a place is not available, the parent/carers must be informed of their right of appeal against the decision not to admit. The child will be added to the relevant waiting list, in accordance with the oversubscription criteria
- For those parent/carers who are not offered a place at any of their preferred schools, School Admissions and Pupil Placements Service will offer the nearest school with a vacancy. If that school is its own admission authority, School Admissions staff will consult with that school or academy before an offer is made
- Following the offer of a school place, if the parent/carer refuses that offer, or the child does not take up the place offered and the place is withdrawn, we will notify the School Admissions and Pupil Placements Service so that appropriate action can be taken. This will ensure compliance with safeguarding duties and will enable the LA to take appropriate action to ensure the child is in receipt of a suitable education.
- If the Governing Body has refused to admit the child due to their challenging behaviour, please refer the case to Fair Access Team on hardtoplace@birmingham.gov.uk. Please highlight any particular issues with the application and the reasons for the refusal. A referral will then be made by the Fair Access Team to your Network/Consortium Sharing Panel, including the reasons why the school is unable to make an offer.

School Admissions and Pupil Placement Service

In addition to the coordination of admissions during the normal admissions rounds, (Reception Class, Year 7, Year 2 to Year 3 (Infant to Junior school) and Year 10 admissions), the School Admissions and Pupil Placements Service will continue to receive, process and present admission appeals.

Admission appeals

Where you have been refused admission to a school, you have the right to appeal to an independent appeal panel who will take into account your individual circumstances.

The panel will consider the school's case that it cannot admit any more children, weighed against your case that your child needs to be offered a place at our school

Appeals should be made to the School admissions and Pupil Placement Service. An appeal form can be obtained by visiting www.birmingham.gov.uk/sae or by calling 0121 303 1888

Key Contacts and useful telephone number

CYPF –Children Information and Advice Service - 303 1888

Monday to Thursday 8.45am – 5.15pm

Friday 8.45am – 4.15pm

This number can be given to parents/carers so that they access advice and guidance in respect of school admissions and appeal matters.