



PROPOSED ADMISSIONS POLICY 2021-2022

On behalf of the Trust, I wish to consult you on the proposed admissions arrangements for Beechwood CE Primary for the year commencing

September 2021.

The published admissions number for year 2021/22 will be 30.

Beechwood CE Primary School part of the group of schools within the drb ignite multi trust primarily serves parents who wish their children to receive an education provided by a church school.

The Trust have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year, (1st September – 31st August).

Where the number of applicants exceeds the admissions limit, places will be offered in the following order:

1. Relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, Child Arrangement Order, or special guardianship order. See notes below.
2. Children of The Church of England Faith (see note 4 below) living in the parishes of St Edmund & St John who have a brother or sister (see Note 5 below) in the school at the time of admission living inside the two parish areas of St Edmund & St John.
3. Children of other Christian denominations, or other faiths, who have a brother or sister (see note 6) in the school at the time of Admission.
4. Children of the Church of England faith living in the two parish areas of St Edmund & St John.
5. Children of the Church of England faith living outside the two parish areas of St Edmund & St John who have a brother or sister (see note 5) in the school at the time of admission.
6. Children of the Church of England faith living outside the two parish areas of St Edmunds and St John.
7. Children of other Christian denominations, or other faiths, who have no brother or sister in the school at the time of Admission.
8. All other children who are not included in the above criteria.

Over-Subscription

If there is over-subscription within a category, the Trustees will give priority to children living closest to the school determined by shortest straight line distance measured from the main entrance of the school to the home address (see note 6 below).

Note 1:

Relevant looked after children means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 2:

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 3

Children with an Education Health Care Plan that names the school must be admitted. This will reduce the number of places available to applicants.

Note 4

In the case of categories 2 – 8 , the governors will require evidence in the form of a letter from the Parish Priest or Faith Leader confirming attendance over a 12 month period of at least once a month in the year prior to admissions. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 5:

The definition of brother or sister is:

- A brother or sister sharing the same parents.
- Half-brother or half-sister, where two children share one common parent.
- Step-brother or step-sister, where two children are related by a parent's marriage
- Adopted or fostered children.

All siblings must be living at the same address.

Note 6:

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

Note 7:

Special conditions will apply in the event that one child from a multiple birth does not gain admission to the preferred school through the admissions criteria. In the case of multiple births the parents must select which child is to be offered the place.

Note 8:

The Trustees have agreed to follow the same process and time scale as adopted by Dudley LA and the 2022/2023 Co-ordinated admission arrangements across Dudley Borough schools.

Note 9:

In a very small number of cases, where the school is oversubscribed, 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 the 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, on behalf of The Trust, will randomly select the child to be offered the final place.

Late Applications

Applications received after the closing date will only be considered after applications that were received within the deadline have been dealt with, with the following exceptions:

- a) Where a child moves into the Borough after the closing date and therefore the parent/carer could not apply within the deadline given.
- b) Where a child moves within the Borough and as a result needs to make new preferences for schools within the new area.
- c) Where there were exceptional circumstances that stopped a parent/carer returning the application form within the deadline e.g. An emergency admission to hospital.

Appeals

If you are not offered a place at the school, you have the right to appeal to an independent panel. The Local Authority will administer this process on behalf of The Trust, the relevant form and guidance notes can be obtained from The School Admissions Service.

Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2023. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31st August 2023 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2022/23 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Trust setting out the reasons why they believe their child should be taught outside of their chronological age group.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Trust who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

THERE IS NO CHARGE RELATING TO THE ADMISSION OF PUPILS.

Admissions Policy 2021/22 Supplementary Form

Supplementary Form –Beechwood CE Primary School.

Beechwood CE Primary School serves its local community and welcomes all children irrespective of faith.

Church of England VA School Governing Bodies, as the legal Admissions Authority, determine pupil admissions to their schools. Priorities for Admissions may include attendance at a church and the faith commitment of parents. If you have nominated our school on your preference form you will need to complete this supplementary application form. **This will ensure that the school has the information it needs to apply its oversubscription criteria if the school receives more applications than it has places to offer.**

When you have completed this form you need to return it to

Beechwood CE Primary School Beechwood Road, Dudley. West Midlands. DY2 7QA. Tel 01384 470127

Full Name of Child:

Surname: First Name(s):

Date of Birth:

Beechwood CE Primary School is an active Church School. Please can you confirm below that you will support our Christian Values:

Trust, Friendship, Forgiveness, Compassion, Endurance and Justice.

If you attend church please complete the following:

Name of Church:

Name of your priest/vicar/minister/pastor/Faith Leader