



## **Aston Tower Community Primary School Admissions Arrangements 2023-2024**

Our admissions process forms part of Birmingham City Council's coordinated scheme.

Our admission number is 60. If the number of applications is lower than the school's admission number, all applicants will be admitted.

Any child with an Education Health and Care Plan is required to be admitted to Aston Tower Community Primary School if the Academy is named in their plan. This gives such children overall priority for admission to Aston Tower Community Primary School. This is not an oversubscription criterion.

If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

### **Oversubscription criteria**

**Priority 1** Looked after children or children who were previously looked after (including previously looked after children from outside of England) or subject to a child arrangement order or special guardianship order

**Priority 2** Children who have a brother or sister at the school at the same time

**Priority 3** Other children, measured in a straight line from the child's home address and the main entrance to the school building.

Under priority group 1 the following definition applies:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement 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.

Children adopted from state care outside of England 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 will be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). These children are referred to as internationally adopted previously looked after children –

“IAPLAC”. Evidence will be required from the carer confirming that their child meets the above criteria in accordance with the DfE’s non-statutory guidance on the admission of IAPLAC.

Within each of the categories above, priority is given to those who live nearest to the school.

Under priority group 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 couples who live together; or
- an adopted or fostered brother or sister.
- Priority is not given if the brother or sister attends the nursery unit as this is non-statutory education.

There is no guarantee of transfer from nursery to reception class; a further application must be made the following year.

If possible, places will be offered at the same school to twins, triplets and children from other multiples births, as long as we comply with infant class size legislation. If only one place can be offered the parent will choose which child should have the place.

Distances are measured by Birmingham City Council on our behalf. Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and a point decided by the school (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant’s home address and the address of the school.

The 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.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned. Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Pupil Placements Service to discuss providing other acceptable proof of address. If a place is offered on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

Applications received after the closing date will be given a late priority. They will be put on the list after applications with the same priority as those that were received on time.

Waiting lists are produced in strict order of priority, according to the oversubscription criteria. Waiting lists will not be fixed following the offer of places; they are subject to change. Any new applicants to whom it is not possible to offer a place will be added to the waiting list in accordance with the relevant oversubscription criteria. This means that a child’s waiting list position during the year could go up or down.

Applications for a school place at any time other than the normal time for admission should be made to Aston Tower Community Primary School. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority and put on the waiting list. On receipt of an in-year application, the academy 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 academy places in Birmingham.

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 computerised system to randomly select the child to be offered the final place will be used.

#### Deferred Entry

Parents 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.

#### Applications for children to be admitted into a class outside their normal Year group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Academy Trust for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Academy Trust will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Academy Trust and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Trust and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2024, then the original application is withdrawn and the parents must submit a fresh application for Reception 2024 when applications open in the autumn term of 2023. Please note that parents only have the right to re-apply for a place. Where the Academy Trust agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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 also read the DFE guidance which can be found at:

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

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

Parents who wish to appeal against the decision of the Trustees to refuse their child a place in the school should contact School Admissions at Birmingham City Council. Appeals will be heard by an independent panel. In the case of infant class size appeals, because infant classes have a legal limit of 30, Appeals Panels are limited in the matters they can take into account when considering Reception, Year 1 and Year 2 appeals in which the admission of more pupils would cause this limit to be exceeded. In this type of appeal, an Appeal Panel can only uphold an appeal if it is satisfied that:

- the admission of additional children would not breach the infant class size limit; or
- the child would have been offered a place if the arrangements had been correctly and impartially applied; or
- the child would have been offered a place if the arrangements had not been contrary to the School Admissions Code and legislation; or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The administration of appeals has been delegated to Birmingham Local Authority and appeals should be made to Birmingham's School Admissions and Fair Access Service via

[www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)