



Aston Tower Community Primary School Admissions Arrangements 2018-19

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

Our proposed admission number is 60. If 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 will be given a priority from the oversubscription criteria and places will be offered in priority order.

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Oversubscription criteria

Priority 1 Looked after children and previously looked after children who are now adopted or subject to a residence 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

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

Under priority group 3 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.

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.

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 Solihull 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 sent to Birmingham's School Admissions and Pupil Placements Service.