



Dame Elizabeth Cadbury School

For the academic year 2028-2029

Dame Elizabeth Cadbury School is part of an inter-LA Co-ordinated Admission Scheme (Year 6-7 Transition Only)

All dates referred to within this document are in line with this scheme

Birmingham Council's online application process will open in September 2027

Closing date for the submission of applications is 31st October 2027

Notification date – 1st March 2028 (or next working day if 1st March is not a working day)

Matrix Academy Trust, as its own Admission Authority, is required to consult on admission arrangements every seven years unless there has been a change to the criteria. Once the consultation process has taken place determined arrangements are forwarded to consultees.

It should be noted that where a child meets the admission criteria of two or more schools named in their application then they will be allocated a place at the highest ranked of these schools.

For admissions to Sixth Form, applications should be made directly to Dame Elizabeth Cadbury School.

DAME ELIZABETH CADBURY SCHOOL
Woodbrooke Road, Bournville, Birmingham, B30 1UL

ADMISSION ARRANGEMENTS 2028-2029

Dame Elizabeth Cadbury School is a mixed 11-19 Academy with 728 pupils. The school's admission policy is in accordance with the guidelines below:

Entry into Year 7 September 2028

Pupils will be admitted without reference to ability, aptitude, race or religion. The Published Admission Number in 2028 will be 130.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Children in Public Care (looked after children) and previously looked after children

Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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.

2. Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school in Years 8 – 11 in September of the relevant year.

Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents
- Half brother or sister sharing one common parent
- Step brother or sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order)

3. Children of Staff employed at The Academy

Where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note, this criterion does not include contract staff. If service has been 'in house' and is subsequently 'contracted out,' children of staff will no longer be eligible for priority admission under this criterion.

4. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or guardian or leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

Distance between home and school will be a straight-line measurement from the pupil's residence to the school gate on Woodbrooke Road based on the drive leading to the school's main entrance doors and reception. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system. Those living closer to the school receive the higher priority.

In the event of an oversubscription in any of the above categories, places will be allocated according to those that live closest to Dame Elizabeth Cadbury School as calculated on the basis of a straight-line measurement between the home and school whose circumstances remain unchanged on the day of admission.

Tie Breaker

In the event of an oversubscription in any of the above categories, places will be allocated according to those that live closest to Dame Elizabeth Cadbury School as calculated on the basis of a straight-line measurement between the home address and school whose circumstances remain unchanged on the day of admission.

Children with an EHCP

Any child with an Education Health & Care Plan is required to be admitted to the school that is named in the plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

Applications for children to be admitted outside of their normal age group

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 by 31st October 2027. This will include parents whose child is currently being educated outside of their normal age group but where the child has reached the normal age of transition to secondary school (i.e. normal age group is Year 6; however child is being educated in Year 5). Parents may request that the child continues to be educated outside of their normal age group and be admitted to Year 7 in September 2029 rather than Year 8.

Any parent wishing to make such a request must put the request in writing to the Clerk to the Academy Trust Boards Admission Committee by no later than 31st October 2027. This request should be in the form of a written letter of application outlining the reasons why they wish for their child 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.

Requests will be considered on an individual basis and decisions will be reached by taking account of 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. The view of the Headteacher of the school will also be sought as part of the decision-making process.

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. Year 7 in September 2029, then the original application is withdrawn, and the parents must submit a fresh application for a school place in September 2029 when applications open in the autumn term of 2028. **Please note that parents only have the right to be considered for a different year group, and if agreed can re-apply for a place in that year.**

Where the decision is to agree the request for an application in Year 7 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.**

Parents should be aware that if the request is agreed and the child is admitted outside of their normal age group in September 2029, the child will remain with their adopted cohort and be educated outside of their normal age group for the remainder of their education at the school. However, should a request be made to transfer from the allocated school to an alternative school, parents will need to apply to the admission authority of the new school to request that the child continues to be educated outside of their normal age group. Before any application is submitted it is strongly recommended that parents/carers also read the DfE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Waiting List Policy (Year 7 Intake)

Parents may enquire about their child's position on the waiting list by contacting Dame Elizabeth Cadbury School on 0121 464 4040.

Waiting lists will be maintained until the end of each academic year. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

Withdrawing places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

In-Year Admissions

The school manages its own in-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Dame Elizabeth Cadbury School Admissions using the in-year admissions form on Dame Elizabeth Cadbury School's website.

Parents will be notified of the outcome of their application within 15 school days of receipt of a completed in-year application form.

Appeals

Parents whose children are refused admission to the school have the right of appeal to an independent appeal panel. The necessary forms and information should be obtained from the school website.

Appeals in respect of Year 7 intake for September 2028 should be lodged by Friday 14th April 2028.

Late Applications (Year 6 – Year 7 transfer Transition Only)

A late application is an application form received after the published closing date. Late applications will normally be considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place at the school.

When places are offered, applications received by the closing date and valid late applications will be considered first.